College/Centre Service Sphere Quality Assurance Group/Team

Terms of reference

College/Centre/Service Sphere Quality Assurance Group/Team

Context

As stated in the City of Dublin ETB mission statement[1], the organisation and its constituent parts are committed to providing professional high quality education and training services to all learners, who avail of or participate in the range of programmes and courses which are delivered. This stated commitment to high quality provision requires structures and processes which are inclusive of corporate (head office) and local college/centre/service spheres. Therefore the promotion and enhancement of quality assurance of the programmes and courses provided by City of Dublin ETB encompasses both the corporate and the local level. In recent years City of Dublin ETB has had to respond to new and more refined requirements by awarding bodies such as QQI. In light of this, new structures are being developed within City of Dublin ETB to respond to the changing environment.

One such structure is the establishment of a Quality Assurance Group/Team in each college/centre and service sphere. The Quality Assurance Group/Team forms part of the overall City of Dublin ETB Governance Structure for quality assurance and will be aligned with and informed by relevant legislation[2], City of Dublin ETB agreements with QQI and the City of Dublin ETB Quality Assurance Improvement Plan[3]. The Quality Assurance Group/Team does not operate in a vacuum but is rather the individual college, centre and service sphere link to the City of Dublin ETB corporate governance quality assurance structures.

The following sections 1 to 3 outline the Terms of Reference for a Quality Assurance Group/Team at each college/centre or service sphere level. They are structured in such a way as to take cognisance of the differing circumstances and provision across the City of Dublin ETB while also promoting a broadly similar structure and modus operandi for each college/centre and service sphere. The content of each section is briefly outlined below:

> Section 1: Defines the overall purpose of a Quality Assurance Group/Team
>
> Section 2: Outlines the possible membership of a Quality Assurance Group/Team
>
> Section 3: Outlines the operating procedures for a Quality Assurance Group/Team
>
> Appendix: Outlines indicative core tasks and work areas

The terms of reference for college/centre/service sphere Quality Assurance Teams/Groups become operable within City of Dublin ETB from February 2019 and they will be reviewed in February 2021.

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[1] City of Dublin ETB (2015) *Education, Training and Youth Services Strategy 2015-2020*

[2] Government of Ireland (2013) *Qualifications and Quality Assurance Act (Education and Training) Act, 2012*
   Government of Ireland (2013) *Education and Training Boards Act, 2013*
   Government of Ireland (2013) *Further Education and Training Act,2013*

[3] QQI (2017) *Sector Specific Quality Assurance Guidelines*
   City of Dublin ETB (2017) *Quality Assurance Improvement Plan 2017-2018*

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 and service sphere and will be determined by the specific provision, size and circumstances of individual colleges, centres and 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 City of Dublin ETB staff from the 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 and 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 City of Dublin ETB Quality Assurance Improvement Plan
  - Updates and briefings on the City of Dublin ETB 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 City of Dublin ETB FET Development Team
  - Documentation/inputs from the City of Dublin ETB Quality Assurance Steering Group and other similar City of Dublin ETB quality assurance structures
  - Guidelines on quality assurance from QQI and other relevant awarding bodies
  - Examples of good quality assurance practices from within and without City of Dublin ETB
  - 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 City of Dublin ETB, FET Development Unit
- Actions points and recommendations for the enhancement and improvement of quality at college, centre and 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:
  - City of Dublin ETB Quality Assurance Steering Group and other City of Dublin ETB Quality Assurance structures
  - City of Dublin ETB Senior Management Team
  - City of Dublin ETB FET Directors
  - City of Dublin ETB Further Education and Training Development Unit
  - College, Centre or Service Sphere level Governance Structures where applicable e.g. Boards of Management, Management Committees/Teams

Appendix

Indicative core tasks or work areas that individual Quality Assurance Groups/Teams would undertake include the following:

- Engaging with college/centre/service sphere staff in relation to matters of quality assurance and disseminating relevant information and materials
- Developing college/centre/service sphere quality plans based on the particular circumstances of the provision/location and informed by City of Dublin ETB Quality Assurance Plans
- Engaging in self-evaluation processes at college/centre/service sphere level
- Monitoring and reviewing the implementation of college/centre/service sphere quality plans and proposing and overseeing adjustments where necessary and appropriate
- Recording and reporting on the progress of quality assurance and enhancement within the college/centre and service sphere and to relevant City of Dublin ETB Quality Assurance structures
- Representing the college/centre/service sphere on City of Dublin ETB Quality Assurance structures and other relevant and appropriate structures concerned with quality