



<b>Governance Unit</b>	Further Education and Training Quality Council
<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	25/02/2019	Amended quorum requirement
1.4	9/12/2019	Remove Assessment Responsibilities -Ratifying the agreement of persons to act as External Authenticators and External Examiners;



## **PURPOSE**

The purpose of the Further Education and Training Quality Council is to oversee all Quality Assurance aspects related to the design, development, approval, implementation, monitoring and review of all aspects of the Further Education and Training offering of Limerick and Clare Education and Training Board. It protects, maintains and develops the standards of education and training programmes and related activities. In doing so, the Further Education and Training Quality Council is ensuring, as far as possible, that all learners receive an equivalent experience.

## **TERMS OF REFERENCE**

The Chief Executive (CE) of Limerick and Clare Education and Training Board (LCETB), supported by the Senior Management Team, has delegated certain governance responsibilities to the Further Education and Training Quality Council, as detailed below. The Further Education and Training 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 Further Education and Training 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 sub-groups through defined terms of reference;
- 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 Further Education and Training Quality Council Annual Report to the CE, identifying key decisions and actions taken by the Further Education and Training 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.

### *Quality Assurance policies and procedures*

- Approving the Further Education and Training Quality Assurance policies and procedures of the ETB as recommended by the Further Education and Training Quality Council Sub-Group (Quality Assurance);
- Approving revisions to Further Education and Training Quality Assurance policies and procedures of the ETB as recommended by the Further Education and Training Quality Council Sub-Group (Quality Assurance).



#### *Programme responsibilities*

- Recommending proposals to the CE, as appropriate, for the development of new programmes that are consistent with the mission and strategy of the ETB and SOLAS Strategic Performance Agreements, as recommended by the Further Education and Training Quality Council Sub-Group (Programme Governance);
- Approving programme documentation prior to its submission to the awarding body for validation, as recommended by the Further Education and Training Quality Council Sub-Group (Programme Governance);
- 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 Further Education and Training Quality Council Sub-Group (Quality Assurance);
- Approving programme and organisational review documentation prior to its submission to the awarding body;
- Receiving reports from the Further Education and Training Quality Council Sub-Group (Quality Assurance) 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*

- Noting assessment reports received by the Further Education and Training Quality Council Sub-Group (Programme Governance) and confirming they are in line with agreed assessment processes and procedures;
- Noting assessment results and final results presented by the Quality Assurance Officer (or equivalent).

#### *Apprenticeship 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 bi-annual reports from the National Programme Board(s);
- Receiving reports from the ETBI New Apprenticeship Quality Assurance 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**

Chair: The Chair is appointed by the Chief Executive.

Secretary: The ETB Quality Assurance Officer, or equivalent staff member designated by the CE.

Ordinary Members:

The members of the group will be nominated by the Director of Further Education and Training and will consist of senior management representatives from the different types of provision within Limerick and Clare Education and Training Board.

These are:

- Apprenticeships
- Back to Education Initiative
- Community Education and Training
- Core Skills
- Employability Skills
- Post-Leaving Certificate
- Specific Skills Training
- Traineeships
- Vocational Training Opportunities Scheme
- Youth Provision
- Support Services
- 2 representatives from the National Programme Board(s)

Where possible, every effort should be made to achieve a gender balance. The Quality Council will be represented on both the Further Education and Training Quality Council Sub-Group (Quality Assurance) and the Further Education and Training Quality Council Sub-Group (Programme Governance). One member from the Quality Council (not necessarily the same person), will be a member of each of the Further Education and Training Quality Council Sub-Groups.

### **External Members:**

The Chair of the Further Education and Training 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 Further Education and Training or in quality systems. Persons with expertise from other ETBs may also be invited to join the Further Education and Training Quality Council for a defined period.

### **Tenure**

In its first iteration, the tenure for members of the Further Education and Training Quality Council shall be 3 years; thereafter, tenure shall be for two years. At the end of a period of tenure, members will be asked to indicate whether or not they wish to remain on the Council. Every effort shall be made to have tenure staggered, so as to avoid a turnover of all members at the same time.



## **ROLE AND RESPONSIBILITIES OF THE CHAIR**

The responsibilities of the Chair of the Further Education and Training 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 a Further Education and Training Quality Council meeting;
- ensuring that decisions are taken in the context of the Further Education and Training Quality Council's remit and that they are recorded.

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

The Secretary of the Further Education and Training 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 Further Education and Training Quality Council and the meeting dates of the governance units reporting into the Further Education and Training Quality Council;
- convening meetings of the Further Education and Training 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 Further Education and Training Quality Council members;
- liaising with the secretaries of the governance units reporting into the Further Education and Training 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 Further Education and Training Quality Council are made known to the appropriate individuals / governance sub-groups;
- reporting to the Chair and the Further Education and Training Quality Council on the implementation of the decisions of the Further Education and Training Quality Council;
- ensuring that membership terms are managed, and new member induction/briefing provided.



## **OPERATING PROCEDURES**

- The Further Education and Training Quality Council will meet at least 3, but no more than 5 times a year. In the case of exceptional circumstances, an Extraordinary Meeting may be called;
- 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;
- In some cases, at the discretion of the Chair, an incorporeal meeting of the Further Education and Training Quality Council may be held where reports can be circulated virtually and accepted by the Further Education and Training Quality Council without the Further Education and Training Quality Council 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.