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**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.