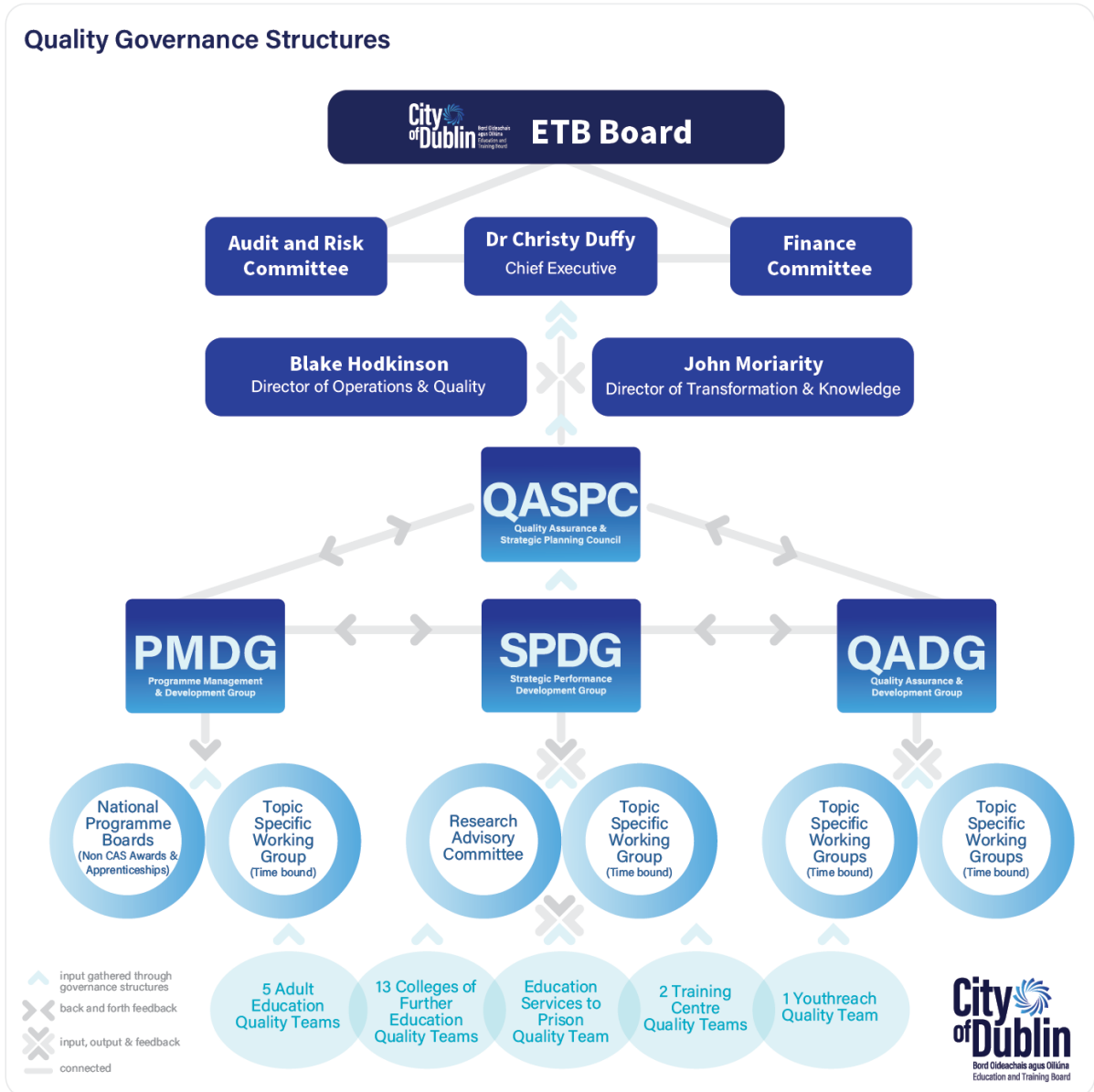


Terms of Reference of the
Quality Assurance Development Group (QADG)



