

**Terms of Reference - Quality Oversight Group QOG – D1 DOCUMENT (Version 1.0)**

<b>Document Title</b>	<b>Terms of Reference Quality Oversight Group QOG</b>
<b>Document Reference</b>	D1
<b>Version</b>	1.0
<b>Approval by</b>	CE/SMT
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### **Purpose of the Quality Oversight Group (QOG)**

The purpose of the Quality Oversight Group QOG is to oversee the planning, co-ordination, quality, development and improvement of all aspects of further education and training provision of LWETB. It protects, maintains and develops the standards of education and training programmes and related activities. In doing so, the QOG is ensuring, as far as possible, that all learners receive an equivalent experience.

### **Operating Procedures**

<b>Meeting Frequency</b>	Minimum of 6 times per year
<b>Quorum</b>	50% of members plus 1 additional member
<b>Agenda</b>	Meeting agenda and supporting documentation must be shared with members at least one week in advance of a scheduled meeting
<b>Decision-making</b>	Decisions are made by consensus or by the exercise of a vote if necessary; the Chair has the deciding vote in the event of a split decision
<b>Meeting Outcomes</b>	Recorded and shared in draft form within 2 weeks of meeting
<b>Meeting Minutes</b>	Minutes are approved at the beginning of subsequent meeting
<b>Conflicts of Interest</b>	To be declared and noted in the minutes of each meeting
<b>Incorporeal Meetings</b>	In some cases, at the discretion of the Chair, an incorporeal meeting may be held where reports can be shared virtually and accepted by members without the need for the Group having to meet

### **Membership**

<b>Refer to</b>	Published Governance Membership – D4 DOCUMENT
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### **Roles and Responsibilities**

<b>Chair</b>	The responsibilities of the Chair of the QOG include:
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	<ul style="list-style-type: none"> <li>• Work closely with the Secretary to agree meeting agendas</li> <li>• Ensure meetings function efficiently and effectively</li> <li>• Provide adequate time for discussion of agenda items</li> <li>• Ensure that members have been provided with materials in advance of the meeting to support informed decision-making</li> <li>• Ensure that a quorum is present before commencing a QOG meeting</li> <li>• Ensure that decisions are taken in the context of the QOG's remit and that they are recorded</li> </ul>
<b>Secretary</b>	<p>The Secretary of the QOG is a full member of the QOG. His/her responsibilities include:</p> <ul style="list-style-type: none"> <li>• Agree a schedule of meetings with the Chair in consultation with the QOG members and have regard to the business of the QOG and the meeting dates of the sub-groups reporting into the QOG</li> <li>• Convene meetings of the QOG and determine the agenda of the meetings, in consultation with the Chair</li> <li>• Share the agendas for meetings and associated documentation and reports for review by QOG members</li> <li>• Liaise with the secretaries of the sub-groups reporting into the QOG to manage a smooth flow of information including confirmed minutes from sub-group meetings</li> <li>• Prepare draft minutes of meetings and share these with members</li> <li>• Ensure that the decisions of the QOG are made known to the appropriate individuals / governance units</li> <li>• Report to the Chair and the QOG members on the implementation of the decisions of the QOG</li> <li>• Ensure that membership terms are managed, and new member induction / briefing provided</li> </ul>
<b>Ordinary Members</b>	<ul style="list-style-type: none"> <li>• Normally, up to 6 staff members with relevant experience drawn from across LWETB, as the CE determines appropriate</li> <li>• One representative from the QGG</li> <li>• One representative from the PGG</li> </ul>
<b>External Members</b>	<p>The Chair of the QOG may from time to time recommend to the CE the appointment of external members to the QOG. These will be persons who can bring an external perspective to the working of the group, such as employers or experts in FET or in quality systems. Persons with expertise from other ETBs may also be invited to join the QOG for a defined period</p>
<b>Additional Expertise</b>	<p>From time to time, the QOG may request that its Secretary source specialist expertise to inform its deliberations if necessary</p>

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## **Terms of Reference:**

The Chief Executive (CE) of LWETB, supported by the Senior Management Team (SMT), has delegated certain governance responsibilities to the QOG, as detailed below. The QOG is accountable to the CE for carrying out its functions, regardless of whether it forms governance sub-groups or working groups to advance these tasks.

