



3.2.2 Operation of Working Groups

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Policy area:	3.2 Quality Assurance
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Review Date:	

Purpose

The purpose of this procedure is to detail how KWETB engage Working Groups to assist the Quality Council and its sub-groups in fulfilling their quality assurance responsibilities.

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's Quality Council or Sub-groups may identify the need for working groups to carry out specific research, actions or projects aligned with the objectives of the organisation. Membership of these groups will be based on expertise and knowledge required and representation of specific stakeholder groups affected.

Working Groups report to the governance unit that established the group. Working Groups are established for specific time periods agreed in consultation between the governance unit and the working groups during the formulation of terms of reference. Working Groups will be provided with clear instructions about the task in hand, and a clear workplan will be established and agreed.



Membership of the working group will include individuals with specific relevant expertise and knowledge and stakeholder representatives affected if appropriate. Members of governance units may participate in working groups. Where a decision is to be made by the governance unit regarding a submission of the working group, the member should withdraw to avoid conflict of interest.

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1	The working group should agree operating procedures with the Chair and Secretary of the Quality Council.
2	A working group convener should be identified.
3	The working group should meet, agree Terms of Reference and become familiar with their task/brief.
4	The working group should establish a schedule for meetings
5	The working group should develop a workplan.
6	The working group should complete the task assigned within the planned timeframe.
7	The working group should report frequently on progress to the sub-group or to the Quality Council.
8	The working group should present a final report including findings and recommendations to the relevant Governance group.
9	The Governance group should implement the outcome of the project, or organises further consultation or research if necessary.

Resources

Resources	<ul style="list-style-type: none"> • Terms of Reference – Quality Council • Terms of Reference – Quality Assurance Subgroup • Terms of Reference – Programme Governance Subgroup • Terms of Reference – Stakeholder Engagement Subgroup
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