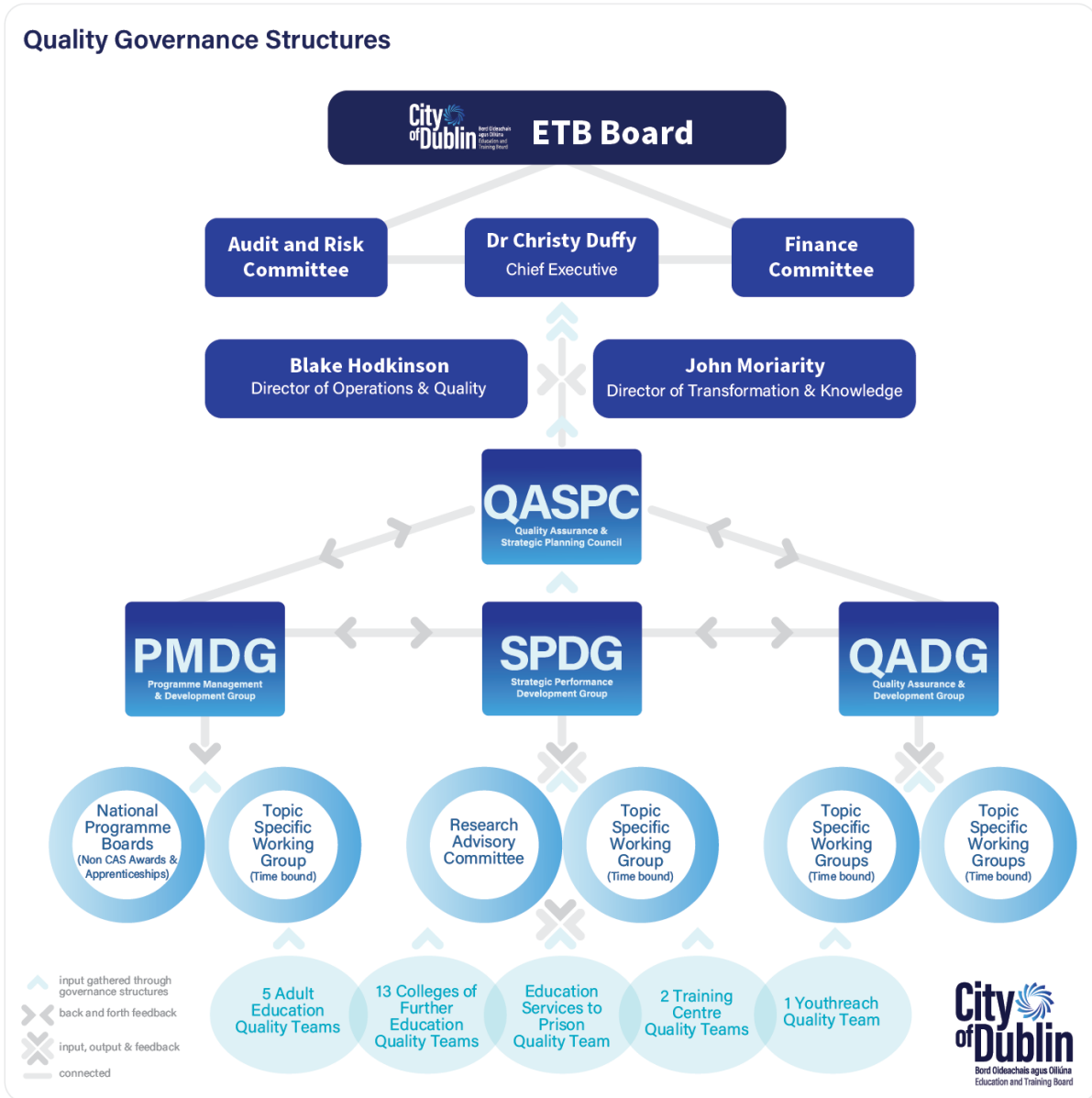


Terms of Reference Quality Assurance and Strategic Planning Council (QASPC)

