

Commis Chef National Programme Board Terms of Reference

Governance unit	Commis Chef National Programme Board
Document	Terms of Reference
Approved by	Quality Council 15/06/2018
Version	1.3
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Role	The National Programme Board is the single national entity with responsibility for the effective management, operation, monitoring and review of the National Apprenticeship Programme.
Membership	<p>Membership of the National Programme Board comprises of</p> <p>Chair: National Programme Coordinator for the Apprenticeship Programme</p> <p>Secretary: Coordinating Provider Programme Leader</p> <p>Fixed Members:</p> <ul style="list-style-type: none"> - At least one instructor from the Coordinating Provider and one instructor from each of the Collaborating Providers. - A Principal from the Coordinating Provider. - Two employers who are occupationally qualified in the areas, nominated by the Consortium Steering Group. <p>Occasional Members:</p> <ul style="list-style-type: none"> - Two persons who will act as mentors of apprentices in employment, nominated by the group of employers - One representative of apprentices (who may be a graduate) nominated by the apprentices.
Accountable to	The FET Quality Council
Schedule of Meetings	<ul style="list-style-type: none"> - At least three times per on commencement of the new apprenticeship programme. Additional meetings may be required during the set-up phase of the programme.

	<ul style="list-style-type: none"> - 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
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	<ul style="list-style-type: none"> - 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 tie - 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 CSG - In some cases, at the discretion of the Chair, an incorporeal meeting of the CSG may be held where reports can be circulated virtually and accepted by the CSG without them having to be present. - Establish a Recognition of Prior Learning (RPL) Committee, where required, to manage the operation of RPL as it applies to the programme, as validated. - Devise the assessment strategy and types of assessment to be used in a programme cycle to ensure that the module outcomes are being assessed, that cumulatively the MIPLOs are assessed. - Generate a bank of assessment resources - Agree the assessment schedules for the programme on the advice of the National Programme Coordinator - Consider inputs from the External Authenticator on issues of delivery and assessment. This will be done on receipt of the External Examiner's report and in advance of new cycle starting. - Consider reports from Collaborating Providers, Workplace Mentors and instructors/tutors, on the progress of apprentices and on delivery and assessment of the approved programme. - Encourage the sharing between workplace mentors and providers of best practice in the delivery and assessment of apprentices. - Consider the effectiveness of the teaching, learning and assessment strategies being implemented as per the validated programme.
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	<ul style="list-style-type: none"> - Ensure as far as possible that the apprentices in each centre get an equivalent experience.
Programme monitoring & Review	<ul style="list-style-type: none"> - Programme monitoring, review and improvement. Agree and implement minor modifications and additions to the programme where these do not affect module outcomes. This will include suggestions from the External Authenticator, or improvements suggested by mentors or by instructors/tutors. - Monitor the on-going operations of the programme nationally

	<ul style="list-style-type: none"> - Monitor examination and continuous assessment results nationally to ensure an appropriate mix of learning modes and associated assessment methods. - Seek feedback from significant stakeholders on the delivery of the programme and on possible minor modifications. - Regularly consider results of surveys of apprentices and other stakeholders of programmes. - Contribute to the occupational review process. - Suggest necessary equipment and facilities requirements and upgrades as well as skills enhancement initiatives. - Examine the effectiveness of support services such as administrative services and Moodle. - Make recommendations on the use of existing resources and the need for new resources. - Introduce improvements in the programme arising out of the monitoring and review process - Perform a detailed self-evaluation of the operation of the National Programme Board periodically (usually every five years) - Suggest appropriate external experts to play a role in designing, monitoring and reviewing programmes.
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	<ul style="list-style-type: none"> - Recommend appropriately qualified persons as External Authenticators.
Reports	<p>The following reports will be submitted to the National Programme Board by relevant stakeholders</p> <p>After each new intake</p> <ul style="list-style-type: none"> - Admissions Reports from each Collaborating Provider submitted by the Collaborating Providers Programme Leader (and the Coordinating Providers Programme Leader)

	<ul style="list-style-type: none"> • Annual Reports <ul style="list-style-type: none"> - Consolidated Admissions Report - External Authenticators Report - On-the-job Site Visit Reports - Apprentice Feedback Reports from each Collaborating Provider - Consolidated Apprentice Feedback - Apprentice Graduate Reports from each Collaborating Provider - Consolidated Apprentice Graduate Report - Staff and Mentor Feedback Report - Provider Reports from each Collaborating Provider - Draft Annual National Programme Board Report • Biannual Reports <ul style="list-style-type: none"> - Examinations Report from each collaborating provider (dependent on number of intakes per year) - Consolidated Examinations Report
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Standing Committee of The Programme Board	<p>The National Programme Board, may establish a Standing Committee, which would meet between scheduled meetings of the Programme Board, at the request of the Co-ordinating Programme Manager, to discuss urgent items that may require some action before the next scheduled meeting of the Programme Board. The Coordinating Programme Manager will act on the decisions of the Committee.</p> <p>Membership of the Committee could include:</p> <ul style="list-style-type: none">- Co-ordinating Programme Manager- Programme Coordinator- One instructor on the programme from the Co-ordinating Provider- Representative from one of the Collaborating Providers, who is a member of the Programme Board- One employer who is a member of the Programme Board- One representative of apprentices who is a member of the Programme Board
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