



3.2.1 Governance of Quality

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Purpose

The purpose of this procedure is to detail how KWETB establishes a structure for the governance of quality in the FET system. Through this system, there is a decision-making process that ensures that the outcomes of FET will be aligned with the mission, values and strategies of the organisation, with community, labour market and socio-economic priorities and that they will be of value to the region.

Scope

This procedure applies to all FET Provision and FET Provision-Second Providers. There is an integrated single policy, with integrated procedures for FET Provision and FET Provision-Second Providers.

Preamble

KWETB FET Provision and FET Provision-Second Providers service structures for governance of quality are informed by the requirements of legislation and by the following documents published by Quality and Qualifications, Ireland:

- Core Statutory Quality Assurance Guidelines (QQI, 2016)
- Sector Specific Quality Assurance Guidelines (ETBs) (QQI, 2017)
- Topic Specific Guidelines for Providers of Statutory Apprenticeships (QQI, 2016)

The governance structure is designed to formalise and ensure oversight of the KWETB's Single Quality Assurance Framework from the proposal of new programmes to reviewing the continued relevance of programmes, all underpinned by analysis of data and outcomes and monitoring effectiveness and ensuring improvement of quality.



The KWETB governance system provides:

- Confirmatory oversight and assurance that actions have been taken in accordance with the approved Single Quality Assurance Framework. This oversight assures internal and external stakeholders that FET Provision and FET Provision-Second Providers in the region is of a high standard which is aligned with national and international standards.
- Identification of themes and trends arising in given business areas and approving business proposals which support the evolution of FET and continuous improvement.
- Enabling experienced individuals, impacted individuals, and external parties to participate in decision-making and to assist in the maintenance and implementation of standards, including through endorsing documentation; engaging in cyclical review and receiving reports on follow-up actions.

Matters regarding the quality assurance and safeguarding of FET standards are the responsibility of the Chief Executive of the ETB. They are not featured among the reserved functions of the Education and training Board. The Chief Executive delegates governance roles; management and corporate governance roles to relevant parties.

FET governance of quality within KWETB covers the scale and diverse range of provision within the organisation. The KWETB governance system together with the KWETB Single Quality Assurance Framework are applicable to all of the services. Where there are additional or alternative governance structures relevant to a specific area of provision, these will be adopted. Policy and governance requirements of awarding bodies other than QQI will be applied where necessary. Decisions about delivery of programmes leading to awards made by other awarding bodies will be made within KWETB's system for governance of quality. KWETB's Single Quality Framework and governance system also covers unaccredited provision, comprehending that students on unaccredited programmes are also entitled to avail of high-quality experience of education and training.

The components of governance of quality in FET include the Quality Council and its sub-groups; the Quality Team and the Single Quality Assurance Framework. Governance of quality and further development of the culture of quality in FET at KWETB depends on the commitment and input of all staff at centre, college and administrative level.

KWETB's QA system for FET has regard to both the corporate and academic domains of our business, ensuring that resources to support programme provision and the student experience. The FET governance system of KWETB has established channels of communication with KWETB corporate governance decision making structures. Representatives of corporate governance structures are included in the FET QA governance structures, or can be invited to meetings if necessary.

Through its FET QA governance systems, KWETB supports the concept of separation, in which a governance unit cannot approve work that it has produced. However, some individuals who are involved in governance units may be involved in projects due to their individual expertise or experience, recognising the current developmental phase of the organisation.

Structure of KWETB's FET QA Governance

KWETB's FET QA Governance system is structured as follows:

- FET Quality Council
 - o Quality Assurance Sub-group
 - o Programme Governance Sub-group
 - o Stakeholder Engagement Sub-group
- The terms of reference for the Quality Council and the first two sub-groups have been adopted with a review due in December 2021. The third group was established in September 2021.

Membership of the Quality Council and its sub-groups, include staff and student representatives and external stakeholder representation where possible. The areas of student and external stakeholder engagement are new and are being developed within the organisation. The stakeholder engagement sub-group of the Quality Council has been established to support this objective.