Quality Governance Structures



<p>Role</p>	<p>The main function of the FET Quality Assurance and Strategic Planning Council (QASPC) is to advise and make recommendations to the Senior Leadership Team SLT on the quality, development and improvement of all aspects of the further education and training offering of the City of Dublin ETB. The Council will assist the SLT to establish a clear vision for the future development of FET in City of Dublin ETB, by examining the education and training needs of the city of Dublin and ensuring the current range of City of Dublin ETB provision is appropriate to the needs of learners, employers and other stake holders such as QQI, SOLAS, DES etc.</p>
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	<p>The QASPC will support the SLT to protect, maintain and develop the standards of education and training programmes and assessment, so as to ensure that as far as possible, all learners receive an equivalent high-quality learning and assessment experience.</p> <p>The QASPC will act as guarantor of quality and consistency for programmes and assessment for which QQI or other awards are made.</p> <p>The QASPC will provide support and oversight for the implementation of the Strategic Performance Agreement and the Quality Action Plans.</p> <p>The role and membership of the Council will be kept under review.</p>
Accountable to	<p>The QASPC receives its mandate and defined responsibilities from the Chief Executive (CE) of the City of Dublin ETB, reports to the Senior Leadership Team (SLT) and operates within the corporate/executive governance structures of the City of Dublin ETB. The QASPC will ensure that recommendations made support the City of Dublin ETB Further Education and Training strategy for the city of Dublin.</p>
Membership	<p>Chair: FET Director with responsibility for Operations and Quality / FET Director with responsibility for Transformation</p> <p>Support: the FET Development Unit</p> <p>Members: FET Directors and City of Dublin ETB nominations will be proposed by the Chief Executive from each of the following:</p> <ul style="list-style-type: none"> ✓ Principal/Head of Centre from each of the service spheres <ul style="list-style-type: none"> • Adult Education Service • Colleges of Further Education • Educational Service to Prisons • Training Centres • Youthreach ✓ Chairpersons of the 3 development groups <ul style="list-style-type: none"> • Programme Management and Development Group • Strategic Performance Development Group • Quality Assurance Development Group ✓ Reps from the FET support services (DA, EE, LESE, PLD/TEL, QA) ✓ Local Centre Quality Team Representatives <p>A member may represent more than one area such as another Governance Group and their service sphere. The composition of the QASPC will be approved by the SLT.</p> <p>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 new member will be nominated by the FET Director by taking into account fair representation of all service spheres and QA structures within City of Dublin ETB.</p> <p>External Members: The Chief Executive or FET Director(s) may from time to time appoint non-City of Dublin ETB members who can bring an external</p>

	<p>perspective, such as employers or experts in FET or in quality systems, or persons with expertise from other education institutions or other ETBs.</p> <p>Sub-Committees: The Quality Assurance and Strategic Planning Council may establish a Working Group or thematic group to manage the FET Course Innovation Approval Applications processes for:</p> <ul style="list-style-type: none"> (1) New Course Approvals (2) Requests to Change Course Title (3) Change of mode of delivery (Blended)
<p>Meetings Schedule</p>	<p>Meetings: Aligned with academic year start dates, at least three times per year as a minimum, with additional meetings as required. All meetings will be supported by a set agenda with minutes of recommendations recorded.</p>
<p>Working Methods</p>	<ul style="list-style-type: none"> (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. (3) The agenda will have standing items including – Risk; Updates from Subgroups; Recommendations to SLT (4) Meeting outcomes are recorded and circulated in draft form within 2 weeks of a meeting (5) Recommendations for consideration by the SLT will be made by the QASPC using a prescribed template (6) Recommendations are made by consensus or by the exercise of a vote; the Chairperson has the deciding vote in the event of a tie. (7) Should it prove necessary for the QASPC 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. (8) Recommendations of the QASPC will be made to the SMT who will consider all proposals and make the final decision. (9) Minutes will be comprehensive and approved at the subsequent meeting. When approved, minutes will be published on the City of Dublin ETB intranet. (10) At the discretion of the Chair, an incorporeal meeting may be held where reports can be circulated and accepted by the QASPC without a meeting. (11) The business of the Council will be organised by the FET Development Officer in consultation with the Chair, in accordance with the terms of reference.
<p>Responsibilities</p>	<p>Oversight, Monitoring, and Review</p> <ul style="list-style-type: none"> 1. Oversee the further development and implementation of the quality assurance policies and procedures of City of Dublin ETB.