The QOG is responsible for the following:

<b>Operational Matters</b>	
<b>Operating Procedures</b>	Agree its operating procedures
<b>Reports to</b>	Chief Executive (CE) / Senior Management Team (SMT)
<b>Reported into by</b>	Quality Assurance Group (QGG) Programme Governance Group (PGG)
<b>Terms of Reference</b>	<ul style="list-style-type: none"> <li>• Participate in the review of its terms of reference and formally make recommendations to the CE for amendments and additions if required</li> <li>• Review the outcomes of reviews of terms of reference by its sub-groups and implement as appropriate</li> </ul>
<b>Sub-groups</b>	<ul style="list-style-type: none"> <li>• Establish one or more sub-groups of governance, as required and delegate responsibilities to those groups through defined terms of reference</li> <li>• Review recommendations from such sub-groups of governance on specified matters to inform its functions</li> <li>• Review meeting minutes of established sub-groups</li> </ul>
<b>Working Groups</b>	<ul style="list-style-type: none"> <li>• Establish ad-hoc working groups to assist it in fulfilling its functions, if required</li> <li>• Review recommendations for the establishment of working groups from established sub-groups</li> <li>• Review meeting minutes of established working groups</li> </ul>
<b>Annual Report</b>	<ul style="list-style-type: none"> <li>• Provide a QOG Annual Report to the CE, identify key decisions and actions taken by the QOG and make any recommendations to the CE, as appropriate</li> <li>• Review annual reports from established sub-groups of governance on their activities</li> </ul>
<b>Other Functions</b>	Exercise any other functions, which may be formally delegated to it by the CE/SMT

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<b>Quality Assurance Responsibilities</b>	
<b>Policies and Procedures</b>	<p><b><i>Quality Assurance Policies and Procedures Workplan</i></b> Develop and update the QA Policies and Procedures Workplan for review, amendment and development of the quality assurance policies and procedures of LWETB</p> <p><b><i>Policies and Procedures - Review and Approval</i></b> Review, provide feedback on and approve the quality assurance policies and procedures of LWETB as recommended by the QGG</p> <p>Review the summary feedback on any consultation process as submitted by the QGG</p>
<b>Self-Evaluation, Monitoring and Review</b>	<p><b><i>Quality Improvement Action Plan</i></b> Develop and update the Action Plan for internal and external quality reviews</p> <p><b><i>Self-Evaluation, Monitoring and Review – Reports and Documentation</i></b> Review quality review reports and issue feedback to the QGG for implementation where applicable</p> <p>Approve quality review documentation prior to its submission to the relevant external body</p> <p>Review outcome reports from external bodies and implement required recommendations</p>
<b>Certification Matters</b>	<p><b><i>Review Certification Processing Reports</i></b> Review feedback on certification processing reports provided by the Quality Unit and update the Policies and Procedures Workplan where change is required</p> <p><b><i>Appointment of External Authenticators</i></b> Ratify the appointment of persons to act as External Authenticators/Examiners as recommended by the Quality Unit</p> <p><b><i>Ratify Results</i></b> Ratify assessment results and final results approved by Centre Governance for the purposes of certification of learners as co-ordinated by the Quality Unit</p>
<b>Risk Escalation</b>	<p>Escalate areas of risk associated with quality assurance of FET to the CE/SMT</p>

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<b>Programme Responsibilities</b>	
<b>Programme Development and Approval</b>	<p><b>Programme Proposals</b> Review proposals collated by the Quality Unit for the development of new programmes that are consistent with the mission and strategy of LWETB (CE/SMT to agree resources)</p> <p>Instruct the PGG to commence programme development for approved proposals</p> <p><b>Programme Validation</b> Review, provide feedback on and approve draft programme validation documentation prior to submission to the awarding body for validation, as recommended by the PGG</p> <p>Review the summary feedback on any consultation process as submitted by the PGG</p>
<b>Staff Development</b>	Review requirements for staff development where it is necessary or desirable for the improved delivery or development of programmes. Report requirements to FET Management and CE/SMT
<b>Programme Monitoring</b>	Review observations on significant and common issues arising through programme monitoring processes to inform programme reviews
<b>Programme Review</b>	<p><b>Programme Schedule</b> Develop and update the annual schedule of programme reviews</p> <p><b>Programmes Reviews</b> Review and approve programme review documentation submitted by the PGG for submission to the awarding body</p> <p>Review observations arising from programme feedback reports and other internal and external stakeholder reports as appropriate as submitted by the PGG, including reviewing the effectiveness of teaching, learning and assessment strategies being implemented for validated programmes</p> <p>Issue feedback to the PGG on programme review documentation for implementation</p> <p><b>Follow Up Actions on Programme Reviews</b> Make decisions on actions required following programme reviews including any modifications or revisions to programmes</p>

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<b>Risk Escalation</b>	Escalate areas of risk associated with FET programmes to the CE/SMT
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