

Governance Unit	FET Quality Council Sub-Group (Quality Assurance)
Document	Terms of Reference
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PURPOSE OF THE CMETB FET QUALITY COUNCIL SUB-GROUP (Quality Assurance)

The purpose of the CMETB FET Quality Assurance Sub-group is to fulfil the role and responsibilities delegated to it by the CMETB FET Quality Council, for the development, oversight, planning, co-ordination and improvement of quality assurance policies, procedures, and processes. In doing so, it assists the CMETB FET Quality Council in protecting, maintaining and developing the standards of education and training programmes and the related activities of CMETB.

CMETB FET QUALITY ASSURANCE SUB-GROUP TERMS OF REFERENCE

The CMETB FET Quality Council has delegated certain governance responsibilities to the CMETB FET Quality Assurance sub-group, as detailed below. The CMETB FET Quality Assurance Sub-Group is accountable to the CMETB FET Quality Council for carrying out its functions, regardless of whether governance sub-groups or working groups are formed to advance these tasks.

The CMETB FET Quality Assurance Sub-Group is responsible for the following:

Operational matters

- Agreeing its operating procedures in consultation with the Chair and Secretary of the CMETB FET Quality Council
- Establishing sub-groups or working groups to advance QA-related matters, if required
- Making recommendations to the CMETB FET Quality Council to inform its decision-making and in line with its terms of reference
- Preparing an Annual Report for the CMETB FET Quality Council on key decisions and actions taken, and making any recommendations to the CMETB FET Quality Council, as appropriate
- Participating in the review of its terms of reference and formally making recommendations to the CMETB FET Quality Council as appropriate
- Exercising any other functions, which may be formally delegated to it by the CMETB FET Quality Council.
- Supporting the implementation of the relevant CMETB FET actions outlined in the 2016-2020 CMETB Strategy Statement.
- Acting as a forum for the exchange of ideas, information and best practice in Quality Assurance.

- Identifying potential collaborative projects and working to implement these
- Providing a collective response to calls for submissions, applications, etc
- Supporting the implementation of Technology Enhanced Learning within assessment in CMETB
- Promoting assessment practices in CMETB and raising the awareness of quality FET provision in CMETB

QA Policies and Procedures

- Approving a schedule for review, amendment and development of quality assurance policies and procedures and submitting this to the CMETB FET Quality Council for noting
- Reviewing and commenting upon draft quality assurance policies and procedures
- Recommending quality assurance policies and procedures to the CMETB FET Quality Council for approval
- Recommending revisions to quality assurance policies and procedures to the CMETB FET Quality Council for approval
- Working to enhance practices in Quality Assurance, Active Inclusion and Reporting
- Supporting the implementation of the relevant QQI / SOLAS / DES initiatives / Policies & Programmes
- Working to develop policies and enhance practices in assessment

Monitoring and review responsibilities

- Approving a schedule for quality reviews and submitting this to the CMETB FET Quality Council for noting
- Reviewing and commenting upon the quality review schedule and submitting this to the CMETB FET Quality Council for noting
- Making recommendations to the CMETB FET 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 CMETB FET Quality Council on issues or recommendations arising
- Receiving reports on significant and common issues arising through monitoring processes and reporting to the CMETB FET Quality Council on any recommendations arising
- Escalating identified areas of risk to the CMETB FET Quality Council.

Assessment Responsibilities

- Agreeing individuals to act as External Authenticators and submitting details to the FET Quality Council for ratification
- Receiving reports on the outcomes of assessment appeals processes
- Receiving and considering quantitative and qualitative analysis reports from Results Approval Panels and making any recommendations arising to the FET Quality Council on teaching, learning and/or assessment matters
- Reviewing analyses of Internal Authenticators and External Authenticators reports and making recommendations to the FET Quality Council
- As part of programme reviews, questioning the effectiveness of assessment strategies being implemented for validated programmes.

MEMBERSHIP OF THE CMETB FET QUALITY ASSURANCE SUB-GROUP

Chair: The Chair is appointed by the Chief Executive and can be internal or external.

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

Ordinary Members:

- Normally, up to 6 staff members with relevant experience drawn from across CMETB, as the CE determines appropriate
- 1 representative from the CMETB FET Quality Council
- 1 learner representative
- 1 representative from any subsequent QA Working Group

External Members:

The Chair of the CMETB FET Quality Assurance Sub-Group may from time to time recommend to the Chair of the CMETB FET Quality Council the appointment of external members to the sub-group.

Additional Expertise:

From time to time, the CMETB FET Quality Assurance Sub-Group 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 CMETB FET Quality Assurance Sub-Group include:

- Working closely with the Secretary to agree meeting agendas

Legacy role of QA, Active Inclusion & Reporting Group
Legacy role of Teaching, Learning & Assessment Group
Legacy role of FET Planning, Integration & Co-Ordination Working Group
Workforce Planning and Development

- 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 CMETB FET Quality Assurance Sub-Group meeting
- Ensuring that decisions are taken in the context of the remit of the CMETB FET Quality Assurance Sub-Group and that they are recorded.

ROLE AND RESPONSIBILITIES OF THE SECRETARY

The Secretary is a full member of the CMETB FET Quality Assurance Sub-Group. his/her responsibilities include:

- Agreeing a schedule of meetings with the Chair in consultation with members and having regard to the business of the CMETB FET Quality Assurance Sub-Group and the meeting dates of the CMETB FET Quality Council
- Convening meetings of the CMETB FET Quality Assurance Sub-Group 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 FET Quality Council Sub-Group (QA) members
- Liaising with the Secretary of the of the CMETB FET Quality Council, and with the secretaries of any governance units reporting into the CMETB FET Quality Assurance Sub-Group, to manage a smooth flow of information
- Preparing draft minutes of meetings and circulating these to members
- Ensuring that the decisions of the CMETB FET Quality Assurance Sub-Group are made known to the appropriate individuals / governance units
- Reporting to the Chair on the implementation of the decisions of the CMETB FET Quality Assurance Sub-Group
- Ensuring that membership terms are managed, and new member induction / briefing provided.

OPERATING PROCEDURES

- The CMETB FET Quality Assurance Sub-Group will meet at least 6 times a year (it is recommended that it meets 8 times in its first year. The purpose of this subgroup is to review the consolidation of the following development and adoption of integrated Quality Assurance policies and procedures, reviewing the consolidated results of Results Approval Process, Learner Appeals, Programme Approval Process, External Authentication matters, Quality Improvement Planning and Continuous Professional Development.
- In order for a quorum to be established, 50% of members + 1 additional member must be in attendance
- 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 CMETB FET Quality Assurance Sub-Group
- Confirmed minutes are submitted for noting to the next meeting of the CMETB FET Quality Council
- In some cases, at the discretion of the Chair, an incorporeal meeting of the CMETB FET Quality Assurance Sub-Group may be held where reports can be circulated virtually and accepted by members without the CMETB FET Quality Assurance Sub-Group having to meet.