2. Oversee the further development and implementation of the Strategic Performance Agreement and the Quality Action Plan of City of Dublin ETB.
3. Review the reports of Groups, Subgroups and Working Groups and make recommendations on implementation.
4. Bring forward recommendations to the SLT on improvements to QA policy and procedures.
5. Bring forward recommendations on areas for programme development including new Apprenticeship and Traineeship proposals to the SLT.
6. Bring forward recommendations on implementation of actions in the Strategic Performance Agreement.
7. Review all of the above to ensure delivery/support for the Quality Assurance Improvement Plan, Statutory Review and the Strategic Performance Agreement.
8. Ensure that consultation has occurred with appropriate internal and external stakeholders on new developments in QA procedures and/or programme initiatives/development/applications.
9. Liaise with the FET support units and services, e.g. QA, DA, LESE, TEL, PLD, Employer Engagement and receive relevant reviews, reports and updates.
10. Review, on a bi- annual basis, the terms of reference, workings and membership of multi-level Working Groups.
11. Contribute to the strategic planning of further education and training services delivered or supported by City of Dublin ETB.
12. Provide a concise annual report to the CE and SLT, which gives an overview of the work of the Council and makes recommendations to the CE and SLT as appropriate.
13. Bring issues of Risk in relation to further education and training to the attention of the CE and SLT.

Assessment Responsibilities (coming via the QADG)

1. Review the end of year report from the FETD Unit on the summary of issues arising from External Authenticator reports and Centre Results Approval Panel reports.
2. Seek to confirm that assessment procedures have taken place in line with QA assessment processes and procedures. Refer matters arising to the relevant Working Group for action and report.
3. Ensure that recommendations are made on any corrective actions to be carried out following the centre-based results approval process.
4. Request progress reports from SLT on actions recommended.

Other City of Dublin ETB-led Programme Boards-and Apprenticeship Council specific Responsibilities (coming via the PMDG)

1. Consider reports and updates from other City of Dublin ETB-led Programme Boards

	<ol style="list-style-type: none"> 2. Fulfil any reporting requirements to external bodies on programme activities. 3. Make recommendations to the CE and SLT in relation to the management of the City of Dublin ETB validated programmes. 4. Make recommendations on the possible development of new programmes/apprenticeships/ traineeships to the SLT <p>Recommendations</p> <p>Recommendations of the QASPC will be made to the SLT who will consider all proposals and make the final decision. Where relevant, centres will be informed of final SLT decision by the FET Director.</p> <p>Appeals Process</p> <ol style="list-style-type: none"> a) Decisions of the QASPC. There are two grounds for appeal: <ol style="list-style-type: none"> (i) The decision itself (ii) The means (the procedure) by which the decision was made b) That an applicant did not provide sufficient information is not a ground for appeal but it may be open to the applicant to re-apply. c) An applicant/other affected party has 1 week from the date the decisions were issued or where they were notified earlier to submit an appeal to the Chief Executive. d) Once an appeal is lodged, the relevant Governance Group (e.g. Working Group, PMDC, QADG or SLT) will submit the rationale for the recommendation/final decision to the FET. 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.
<p>Operations</p>	<p>The main operations of the FET Quality Assurance and Strategic Planning Council include:</p> <ol style="list-style-type: none"> 1. Report its activities to the SLT. 2. In preparation for meetings, it is incumbent on members to read documents, policy papers and to consult appropriately in advance of meetings. 3. Members should present the views of the group/sphere that they represent as well taking a strategic/organisation view of issues. 4. The Council will make strategic recommendations to the SLT in relation to ALL proposals that are referred to them. 5. Recommendations to the SLT should require little further consultation by the SMT and will be made using a prescribed template that will include benefits, risks and a recommendation to either approve or reject proposals.

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| | <p>6. Establish specific Working Groups (e.g. FET Course Approval Working Group) and/or thematic consultation groups to assist the Council in fulfilling its functions.</p> |
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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

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

Appendix 3: RECOMMENDATIONS TEMPLATE

Recommendations from

<insert 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	Decision By SLT (proposal approved/not approved)

Director of FET

Date of approval