KWETB recognises the importance of a multi-layered system, acknowledging that there may be local practices, and building on these to develop consistency and standardise approaches which build on and enhance the very good practice at centre and local level. The routinisation of certain aspects of QA will help to enhance practice, communication and outcomes for students.

The agreed terms of references for the Quality Council and its sub-groups detail the membership, roles and responsibilities of the governance units. An interactive schedule for QA is published and helps to ensure that there are no overlaps and that sub-groups have adequate time to send reports to the Quality Council to be taken as read.

KWETB has:

- Established a QA oversight governance unit in the form of the Quality Council with delegated responsibility from the CE.
- The sub-groups are governance units which can make recommendations to the Quality Council.
- Governance units include knowledgeable members equipped to make decisions related to their functions.
- The governance system includes decision-making on all programmes, regardless of their awarding status.

The KWETB Governance system is set up to oversee:

- New programme proposals and programme development prior to approval and submission for evaluation and validation
- Self-evaluation findings and quality improvement planning
- Approval and cyclical review of QA policies and procedures
- Non-standard admissions and recommendations for approval
- Analysis of data on student enrolment, progression and completion rates
- Outcomes of data analysis and reports generated to inform internal quality assurance, strategic decision-making and benchmarking of KWETB and its activities

- Approval of data for submission to QQI
- Approval of formal relationships with other providers and organisations
- Examinations of trends in feedback from EA or RAP or QA of assessment processes that may suggest actions required in terms of quality improvements; additional student supports or CPD
- Monitoring and review of risk

The intersection of the KWETB QA governance system with corporate governance and other divisions of the organisation is constructive, and these synergies will be enhanced and developed as the system develops.

Terms of Reference

The KWETB FET Quality Council and its sub-groups have agreed terms of reference. The Director of Further Education and Training is the Chair of the Quality Council, as delegated by the Chief Executive. Membership of the Quality Council and its sub-groups is diversely representative of FET. Members sit for a period of 18 months to four years, to allow for consistency and genuine oversight and tracking of quality enhancement and improvement. Terms of Reference are appendices for this section.

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1	The Director of Further Education and Training is the Chairperson of the Quality Council.
2	Terms of Reference for the Quality Council and its Sub-groups should be reviewed every two years.
3	Membership of the Quality Council and its sub-groups should be reviewed within 2 years of its establishment and cyclically every two years thereafter.
4	Updated terms of reference, membership and all workplans should be formally approved by the Chief Executive.
5	There should be clear standardised documentation for use by the Quality Council. All relevant working documentation for the Quality Council and its Sub-groups should be stored in the tailor-made online communication site for the use of members. Documents should be taken as read and should be shared at least two weeks before the meetings of the governance groups. A review of the work of the Quality Council and its sub-groups should be conducted annually.
6	Annual workplans for the Quality Council and its sub-groups should be agreed at the first meeting of the new year. There are instances where workplans will overlap from year to year, but these should be reviewed annually for progress/changes to

	be made and for alignment with KWETB's Statement of Strategy and commitments to QQI.
7	The Quality Council and its sub-groups should meet between 4 – 6 times per annum. An annual schedule of meetings should be prepared and published, taking account of reporting lines and dependencies.
8	The Quality Council and its Sub-groups may identify and establish Steering Groups or Working Groups from time to time to realise specific objectives. Terms of reference for these groups should be set out by the relevant governance groups which will oversee and monitor projects in question.
9	The Quality Council and its sub-groups may invite or co-opt additional expertise to address specific issues where necessary, either for a specific term, or for a once-off advisory session.
10	All members of the Quality Council, its sub-groups and working groups may meet together periodically for mini-conferences, seminars or webinars.
11	Activities and decisions of the Quality Council and its Sub-groups should be communicated publicly via the KWETB platforms such as Quality Assurance e-zine, the QA site, the PD hub. Where specific changes in practice are required, this should be notified formally to relevant parties through the Line Management and Network structures of KWETB.

Resources

Resources	<ol style="list-style-type: none"> 1. Organisational structure 2. Terms of Reference – Quality Council 3. Terms of Reference – Quality Assurance Subgroup 4. Terms of Reference – Programme Governance Subgroup 5. Terms of Reference – Stakeholder Engagement Subgroup
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