

## FET Quality Council Terms of Reference

<b>Governance Unit</b>	FET Quality Council
<b>Document</b>	Terms of Reference
<b>Approved by</b>	Chief Executive Officer/SMT 17 April 2018
<b>Version</b>	1.1
<b>Due for Review by</b>	01 December 2019

<b>Role</b>	<p>The FET Quality Council will have the overall responsibility for all new apprenticeship programmes and will oversee the planning, co-ordination, quality, development and improvement of all aspects of the further education and training offering of the ETB. It protects, maintains and develops the standards of education and training programmes and related activities. In doing so, the FET Quality Council is ensuring, as far as possible, that all learners receive an equivalent experience.</p>
<b>Membership</b>	<p><b>Chair:</b> An External Chair appointed by the FET Director. In his/her absence the chair shall be taken by a staff member, designated by the FET Director.</p> <p><b>Secretary:</b> The FET Director assisted by The ETB Quality Officer, or equivalent staff member designated by the FET Director.</p> <p><b>Ordinary Members:</b></p> <ul style="list-style-type: none"> <li>• 6 Staff members drawn from across the ETB, as the CEO (FET Director) determines appropriate. Included in these six staff members should be 2 representatives from the Programme Governance Board</li> <li>• 2 representatives from the National (Apprenticeship) Programme Board, one of which is from industry and 1 of which can represent the ETBI New Apprenticeship Monitoring and Enhancement Panel</li> <li>• 1 learner representative.</li> </ul> <p><b>External Members:</b> The Chair of the FET Quality Council may from time to time recommend to the CEO 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 FET or in quality systems. Persons with expertise from other ETBs may also be invited to join the FET Quality Council for a defined period.</p>
<b>Accountable to</b>	Chief Executive Officer
<b>Schedule of Meetings</b>	<ul style="list-style-type: none"> <li>• The FET Quality Council will meet at least 4 times a year</li> </ul>

	<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 FET Quality Council</li> </ul> <p>In some cases, at the discretion of the Chair, an incorporeal meeting of the FET Quality Council may be held where reports can be circulated virtually and accepted by the FET Quality Council without the FET Quality Council having to meet.</p>
<p><b>Responsibilities</b></p>	<p>The Chief Executive Officer (CEO) of the ETB has delegated certain governance responsibilities to the FET Quality Council, as detailed below. The FET Quality Council is accountable to the CEO for carrying out its functions, regardless of whether it forms governance sub-groups or working groups to advance these tasks.</p> <p>The FET Quality Council is responsible for the following:</p> <p><b><i>QA Policies and Procedures</i></b></p> <ul style="list-style-type: none"> <li>• Approving the FET quality assurance policies and procedures of the ETB as recommended by the QA Governance Board.</li> </ul> <p><b><i>Programme Responsibilities</i></b></p> <ul style="list-style-type: none"> <li>• Recommending proposals to the CEO, as appropriate, for the development of new programmes that are consistent with the mission and strategy of the ETB, as recommended by the Programme Governance Board</li> <li>• Approving programme documentation prior to its submission to the awarding body for validation, as recommended by the Programme Governance Board</li> <li>• Making recommendations to the CEO for the establishment of appropriate structures to support new or existing programmes</li> <li>• Making recommendations for staff development where it is necessary or desirable for the improved delivery or development of programmes.</li> </ul>

	<p><b>Monitoring and Review Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Noting the annual schedule of reviews submitted by the QA Governance Board</li> <li>• Approving programme and organisational review documentation prior to its submission to the awarding body</li> <li>• Receiving reports from the QA Governance Board of progress against action plans arising from quality reviews</li> <li>• Receiving observations arising from programme feedback reports and other internal and external stakeholder reports, as appropriate.</li> </ul> <p><b>Assessment Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Ratifying the agreement of persons to act as External Authenticators and External Examiners as proposed by the Programme Governance Board</li> <li>• Noting assessment reports received by the Programme Governance Board and confirming they are in line with agreed assessment processes and procedures</li> <li>• Ratifying assessment results and final results presented by the QA Officer (or equivalent) prior to their submission to the awarding body for the purposes of certification.</li> </ul> <p><b>Apprenticeship-specific Responsibilities</b></p> <p>The FET Quality Council is asked to reserve a section of its agenda to fulfil the role of “Apprenticeship” FET Quality Council. In doing so, it undertakes the following responsibilities:</p> <ul style="list-style-type: none"> <li>• Considering reports from the Consortium Steering Group established by the Apprenticeship Council on matters affecting apprenticeship programmes</li> <li>• Considering proposals from the National (Apprenticeship) Programme Board and from the Consortium Steering Group for new partnerships and for new members of partnerships</li> <li>• Ensuring that the proposals received from the National (Apprenticeship) Programme Board 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</li> <li>• Fulfilling any reporting requirements to external authorities on apprenticeship activities</li> </ul> <p>Receiving named annual and biannual reports from the National (Apprenticeship) Programme Board.</p>
<b>Operational Matters</b>	<ul style="list-style-type: none"> <li>• Agreeing its operating procedures</li> </ul>

- Establishing sub-units of governance, as required, and delegating responsibilities to those groups through defined terms of reference
- Establishing ad-hoc working groups to assist it in fulfilling its functions
- Receiving recommendations from sub-units of governance on specified matters to inform its functions
- Receiving annual reports from sub-units of governance on their activities
- Providing a FET Quality Council Annual Report to the CEO, identifying key decisions and actions taken by the FET Quality Council and making any recommendations to the CEO, as appropriate
- Participating in the review of its terms of reference and formally making recommendations to the CEO for amendments and additions, if required
- Reviewing the outcomes of reviews of terms of reference by its sub-groups and making recommendations to the CEO as appropriate

Exercising any other functions, which may be formally delegated to it by the CEO