

# Terms of Reference

## Wind Turbine Technician Apprenticeship National Programme Board

<b>Role</b>	The National Programme Board is the single national entity with responsibility for the effective management, operation, monitoring and review of the Wind Turbine Maintenance Technician (WTMT) Apprenticeship Programme.
<b>Membership</b>	<p>Membership of the National Programme Board for the WTMT Apprenticeship Programme comprises of:</p> <p><b>Chair:</b> Programme Co-ordinator for the WTMT Apprenticeship Programme</p> <p><b>Secretary:</b> Programme Leader</p> <p><b>Other members:</b></p> <ul style="list-style-type: none"><li>• Two instructors.</li><li>• Two employers who are occupationally qualified in the areas – nominated by the Consortium Steering Group.</li><li>• Two personas who will act as mentors of apprentices in employment, nominated by the group of employers.</li><li>• One representative of apprentices (who may be a graduate) nominated by the apprentices.</li></ul>
<b>Accountable to</b>	The Kerry Education and Training Board Quality Council
<b>Schedule of Meetings</b>	<p>At least three times per year on commencement of the programme. Additional meetings may be required during the set-up phase of the programme.</p> <ul style="list-style-type: none"><li>• In order for a quorum to be established, 50% of members + 1 additional member must be in attendance.</li><li>• The meeting agenda and supporting documentation must be circulated to members at least one week in advance of a scheduled meeting.</li><li>• 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.</li><li>• Meeting outcomes are recorded and circulated in draft form within 2 weeks of a meeting.</li><li>• The minutes of meetings are approved at the beginning of the subsequent meeting of the Consortium Steering Group (CSG).</li><li>• 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.</li></ul>

<p><b>Responsibilities</b></p>	<p><b>Day to Day oversight of the operation of the validated apprenticeship programme</b></p> <ul style="list-style-type: none"> <li>• Establish a Recognition of Prior Learning (RPL) Committee, to manage the operation of RPL as it applies to the programme, as validated.</li> <li>• Devise the assessment strategy and types of assessment to be used in a programme cycle to ensure that the module outcomes are being assessed, and that cumulatively the MIPLOs are assessed.</li> <li>• Generate a bank of assessment resources.</li> <li>• Agree the assessment schedules for the programme on the advice of the National Programme Co-ordinator.</li> <li>• 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.</li> <li>• Consider reports from workplace mentors and instructors/tutors, on the progress of apprentices and on delivery and assessment of the approved programme.</li> <li>• Encourage the sharing between workplace mentors and instructors of best practice in the delivery and assessment of apprentices.</li> <li>• Consider the effectiveness of the teaching, learning and assessment strategies being implemented as per the validated programme.</li> </ul>
<p><b>Programme Monitoring and Review</b></p>	<p><b>Programme monitoring, review and improvement.</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Monitor the on-going operations of the programme nationally.</li> <li>• Monitor examination and continuous assessment results nationally to ensure an appropriate mix of learning modes and associated assessment methods.</li> <li>• Seek feedback from significant stakeholders on the delivery of the programme and on possible minor modifications.</li> <li>• Regularly consider results of surveys of apprentices and other stakeholders of the programme.</li> <li>• Contribute to the occupational review process.</li> <li>• Suggest necessary equipment and facilities requirements and upgrades as well as skills enhancement initiatives.</li> <li>• Examine the effectiveness of support services such as administrative services and Moodle.</li> <li>• Make recommendations on the use of existing resources and the need for new resources.</li> <li>• Introduce improvements in the programme arising out of the monitoring and review process.</li> </ul>

	<ul style="list-style-type: none"> <li>• Perform a detailed self-evaluation of the operation of the National Programme Board periodically (usually every five years).</li> <li>• Suggest appropriate external experts to play a role in designing, monitoring and reviewing programmes.</li> <li>• Recommend appropriately qualified persons as External Authenticators.</li> </ul>
<p><b>Reports</b></p>	<p>The following reports will be submitted to the National Programme Board.</p> <p><b>Annual Reports</b></p> <ul style="list-style-type: none"> <li>• Admissions Report</li> <li>• External Authenticators Report</li> <li>• On-the-job Site Visit Reports</li> <li>• Apprentice Feedback Reports</li> <li>• Consolidated Apprentice Feedback</li> <li>• Apprentice Graduate Reports</li> <li>• Consolidated Apprentice Graduate Report</li> <li>• Staff and Mentor Feedback Report</li> <li>• Provider Report</li> <li>• Draft Annual National Programme Board Report</li> </ul> <p><b>Biannual Reports</b></p> <ul style="list-style-type: none"> <li>• Examinations Report</li> <li>• Consolidated Examinations Report</li> </ul>
<p><b>Standing Committee of the National</b></p>	<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 Programme Manager, to discuss urgent items that may require some action before the next scheduled meeting of the Programme Board. The 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"> <li>• Programme Manager</li> <li>• Programme Co-ordinator</li> <li>• One instructor on the programme r</li> <li>• One employer who is a member of the Programme Board</li> <li>• One representative of apprentices who is a member of the Programme Board</li> </ul>