

Rathgael House  
43 Balloo Road  
Rathgill  
BANGOR  
BT19 7PR

23 October 2025

Dear

### **APPOINTMENT TO CURRICULUM ADVISORY COMMITTEE (TAC)**

I am pleased to formally confirm your appointment as a member of the Curriculum Taskforce Advisory Committee. This appointment is made in accordance with the [Terms of Reference](#) published by the Department of Education and forms part of the Strategic Review of the Northern Ireland Curriculum.

Thank you for agreeing to support the Curriculum Reform Programme, your insight and expertise will be invaluable as the Minister seeks to reform the Northern Ireland curriculum.

#### **Term of Appointment**

Your appointment commenced on 1 October 2025 for a fixed term of 12 months. The Department reserves the right to extend or terminate this appointment in accordance with the needs and requirements of the Taskforce and subject to performance and engagement.

#### **Meeting Schedule and Participation**

You are expected to commit to between 12 and 20 working days over a 12-month period commencing in October 2025. This typically equates to 1–2 working days per month, although the level of commitment may vary depending on individual roles and project needs.

The total commitment is not expected to exceed 20 working days.

Your duties will include:

- Attendance at scheduled meetings to support key project milestones.
- Review of materials, including the emerging curriculum framework and provision of constructive input.
- Contribution to the development and refinement of curriculum proposals in line with the project's scope and timelines.
- Strategic advice to the Minister, through the TAC, on framework design, a strategy for implementation and the approach to ongoing evaluation.

This commitment is essential to fulfilling the responsibilities of the role and ensuring the successful delivery of the new curriculum framework for Northern Ireland.

### **Remuneration and Expenses**

You will receive a daily rate of            per day (minimum of 4 hours) and            per half day (minimum 2 hours). This includes payment for consideration of papers and preparation for meetings. Should travel be required, supporting evidence and receipts should always            be            enclosed            with            claims            for            payment.

Payment will be processed on receipt of a valid invoice for the time spent on review work and a record of meetings will be held. An expenses form will be provided directly by the Secretariat and should be submitted to the Department monthly.

### **Conflict of Interest**

To maintain the integrity of the Committee's work, you are required to declare any actual or potential conflicts of interest. This includes any personal, professional, or financial interests that could reasonably be perceived to influence your contribution to the reform of the curriculum. Any direct links to Northern Ireland schools should also be declared.

Any such conflicts or links should be disclosed to the Secretariat immediately and appropriate steps will be taken to manage or mitigate the issue in accordance with departmental policy.

Conflict of interests will be a standing item at each meeting, and any new conflicts should be declared as they emerge.

### **Supplier Details**

To enable us to reimburse any fees or expenses we will be required to process your details on the Department's payments system. To allow this you are required to provide the following details:

Name	
Address	
Postcode	
Phone number	
Email address	
Bank sort code	
Bank account number	
Building Society roll number (if applicable)	

### **Acceptance of Appointment**

I hereby accept the appointment to the Curriculum Taskforce Advisory Committee under the terms outlined above.

**Signature:**

**Printed Name:**

**Date:**

Please complete the information requested and return this document signed and dated by Tuesday 28 October.

Should you have any queries please do not hesitate to contact -

Yours sincerely,