Governance Unit	CMETB FET QUALITY COUNCIL SUB-GROUP (Programme Planning, Development & Integration)
Document	Terms of Reference
Approved by/ Date	CMETB FET Quality Council 26 March 2019
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Due for Review by	01 December 2019

PURPOSE OF THE CMETB FET PROGRAMME PLANNING, DEVELOPMENT & INTEGRATION SUB-GROUP

The purpose of the CMETB FET Programme Planning, Development & Integration sub-group is to fulfil the role and responsibilities delegated to it by the CMETB FET Quality Council, for the oversight, planning, co-ordination, development and quality of the programmes of CMETB. In doing so, it assists the CMETB FET Quality Council in protecting, maintaining and developing the standards of education and training programmes, and learner achievement, and the related activities of the ETB. The CMETB FET Programme Planning, Development & Integration sub-group is overseeing all programme developments, however, its role and responsibilities below do not apply directly to apprenticeship programmes, unless otherwise specified. Governance of apprenticeship programmes is managed by the National Programme Board(s) and reports are provided to the CMETB FET Programme Planning, Development & Integration sub-group

CMETB FET PLANNING, DEVELOPMENT & INTEGRATION SUB-GROUP TERMS OF REFERENCE

The FET Quality Council of CMETB has delegated certain governance responsibilities to the FET Quality Council Sub-Group – Programme Planning, Development & Integration Sub-group, as detailed below. This 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 Programme Planning, Development & Integration 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 programme-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 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.

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

- Supporting the implementation of the relevant FET actions outlined in the 2016-2020 CMETB Strategy Statement

- Acting as a forum for the exchange of ideas, information and best practice

- Identifying potential collaborative projects and working to implement these

- Working to develop policies and enhance practices in Teaching and Learning practices

- Promoting Teaching and Learning practices in CMETB and raising the awareness of quality FET provision in CMETB

Programme development responsibilities

- Reviewing proposals for the development of new programmes and making recommendations to the CMETB FET Quality Council
- Approving the appointment of the Programme Development Working Group to develop draft programme documentation
- Reviewing and commenting upon draft programme validation documentation submitted by the Programme Development Working Group
- Recommending programme validation documentation to the CMET FET Quality Council for approval and making recommendations to the CMETB FET Quality Council for submission to the awarding body
- Reviewing proposals for the provision of newly validated or existing programmes and making recommendations to the CMETB FET Quality Council
- Making recommendations to the CMETB FET Quality Council for the establishment of appropriate structures to support new or existing programmes
- Approving the assignment of the Programme Development Working Group to implement minor modifications and additions to programmes, where these do not affect module outcomes
- Approving modified programme documentation submitted by the Programme Development Working Group.

- Providing a collective response to calls for submissions, applications etc

Apprenticeship responsibilities

- Receiving reports from the National Programme Board(s) on its activities (other than when CMETB is co-ordinating Provider. These reports will go directly from the Apprenticeship Board to the CMETB FET Quality Council).
- Noting proposals from the National Programme Board(s) to the CMETB FET Quality Council for new apprenticeship partnerships and for new members of partnerships
- Noting annual and biannual specified reports provided by the National Programme Board(s) to the CMETB FET Quality Council for approval.

Legacy role of QA, Active Inclusion & Reporting Group
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Programme review

- Implementing programme modifications arising from programme review processes, as requested by the CMETB FET Quality Council

- Submitting draft programme revisions to the CMETB FET Quality Council for ratification

- Implementing feedback on programme revisions received from the CMETB FET Quality Council or Quality Assurance subgroup, if relevant, prior to its resubmission.

- Identifying skills/ training gaps and shortages in programme delivery

- Identifying overlap / duplication in programme delivery and working to address this

Workforce Planning and Development will become a working group of **Planning, Development & Integration Sub-Group**

- **Supporting the implementation of the SOLAS Workforce Development Framework**
- **Identifying and prioritising local, regional and national skills needs**
- **Working to develop policies and procedures regarding workforce development**

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