



AELP Sector Forums

Terms of Reference (TOR)

April 2025

Purpose:

AELP sector forums provide a sector-based platform for members to keep up to date with topics around sector apprenticeship standards, funding and other sector-based activities. They are an opportunity for members to come together to collaborate and network on a peer-to-peer basis to talk through issues, share best practice and celebrate successes. The groups also act as a two way street to give AELP key sector-based insights that are extremely useful to support policy, lobbying and research activities.

Structure:

Sector forum groups are led by a Chair from an AELP member organisation with expertise in the sector. Chairs are elected by the membership and are subject to maximum terms of two years, after which a re-election process will be triggered (see Chair TOR and nomination process). Skills England sector leads attend to provide a sector-based update, following which there is an opportunity for members to participate in a question and answer session, led by the Chair.

Target Audience:

Managers, practitioners and sector-based leads from AELP member organisations.

Meeting schedule:

Groups generally meet online, on a quarterly basis. There is also the option for groups to meet face to face once per year should this be specifically requested by the Chair and group members.

Responsibilities:

Chair:	Overseeing the group and facilitating discussions
Skills England:	Provide relevant sector-based updates and answer any queries
Delegates:	Attend the meeting and input into discussions
AELP Admin:	Meeting co-ordination, registration, joining instructions, technical support and note taking. The AELP representative will also feed any relevant discussion points to the relevant team at AELP and signpost members to other sources of support.

Resources:

Subject to agreement by the Chair, AELP will facilitate an online discussion platform that can be used in between meetings. The Chair is responsible for facilitating the group and monitoring it (with support from AELP). Any staff from AELP membership organisations can also access the range of member benefits relevant to the membership type. A list of all membership benefits can be viewed on the AELP website or click [here](#).