

CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD) SUBGROUP

TERMS OF REFERENCE

Context

On AHECS Executive Board there are 1-2 Continuous Professional Development Director/s whose role it is to work in collaboration with staff and members to promote and develop annually a programme of AHECS Professional Development activity, qualifications, courses and events and to make strategic recommendations to the AHECS Executive Board. To this end a subgroup called the “Continuous Professional Development (CPD)” has been created.

Relationship with AHECS Executive:

- The CPD subgroup reports to the AHECS Executive Board.
- The CPD subgroup attends once per year either the AHECS Executive and/or Heads of Service meeting. The purpose is to present plans, activities and budget (proposed/actual spend) in connection with associated CPD activities.
- The CPD subgroup circulates the AHECS Executive Board with monthly minutes of its meetings.
- AHECS Executive Board meeting schedule will be shared with the CPD subgroup to allow for effective CPD subgroup meeting planning and timely response rate on decisions.
- AHECS Executive Board will circulate relevant minutes to the CPD subgroup.

Role of CPD Subgroup:

- The CPD subgroup is tasked with overseeing the continuing professional development and the promotion of best practice of careers and employability professionals across Ireland. The CPD subgroup identifies, sources or delivers verified training courses and seminars in support of its members' professional development.
- CPD annual training is organised and hosted by the University of Limerick, in consultation with the AHECS Executive Board.

Membership of CPD Subgroup:

- Membership of the CPD subgroup shall comprise of up to 6 AHECS members, all of whom should be *Full Members*.
- Members can be a Head of Service or nominee of a Head of Service. There will be a representative (1 or 2) from AHECS Executive Board co-opted onto the CPD subgroup.
- CPD subgroup appointments shall be for a maximum of two years. Retiring members may be re-appointed, subject to a maximum of 4 years' consecutive service. AHECS Executive Board appointments will overlap membership years to provide continuity for each term of office (year 1 appointment of each

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CPD subgroup will happen in year 2 of the AHECS Executive Board term of service)

- The CPD subgroup meets on average once per month (minimum). The quorum shall be one 50% plus one of the total membership of the committee, rounded up to the nearest whole number, of which all should be *Full Members* of AHECS.
- If you are interested in becoming a member, please contact admin@ahecs.ie for an *Expression of Interest form*.

Key Activities:

- The CPD subgroup scope includes:
 - Organisation of a monthly schedule of “Lunch & Learn” (L&L) events throughout each academic year. Responsibly for: sourcing of speaker/s to deliver each “L&L” session/s, introduction of speaker/s, sharing of AHECS branded PowerPoint slide templates and most importantly liaison with the AHECS administrator regarding the timely circulation of “L&L invites” to the wider AHECS community.
 - Annually, the CPD subgroup scope includes organisation in conjunction with the AHECS Executive Board an all-member training day. It can be national and/or regionally based. Important to liaise with the AHECS administrator on the logistics/costs and promotion of the same.
 - Consider and document “ad hoc training requests” and where not included in the current programme of work, build/capture into future plans, as appropriate, for funding consideration as approved by AHEC Executive Board.

Approval and Review:

These *Terms of Reference* shall be approved by AHECS Executive Board and form part of AHECS Regulations. The AHECS Executive Board will review on an annual basis these *Terms of Reference* and revise as appropriate, typically at the first meeting following the annual AHECS AGM.