Terms of Reference of the
Programme Management and Development Group (PMDG)

Quality Governance Structures

Proposed update PMDG terms of reference March 1st 2023

3.3 Programme Management and Development Group
Terms of Reference of the Programme Management and Development Group (PMDG)

Role	City of Dublin ETB recognises that its programmes are a significant resource asset. This resource asset must be managed effectively to protect its relevance and sustainability. Key to achieving quality assurance in terms of programme management, is the requirement that programmes are developed in line with strategic vision, available resources and obligations to stakeholders; including those to learners, staff, awarding bodies, strategic partners in industry and the community and voluntary sector, and other partners within further and higher education.
	The Programme Management and Development Group (PMDG) provides the necessary corporate governance and oversight for development and review of City of Dublin ETB programmes. It reviews and makes recommendations on
	- new programme development, including new apprenticeships - proposed modifications of programmes - recommendations from programme boards (including apprenticeship where City of Dublin ETB is the coordinating provider) - submissions of programmes for validation to relevant awarding bodies - adding collaborating providers - sharing of City of Dublin ETB developed programmes
	In addition the PMDG monitors programmes review schedules and makes recommendations on programmes to be prioritised for review and revalidation.
	Where applications have resource implications or professional learning and development needs the PMDG will take these into consideration in all of their recommendations.
	The PMDG will ensure its recommendations to the FET Quality Assurance and Strategic Planning Council (QASPC) support the City of Dublin ETB Further Education and Training strategy for the city of Dublin and are

	aligned with the City of Dublin ETB-SOLAS Strategic Performance Agreement.
Accountable to	The **PMDG** receives its mandate and defined responsibilities from the Chief Executive (CE) of the City of Dublin ETB, and reports to the Senior Leadership Team (SLT) and operates within the corporate/executive governance structures of the City of Dublin ETB.
Membership	**Chair:** nominated by CE **Support:** Development Officer/s from the FET QA Development Team **Members:** nominations will be proposed by the FET Directors in consultation with the Chair and FET Development Team. Members must have the relevant knowledge and skills to support the work of the Group and include representatives from each of the following: - Educators – Teachers, tutors or instructors - Service spheres – CFE, AES, Youthreach, TC or ESP - FET DevelopmentTeam –employer engagement, learner support, Tel or data analytics - External Employer - Apprenticeship office - Quality teams A member may represent more than one area such a quality team, an educator and their service sphere. The composition of the PMDG will be approved by the SLT. Membership profile will be reviewed on a bi-annual basis and also when a member leaves the Group (for example, due to retirement). When a vacancy arises, the FET Director will nominate the new member by taking into account fair representation of all representative groups listed above. **Additional Members:** The Chief Executive or FET Director may from time to time appoint members who can bring a specific perspective, such as employers or experts in FET or in quality systems, or persons with expertise from other education institutions or in a specific subject area.
Topic specific working groups	A PMDG Working Group may be set up as required, comprising of some members of the PMDG alongside additional members to progress a particular area of work, for example to consider an application to develop a new programme including apprenticeships.
Programme Boards	The programme boards are sub groups of the PMDG. They make recommendations on programme related issues.

Meetings Schedule	Meetings are aligned with academic year start dates, happen at least **three times per year** with additional meetings as required.
Working Methods	1. A quorum of 33% of members + 1 additional member is required. 2. The meeting agenda and supporting documentation will be circulated to members at least one week in advance of scheduled meetings (see Appendix 1: Agenda Template). 3. Draft minutes are recorded and circulated within 2 weeks of a meeting (see Appendix 2: Minutes Template). Minutes are approved at the subsequent meeting. 4. Recommendations for consideration by the QASPC will be made by the PMDG using a prescribed template (see Appendix 3: Recommendations Template). 5. Recommendations are made by consensus or by the exercise of a vote; the Chair has the deciding vote in the event of a tie. 6. Should it prove necessary for the group to make a recommendation at a time when a meeting cannot be called, then a proxy quorum may be obtained by email for approval in principle. In that instance the summary documentation, pertaining to the recommendation will be circulated by email, and then detailed documentation pertaining to the decision will be presented to the group at the next meeting for formal approval. 7. At the discretion of the Chair, an incorporeal meeting may be held where reports can be circulated and accepted by the PMDG without a meeting.
Recommendations	Recommendations of the PMDG will be made to the QASPC who will consider all proposals and make the final recommendation to the Senior Leadership Team. Relivant parties including programme boards will be informed of the PMDG decisions.
Appeals process	Recommendations made by the PMDG to the QASPC may be appealed directly to the FET Director/s. There are two grounds for appeal: 1. The decision itself 2. The means by which the decision was made (the procedure employed) An applicant/other affected party has 1 week from the date the recommendations were issued to submit an appeal to the FET Director/s. Once an appeal is lodged, the PMDG will submit the rationale for the recommendation which is the subject of the appeal to the FET Director/s. The status quo will be maintained until there is an outcome to the appeal. The outcome of the appeal must be issued within 10 working days of receipt of the appeal.

Appendix 1: AGENDA TEMPLATE

<Meeting> Agenda

Location: [Centre Address or Room Number]

Date: [Meeting Date]

Time: [Meeting Time]

Standing Items:

1. Minutes from previous meeting
   - ➢ Matters Arising

2. Updates from Subgroups/Working Groups

3. Risk Register Items

Other Items

- ▪ Agenda detail 1
- ▪ Agenda detail 2
- ▪ Agenda detail 3

4. Recommendations to relevant Group or SMT

5. Next Meeting

Proposed update PMDG terms of reference March 1st 2023

Appendix 2: MINUTES TEMPLATE

<Meeting> Minutes

Organisation of Meeting

A meeting of [Governance Group name] was held at [Location] on [Date]. Attendees included [list attendee names]. Members not in attendance included [list names].

Item	Discussion/Recommendation	Action By [insert centre/name]

Development Officer   Date of approval

Proposed update PMDG terms of reference March 1st 2023

Appendix 3: RECOMMENDATIONS TEMPLATE

Recommendations from

<insert Council/Group/ Subgroup/Working Group name>

Organisation of Meeting

A meeting of [Governance Group name] was held at [Location] on [Date]. Attendees included [list attendee names]. Members not in attendance included [list names].

Recommendation	Benefits	Risks

Chairperson   Date

Proposed update PMDG terms of reference March 1st 2023

Appendix 3a: RECOMMENDATIONS TEMPLATE

Recommendations from

Quality Assurance Strategic Planning Council

Organisation of Meeting

A meeting of QASPC was held at [Location] on [Date]. Attendees included [list attendee names]. Members not in attendance included [list names].

Recommendation	Benefits	Risks	Decision By SLT (proposal approved/not approved)

Chairperson   Date

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