3.1 The Quality Assurance Development Group Terms of Reference of the Quality Assurance Development Group (QADG)

<p>Role</p>	<p>1. Scope</p> <p>The Quality Assurance Development Group (QADG) will make recommendations to the FET Quality Assurance and Strategic Planning Council (QASPC). Its' role is to review and develop the QA policies and procedures operating in City of Dublin ETB and ensure that all procedures are robust and consistent across the provision in City of Dublin ETB. In developing or amending QA procedures, every effort will be made to engage relevant stakeholders.</p> <p>1 Rationale</p> <p>The QA Improvement Plan sets out the strategy for City of Dublin ETB to move from 21 legacy QA systems and procedures to 4 QA systems and procedures for Colleges of Further Education, Training Centres, the Adult Education Service & Educational Service to Prisons, and Youthreach. The QADG will work with all centres in reviewing current best practices and establish procedures that can be applied consistently across the FET provision in City of Dublin ETB. Additionally, it will systematically contribute to the learner experience by supporting consistency of approaches to planning learning, teaching and assessment across City of Dublin ETB, while acknowledging variability in the diverse contexts.</p>
<p>Accountable to</p>	<p>The QADG receives its mandate and defined responsibilities from the Chief Executive (CE) of the City of Dublin ETB, and reports to the Senior Management Team (SMT) and operates within the corporate/executive governance structures of the City of Dublin ETB. The QADG will ensure that recommendations made support the City of Dublin ETB Further Education and Training strategy for the city of Dublin.</p>
<p>Membership</p>	<p>Chair: nominated Head of Centre Support: Development Officers from the FETD Unit Members: nominations will be proposed by the FET Director in consultation with the Chair and FET Unit representatives from each of the following: From each service sphere representation: Head/Deputy Head/ Manager/Assistant Manager/Member of Quality Assurance Team of that centre.</p> <ul style="list-style-type: none"> ✓ Colleges of Further Education (6) ✓ Training Centres Manger staff (2) ✓ Educational Service to Prisons (2) ✓ Youthreach (2)

	<ul style="list-style-type: none"> ✓ Adult Education Service (2) ✓ Employer Engagement Unit (1) ✓ Specific - Quality Assurance Team representatives (when needed) ✓ Learner Representative (2) ✓ External members when needed <p>Sub working groups may be created and time bound to work on specific areas. A member may represent more than one area such as another Governance Group and their service sphere. The composition of the QADG will be approved by the SLT.</p> <p>Membership profile will be reviewed on a bi-annual basis and 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 considering fair representation of all service spheres and QA structures within City of Dublin ETB.</p> <p>External Members: The Chief Executive or FET Director may from time to time appoint non-City of Dublin ETB members who can bring an external 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 Development Group may establish a Working Group or thematic group to review or develop a new policy paper or procedure paper based on good practice as required.</p>
<p>Meetings Schedule</p>	<p>Meetings: Aligned with academic year start dates, at least twice per year as a minimum with additional meetings as required; meetings supported by a set agenda with minutes of recommendations recorded.</p>
<p>Working Methods</p>	<ol style="list-style-type: none"> 1. A quorum of 50% 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. Meeting outcomes are recorded and circulated in draft form 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 QADC 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

	<p>decision will be presented to the group at the next meeting for formal approval.</p> <ol style="list-style-type: none"> 7. Recommendations of the QADG will be made to the QASPC who will consider all proposals and make the final recommendation to the Senior Management Team. 8. At the discretion of the Chair, an incorporeal meeting may be held where reports can be circulated and accepted by the QADG without a meeting.
<p>Responsibilities</p>	<p>1. Core Responsibilities</p> <ol style="list-style-type: none"> 1. Make recommendations to the FET Quality Assurance and Strategic Planning Council for the revision of existing procedures or the development of new QA procedures. 2. Review proposed draft legislation (Green or White Papers) relevant to FET and develop a draft City of Dublin ETB position for consideration by the Quality Assurance and Strategic Planning Council. 3. Make recommendations for staff Professional Development where it is necessary or desirable for the improved delivery or development of programmes and the enhancement of Learning, Teaching and Assessment. 4. Participate in the QA Statutory Review, with oversight of the implementation of Quality Assurance Improvement Planning, and involvement in self-evaluation processes. 5. Contribute systematically to the learner experience by supporting consistency of approaches to planning, learning, teaching and assessment across CDETb while acknowledging variability in the diverse contexts. <p>2. Recommendations</p> <p>Recommendations of the QADG will be made to the QASPC who will consider all proposals and make the final recommendation to the Senior Leadership Team. Where relevant, centres will be informed of SLT decisions by the FET Director.</p>

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
