

Appendix 01: Programme Board Terms of Reference template



TERMS of REFERENCE <name of programme> <PGxxxxx>

Background

<Insert a short background on how the programme was developed, any partners involved in it and what service spheres will offer it> (150 words max)

Purpose	The Programme Board has responsibility for the effective management, operation, monitoring, and review of the <insert programme name> programme.
Reports to	Programme Management Development Group (PMDG)
Membership	<p>Chair: Programme Coordinator/ XXXX representative or staff member nominated by FET (Further Education and Training) Director</p> <p>Secretary: Appointed by centres delivering the programme (rotating)</p> <p>Members:</p> <ul style="list-style-type: none"> • A minimum of two Teacher/Trainer/Instructor/Tutor involved in the delivery of the programme. • Representative from a <specialist org related to the award> organisation • A minimum of two subject matter experts i. • At least one learner representative (may be a graduate). • Centre/Service Manager involved in management of the programme locally. • Member of the City of Dublin ETB QA (Quality Assurance) team and /or a member from the PMDG • Representation from ETBs or other publicly funded FET providers who subsequently successfully apply to QQI for differential validation using the shared curriculum. <p>Note: Members may hold multiple roles for example a tutor and subject matter experts</p>
Life Cycle and Meeting Schedule	<p>It is anticipated that the life cycle of this Programme will be 5 years.</p> <p>The Programme Board will meet once per year aligned with relevant programme start dates and other relevant meeting dates of other reporting boards, e.g., PMDG</p>
Working Methods	1. A quorum of 50% of members + 1 additional member is required.

	<ol style="list-style-type: none"> 2. The meeting agenda and supporting documentation will be circulated to members at least one week in advance of scheduled meetings (Appendix 2: Agenda Template). 3. Meeting outcomes will be recorded and circulated in draft format within 2 weeks of a Programme Board meeting (Appendix 3: Minutes Template). Minutes will be approved at the subsequent meeting. 4. Recommendations for consideration by the PMDG will be made by the Programme Board using a prescribed template (Appendix 4: Recommendations Template). 5. Recommendations will be made either 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 Programme Board 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.
<p>Responsibilities of the Programme board</p>	<p>Maintain oversight of the delivery and review of the programme.</p> <ul style="list-style-type: none"> • Monitor the implementation and effectiveness of recommendations detailed in previous programme improvement plans. • Ensure that programme/learning materials, assessment methodology, physical facilities and resources are reviewed and updated, as necessary. • Ensure continuing compliance with the specific validation requirements and conditions of validation set out by QQI (Quality and Qualifications Ireland) • Consider reports of programme evaluation and monitoring activity (e.g., EA (External Authentication), RAP (Results Approval Panel), benchmarking and learner feedback reports) • Consider issues identified by learners, trainers/tutors/teachers. • Confirm adherence to quality assurance policies and procedures. • Sanction changes to delivery and minor changes to the programme within the bounds set by validation.

