

Quality Assurance Teams /Group

Terms of reference

1. Overall Purpose

The overall purpose of the Quality Assurance Group/Team is to promote, enhance, develop, coordinate and support quality assurance in..... (name of specific college, centre or service sphere) and to foster and embed a culture of quality improvement in the provision and delivery in..... (name of college, centre or service sphere). The Quality Assurance Group/Team will prepare and develop a Quality Plan for their specific college, centre or service sphere and oversee its adoption and implementation.

2. Membership

The membership of the Quality Group/Team should strive to be inclusive and reflective of the staffing levels and modes of provision in the college, centre or service sphere and will be determined by the specific provision, size and circumstances of individual colleges, centres or service spheres. Whilst it is important to be inclusive, the Quality Assurance Group/Team should not become so large that it becomes unwieldy. Depending on individual circumstances, membership could include:

- Principal/Head of Centre
- Adult Education Officer
- Regional Youthreach Coordinator
- Senior CDETB staff from Education Service to Prisons
- Deputy Principal/Deputy Head of Centre
- Youthreach Centre Coordinators
- Adult Literacy Organisers
- Teachers
- Resource Workers
- Community Education Facilitators
- Instructors
- Tutors
- Staff with a specific role and remit in relation to matters of quality assurance
- External stakeholders

The final make-up of the Quality Assurance Group/Team will be determined at college, centre or service sphere level and will be shaped and influenced by the specific circumstances in each location/sphere of provision.

3. Operating Procedures

The Quality Assurance Group/Team will operate to agreed procedures as follows:

- It will be a permanent structure within each college, centre or service sphere
- Meetings of the group/team will take place on a?.....basis (schedule and frequency to be determined by each college, centre or service sphere) but shall meet a minimum of five times per calendar/academic year

· The meetings will be chaired by?.....(the person to chair the meetings to be determined by each college, centre or service sphere and tenure could be for a fixed period or rotated on a rolling basis)

· The meetings of the group/team will review and take account of relevant reports, documentation or feedback which may have an impact or influence on quality assurance in the college, centre or service sphere. Examples could include:

- Reports from External Authenticators (EAs)
- Reports from Results Approval Panels (RAPs)
- Reports from Training Standards Officers
- Updates and briefings on the CDET B Quality Assurance Improvement Plan
- Updates and briefings on the CDET B Strategic Performance Agreement 2018-2020 and other similar agreements
- Self-evaluation reports and reviews of current programmes in the college, centre or service sphere
- Proposals for the development of new programmes
- Documentation/inputs from the CDET B FET Development Team
- Documentation/inputs from the CDET B Quality Assurance Steering Group and other similar CDET B quality assurance structures
- Guidelines on quality assurance from QQI and other relevant awarding bodies
- Examples of good quality assurance practices from within and without CDET B
- Current research and publications in the area of quality assurance

· Minutes of the meetings of the group/team will be maintained and key discussion and action points recorded. The taking of the minutes may be rotated among members of the group/team

· Minutes may be circulated or made available to other college, centre or service sphere staff who are not members of the group/team

· Copies of the minutes will be forwarded to the CDET B FET Development Unit

· Actions points and recommendations for the enhancement and improvement of quality at college, centre or service sphere level will be communicated to and discussed with staff as per the structures in each college, centre or service sphere

· The Quality Assurance Group/Team will track and review the implementation of the Quality Plan and any action points and recommendations for quality improvement and enhancement at individual college, centre or service sphere level

· The Quality Assurance Group/Team will maintain appropriate links, relationships and good communications with the following structures and personnel:

- CDET B Quality Assurance Steering Group and other CDET B Quality Assurance structures
- CDET B Senior Management Team
- CDET B FET Directors
- CDET B Further Education and Training Development Unit
- College, centre or service sphere-level governance structures where applicable e.g. Boards of Management, Management Committees/Teams