**WEST DUNBARTONSHIRE ADULT LEARNING PARTNERSHIP**

**TERMS OF REFERENCE**

1. **PURPOSE**

The Adult Learning Partnership is a forum which aims to create and support a shared vision of Community Based Adult Learning in West Dunbartonshire through effective partnership working.

Our partnership working will be in the context of West Dunbartonshire’s Community Planning Partnership’s Local Outcome Improvement Plan: Plan for Place 2017 – 27; the Strategic Guidance for Community Planning Partnerships for Community Learning and Development; the Adult Learning in Scotland Statement of Ambition; Scotland’s Adult Learning Strategy (ALS); and West Dunbartonshire Community Learning and Development Plan 2021-24. In particular:

* National outcomes:

We are better educated, more skilled and more successful, renowned for our research and innovation.

* Local outcomes:

Increased and better quality learning and employment opportunities;

Families are supported in accessing education, learning and attainment opportunities

1. **MEMBERSHIP**

The Partnership comprises:

Ryan McWilliams, Senior Employability Officer, HSCP

David Russell, Senior Access and Training Officer, West Dunbartonshire Libraries

Alan Karas, Communities Project Worker, Communities Team, West Dunbartonshire Council

Gina Purdue, Community Outreach Coordinator, West College Scotland

Paul Martin, Curriculum & Quality Leader for Learner Development, West College Scotland

Craig Bendoris, Team Leader, Skills Development Scotland (SDS)

Fiona Howie, Post-school Career Coach SDS

Kathleen McCulloch, West Dunbartonshire Council for Voluntary Services (WDCVS)

Jane Logue, Team Leader, Adult Learning and Literacies, Working4U

Fiona Wilson, Team Leader, Adult Employability, Working4U

West Dunbartonshire Learner Voice Representative

1. **WAYS OF WORKING**
	1. The partnership will meet on a 6 weekly basis, subject to operational requirements.
	2. Sub-groups may be formed to undertake specific pieces of work.
	3. Individuals may be co-opted to provide specific advice and expertise as required.
	4. Meetings will be chaired by the Working4U Team Leader for Adult Learning and Literacies
	5. Minutes of the meeting will be taken and circulated by the Admin Support Unit (ASU) and Working4U Learning.
	6. Apologies should be submitted to the ASU or Chair
	7. Meetings should last no more than 2 hours.
	8. There should be a quorum of 3 people
2. **ACTIVITIES**

The Partnership will coordinate adult learning in West Dunbartonshire by working together to meet the outcomes of the CLD Plan 2021-24, in the context of the following themes from the Adult Learning Strategy:

* Expanding and Extending Adult Learning
* Connecting the Adult Learning Journey
* Access, Diversity and Inclusion
* Workforce Development

5. **TERMS OF REFERENCE**

 The Terms of Reference will be reviewed annually in January.