



Governance Unit	Further Education and Training Quality Council Sub-Group (Quality Assurance)
Document	Terms of Reference
Approved by / Date	Quality Council 25 th February 2019
Version	1.3
Due For Review by	December 2020

Revision History

Version	Date	Summary of Changes
1.1	30/11/2018	First Draft For Review
1.2	11/1/2019	Draft updated and ToR finalised by Director of FET
1.3	26/02/2019	Amended quorum requirement



PURPOSE

The purpose of the Further Education and Training Quality Council Sub-Group (Quality Assurance) is to fulfil the role and responsibilities delegated to it by the Further Education and Training Quality Council, for the development, oversight, planning, co-ordination and improvement of Quality Assurance policies, procedures, and processes. In doing so, it assists the Further Education and Training Quality Council in protecting, maintaining and developing the standards of education and training programmes and the related activities of Limerick and Clare Education and Training Board.

TERMS OF REFERENCE

The Further Education and Training Quality Council of Limerick and Clare Education and Training Board has delegated certain governance responsibilities to the Further Education and Training Quality Council Sub-Group (Quality Assurance), as detailed below. The Further Education and Training Quality Council Sub-Group (Quality Assurance) is accountable to the Further Education and Training Quality Council for carrying out its functions, regardless of whether governance sub-groups or working groups are formed to advance these tasks.

The Further Education and Training Quality Council Sub-Group (Quality Assurance) is responsible for the following:

Operational matters

- Agreeing its operating procedures in consultation with the Chair and Secretary of the Further Education and Training Quality Council;
- Establishing sub-groups or working groups to advance Quality Assurance-related matters, if required;
- Making recommendations to the Further Education and Training Quality Council to inform its decision-making and in line with its terms of reference;
- Preparing an Annual Report for the Further Education and Training Quality Council on key decisions and actions taken, and making any recommendations to the Further Education and Training Quality Council, as appropriate;
- Participating in the review of its terms of reference and formally making recommendations to the Further Education and Training Quality Council as appropriate;
- Exercising any other functions, which may be formally delegated to it by the Further Education and Training Quality Council.

Quality Assurance policies and procedures

- Approving a schedule for review, amendment and development of quality assurance policies and procedures and submitting this to the Further Education and Training Quality Council for noting;
- Reviewing and commenting upon draft quality assurance policies and procedures;
- Recommending quality assurance policies and procedures to the Further Education and Training Quality Council for approval;
- Recommending revisions to quality assurance policies and procedures to the Further Education and Training Quality Council for approval.



Monitoring and Review responsibilities

- Approving a schedule for quality reviews and submitting this to the Further Education and Training Quality Council for noting;
- Reviewing and commenting upon the quality review schedule and submitting this to the Further Education and Training Quality Council for noting;
- Making recommendations to the Further Education and Training Quality Council for the approval of programme and other quality review documentation and outcomes that is required to be submitted to an awarding body;
- Receiving reports on follow-up on actions arising from quality reviews and reporting to the Further Education and Training Quality Council on issues or recommendations arising;
- Receiving reports on significant and common issues arising through monitoring processes and reporting to the Further Education and Training Quality Council on any recommendations arising;
- Escalating identified areas of risk to the Further Education and Training Quality Council.

MEMBERSHIP

Chair: The Chair is appointed by the Director of Further Education and Training.

Secretary: The Secretary is appointed by the Director of Further Education and Training and should be an individual capable of liaising closely with the Secretary of the Further Education and Training Quality Council and with any sub-groups of governance that are reporting to the Further Education and Training Quality Council Sub-Group (Quality Assurance), or other groups providing information to inform the Further Education and Training Quality Council Sub-Group (Quality Assurance).

Ordinary Members:

- normally, up to 6 staff members with relevant experience drawn from across Limerick and Clare Education and Training Board, as the Director of Further Education and Training determines appropriate
- 1 representative from the Further Education and Training Quality Council
- 1 learner representative
- 1 representatives from the Quality Assurance Working Group

External Members:

The Chair of the Further Education and Training Quality Council Sub-Group (Quality Assurance) may from time to time recommend to the Chair of the Further Education and Training Quality Council the appointment of external members to the sub-group.

Additional Expertise:

From time to time, the Further Education and Training Quality Council Sub-Group (Quality Assurance) may request that its Secretary source specialist expertise to inform its deliberations if necessary.



ROLE AND RESPONSIBILITIES OF THE CHAIR

The responsibilities of the Chair of the Further Education and Training Quality Council Sub-Group (Quality Assurance) include:

- working closely with the Secretary to agree meeting agendas;
- ensuring meetings function efficiently and effectively;
- providing adequate time for discussion of agenda items;
- ensuring that members have been provided with materials in advance of the meeting to support informed decision-making;
- ensuring that a quorum is present before commencing a Further Education and Training Quality Council Sub-Group (Quality Assurance) meeting;
- ensuring that decisions are taken in the context of the remit of the Further Education and Training Quality Council Sub-Group (Quality Assurance) and that they are recorded.

ROLE AND RESPONSIBILITIES OF THE SECRETARY

The Secretary is a full member of the Further Education and Training Quality Council Sub-Group (Quality Assurance). His/her responsibilities include:

- agreeing a schedule of meetings with the Chair in consultation with members and having regard to the business of the Further Education and Training Quality Council Sub-Group (Quality Assurance) and the meeting dates of the Further Education and Training Quality Council;
- convening meetings of the Further Education and Training Quality Council Sub-Group (Quality Assurance) and determining the agenda of the meetings, in consultation with the Chair;
- circulating the agendas for meetings and associated documentation and reports for review by Further Education and Training Quality Council Sub-Group (Quality Assurance) members;
- liaising with the Secretary of the of the Further Education and Training Quality Council, and with the secretaries of any governance units reporting into the Further Education and Training Quality Council Sub-Group (Quality Assurance), to manage a smooth flow of information;
- preparing draft minutes of meetings and circulating these to members;
- ensuring that the decisions of the Further Education and Training Quality Council Sub-Group (Quality Assurance) are made known to the appropriate individuals / governance units;
- reporting to the Chair on the implementation of the decisions of the Further Education and Training Quality Council Sub-Group (Quality Assurance);
- ensuring that membership terms are managed, and new member induction / briefing provided.



OPERATING PROCEDURES

- The Further Education and Training Quality Council Sub-Group (Quality Assurance) will meet at least 4 times a year;
- In order for a quorum to be established, 50% of members +1 additional member must be in attendance, or be in attendance by Phone or Skype.
- The meeting agenda and supporting documentation must be circulated to members at least one week in advance of a scheduled meeting and external members may be invited to present agenda items;
- Decisions are made by consensus or by the exercise of a vote if necessary; the Chair has the deciding vote in the event of a split decision;
- Meeting outcomes are recorded and circulated in draft form within 2 weeks of a meeting
- The minutes of meetings are approved at the beginning of the subsequent meeting of the Further Education and Training Quality Council Sub-Group (Quality Assurance);
- Confirmed minutes are submitted for noting to the next meeting of the Further Education and Training Quality Council.

In some cases, at the discretion of the Chair, an incorporeal meeting of the Further Education and Training Quality Council Sub- Group (Quality Assurance) may be held where reports can be circulated virtually and accepted by members without the Further Education and Training Quality Council Sub-Group (Quality Assurance) having to meet.

REVIEW

The Terms of Reference for the Further Education and Training Quality Council shall be reviewed within 2 years of first coming into effect, and thereafter every 5 years. The effectiveness of the Further Education and Training Quality Council shall be reviewed annually by its members, and this review shall be included in the Further Education and Training Quality Council Annual Report.