

**Appendix CS4**

**Employer Liaison Group (ELG) Agenda**

**Time, Day, Date (DD/MM/YYYY)**

**Venue and Campus**

1. Welcome and introductions.
2. Apologies for absence.
3. Terms of Reference and Membership (NB required for first meeting of each academic year only):
	1. Committee Terms of Reference and Membership for the academic year.
	2. Meeting Regularity.
4. Minutes:
	1. The minutes of the previous meeting.
	2. Matters arising/Action Points.
5. Employer Liaison Group Priorities.
6. Strategic Updates:
	1. Sector updates.
	2. Trends.
	3. Concerns/Challenges.
	4. New Initiatives.
7. Programme review and updates:
	1. Curriculum Review.
	2. Assessment Strategies.
	3. Workplace Skills Development.
8. Enhancement Opportunities:
	1. Guest Speakers.
	2. Staff Development.
	3. Student Employability.
	4. Professional Practice.
	5. Collaborative Opportunities.
9. Any Other Business.
10. Date of the next meeting.