



<b>Governance Unit</b>	Further Education and Training Quality Council Sub-Group (Programme Governance)
<b>Document</b>	Terms of Reference
<b>Approved by / Date</b>	Quality Council 25 <sup>th</sup> February 2019
<b>Version</b>	1.4
<b>Due For Review by</b>	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
1.4	9/12/2019	Amended Assessment Responsibilities - Noting allocation of External Authenticators based on certification requirements;



## **PURPOSE**

The purpose of the Further Education and Training Quality Council Sub-Group (Programme Governance) is to fulfil the role and responsibilities delegated to it by the Further Education and Training Quality Council, for the oversight, planning, co-ordination, development and quality of the programmes of Limerick and Clare Education and Training Board. 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 learner achievement, and the related activities of Limerick and Clare Education and Training Board.

The Further Education and Training Quality Council Sub-Group (Programme Governance) 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 Further Education and Training Quality Council Sub-Group (Programme Governance).

## **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 (Programme Governance), as detailed below. The Further Education and Training Quality Council Sub-Group (Programme Governance) 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 (Programme Governance) 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 programme-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.



### *Programme Responsibilities*

- Reviewing proposals for the development of new programmes and making recommendations to the Further Education and Training Quality Council;
- Approving the appointment of the Programme Development Group to develop draft programme documentation;
- Reviewing and commenting upon draft programme validation documentation submitted by the Programme Development Group;
- Recommending programme validation documentation to the Further Education and Training Quality Council for approval and making recommendations to the Further Education and Training Quality Council for submission to the awarding body;
- Reviewing proposals for the provision of newly validated or existing programmes and making recommendations to the Further Education and Training Quality Council;
- Making recommendations to the Further Education and Training Quality Council for the establishment of appropriate structures to support new or existing programmes;
- Approving the assignment of the Programme Development 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 Group.

### *Assessment responsibilities*

- Noting allocation of External Authenticators based on certification requirements;
- 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 Further Education and Training Quality Council on teaching, learning and/or assessment matters;
- Reviewing analyses of Internal Authenticators and External Authenticators reports and making recommendations to the Further Education and Training Quality Council;
- As part of programme reviews, questioning the effectiveness of teaching, learning and assessment strategies being implemented for validated programmes.

### *Apprenticeship responsibilities*

- Receiving reports from the national Programme Board(s) on its activities;
- Noting proposals from the national Programme Board(s) to the Further Education and Training 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 Further Education and Training Quality Council for approval.



## **MEMBERSHIP**

The membership of the Further Education and Training Quality Council Sub-Group (Programme Governance) is designed to enable professional colleagues to collectively contribute to the oversight, planning, coordination, development and quality of Limerick and Clare Education and Training Board's education and training programmes.

**Chair:** The Chair is appointed by the Director of Further Education and Training and can be internal or external.

**Secretary:** The Secretary should be appointed by the Director of Further Education and Training and 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 (Programme Governance), or other groups providing information to inform the Further Education and Training Quality Council Sub-Group (Programme Governance).

### **Ordinary Members:**

- Normally, up to 6 staff members with relevant experience drawn from across the ETB, as the Director of Further Education and Training determines appropriate
- 1 representative from the Further Education and Training Quality Council
- 1 learner representative
- 1 industry representative
- 1 representative from the Programme Development Group

### **External Members:**

The Chair of the Further Education and Training Quality Council Sub-Group (Programme Governance) 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 (Programme Governance) 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 (Programme Governance) 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 (Programme Governance) meeting;
- ensuring that decisions are taken in the context of the Further Education and Training Quality Council Sub-Group (Programme Governance) remit 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 (Programme Governance). 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 (Programme Governance) and the meeting dates of the Further Education and Training Quality Council;
- convening meetings of the Further Education and Training Quality Council Sub-Group (Programme Governance) 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 (Programme Governance) members;
- liaising with the Secretary of the of the Further Education and Training Quality Council, and with the secretaries of governance units reporting into the Further Education and Training Quality Council Sub-Group (Programme Governance), 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 (Programme Governance) 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 (Programme Governance);
- ensuring that membership terms are managed, and new member induction / briefing provided.

## **OPERATING PROCEDURES**

- The Further Education and Training Quality Council Sub-Group (Programme Governance) 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, 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 (Programme Governance);



- 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 (Programme Governance) may be held where reports can be circulated virtually and accepted by members without the Further Education and Training Quality Council Sub-Group (Programme Governance) having to meet.