

Governance Unit	CMETB FET Management Quality Council
Document	Terms of Reference
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## **PURPOSE OF CMETB's FET MANAGEMENT & QUALITY COUNCIL**

The purpose of the FET Management and Quality Council at CMETB is to oversee the planning, co-ordination, quality, development and improvement of all aspects of the further education and training offering of CMETB. It protects, maintains and develops the standards of education and training programmes and related activities. In doing so, the CMETB FET Quality Council is ensuring, as far as possible, that all learners receive an equivalent experience.

## **CMETB FET QUALITY COUNCIL TERMS OF REFERENCE**

The Chief Executive (CE) of CMETB, supported by the SMT, has delegated certain governance responsibilities to the CMETB FET Quality Council, as detailed below. The CMETB FET Quality Council is accountable to the CE for carrying out its functions, regardless of whether it forms governance sub-groups or working groups to advance these tasks.

The CMETB FET Management and Quality Council is responsible for the following:

### ***Operational matters***

- Agreeing its operating procedures
- Establishing one or more sub-groups of governance, as required, and delegating responsibilities to those groups through defined terms of reference. In the first instance, CMETB will establish a QA Subgroup and a Programme planning, development and implementation sub-group.
- Establishing ad-hoc working groups to assist it in fulfilling its functions, if required
- Receiving recommendations from sub-groups of governance on specified matters to inform its functions
- Receiving annual reports from sub-groups of governance on their activities
- Providing a CMETB FET Management and Quality Council Annual Report to the CE, identifying key decisions and actions taken by the CMETB FET Management and Quality Council and making any recommendations to the CE, as appropriate
- Participating in the review of its terms of reference and formally making recommendations to the CE for amendments and additions, if required
- Reviewing the outcomes of reviews of terms of reference by its sub-groups and making

recommendations to the CE as appropriate

- Exercising any other functions, which may be formally delegated to it by the CE.

#### ***QA policies and procedures***

- Approving the FET quality assurance policies and procedures of CMETB as recommended by the CMETB FET Management and Quality Council Sub-Group (QA)
- Approving revisions to CMETB FET quality assurance policies and procedures as recommended by the CMETB FET Management and Quality Council Sub-Group (QA)

#### ***Programme responsibilities***

- Recommending proposals to the CE, as appropriate, for the development of new programmes that are consistent with the mission and strategy of CMETB, as recommended by the CMETB FET Programme planning, development & implementation subgroup)
- Approving programme documentation prior to its submission to the awarding body for validation, as recommended by the CMETB FET Programme planning, development & implementation subgroup)
- Making recommendations to the CE for the establishment of appropriate structures to support new or existing programmes
- Making recommendations for staff development where it is necessary or desirable for the improved delivery or development of programmes.

#### ***Monitoring and Review responsibilities***

- Noting the annual schedule of reviews submitted by the CMETB FET Management and Quality Assurance Sub-Group
- Approving programme and organisational review documentation prior to its submission to the awarding body
- Receiving reports from the CMETB FET Management and Quality Assurance Sub-Group of progress against action plans arising from quality reviews
- Receiving observations arising from programme feedback reports and other internal and external stakeholder reports, as appropriate
- Escalating areas of risk associated with further education and training to the CE.

### ***Assessment responsibilities***

- Ratifying the agreement of persons to act as External Authenticators and External Examiners
- Noting assessment reports received by the CMETB FET Management and Quality Assurance Sub-Group and confirming they are in line with agreed assessment processes and procedures
- Ratifying assessment results and final results presented by the QA Officer (or equivalent) prior to their submission to the awarding body for the purposes of certification.

### ***Apprenticeship responsibilities***

To fulfil the governance role for new apprenticeships as coordinating provider, the CMETB FET Management and Quality Council will undertake the following responsibilities:

- Considering reports from the Consortium Steering Group established by the Apprenticeship Council on matters affecting apprenticeship programmes
- Considering reports from programme coordinators on the delivery of programmes
- Receiving named annual and biannual reports from the national Programme Board(s)
- Receiving reports from the ETBI new Apprenticeship QA Monitoring and Enhancement Panel
- Considering proposals from the National Programme Board(s) and from the Consortium Steering Group for new partnerships and for new members of partnerships
- Ensuring that the proposals received from the National Programme Board(s) and from the Consortium Steering Group for new partnerships conform to the requirements of the programme and that suitable Memorandums of Agreement are in place
- Fulfilling any reporting requirements to external authorities on apprenticeship activities.

### **MEMBERSHIP OF the CMETB FET QUALITY COUNCIL**

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

**Secretary:** CMETB Director of Quality Assurance, or equivalent staff member designated by the CE.

#### **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 Assurance Sub-Group and 1 from the CMETB FET Programme planning, development & implementation subgroup
- Where applicable, 2 representatives from the National Programme Board(s), one of which is from industry
- 1 learner representative.

#### **External Members:**

The Chair of the CMETB FET Management and Quality Council may from time to time recommend to the CE the appointment of external members to the Council. These will be persons who can bring an external perspective to the working of the Council, such as employers or experts in FET or in quality systems. Persons with expertise from other ETBs may also be invited to join the CMETB FET Management and Quality Council for a defined period.

#### **Additional Expertise:**

From time to time, the CMETB FET Management and Quality Council 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 Management and Quality Council 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 an CMETB FET Management and Quality Council meeting
- Ensuring that decisions are taken in the context of the CMETB FET Management and Quality Council's remit and that they are recorded.

#### **ROLE AND RESPONSIBILITIES OF THE SECRETARY**

The Secretary of the CMETB FET Management and Quality Council is a full member of the Council. his/her responsibilities include:

- Agreeing a schedule of meetings with the Chair in consultation with the Council members and having regard to the business of the CMETB FET Management and Quality Council and the meeting dates of the sub-groups reporting into the CMETB FET Management and Quality Council
- Convening meetings of the CMETB FET Management and Quality Council 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 CMETB FET Management and Quality Council members
- Liaising with the secretaries of the sub-groups reporting into the CMETB FET Management and Quality Council 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 Management and Quality Council are made known to the appropriate individuals /governance units
- Reporting to the Chair and the CMETB FET Management and Quality Council on the implementation of the decisions of the FET Quality Council
- Ensuring that membership terms are managed, and new member induction / briefing provided.

## **OPERATING PROCEDURES**

- The CMETB FET Management and Quality Council will meet at least 4 times a year (it is recommended that it meets 6 times in its first year)
- 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 Management and Quality Council
- In some cases, at the discretion of the Chair, an incorporeal meeting of the CMETB FET Management and Quality Council may be held where reports can be circulated virtually and accepted by the CMETB FET Management and Quality Council without the FET Quality Council having to meet.