

Governance Unit	FET Quality Council Sub-Group: Programme Governance
Document	Terms of Reference
Approved by/Date	Chief Executive/SMT:
Version	2.1
Due for Review by:	December 2025

PURPOSE OF THE FET QUALITY COUNCIL SUB-GROUP (PROGRAMME GOVERNANCE)

The purpose of the FET Quality Council Sub-Group (Programme Governance) is to fulfil the role and responsibilities delegated to it by the FET Quality Council for the oversight, planning, coordination, development and quality of the programmes of KWETB. In doing so, it assists the FET Quality Council in protecting, maintaining and developing the standards of education and training programmes, and learner achievement, and the related activities of KWETB.

The FET Quality Council Sub-Group (Programme Governance) oversees all programme development, although, its role and responsibilities below do not apply directly to apprenticeship programmes, unless otherwise specified. Governance of apprenticeship programmes is managed by the National Programmes Board(s) and reports are provided to the FET Quality Council Sub-Group (Programme Governance).

FET QUALITY COUNCIL SUB-GROUP (PROGRAMME GOVERNANCE) TERMS OF REFERENCE

The FET Quality Council of KWETB has delegated certain governance responsibilities to the FET Quality Council Sub-Group (Programme Governance), as detailed below. The FET Quality Council Sub-Group (Programme Governance) is accountable to the FET Quality Council for carrying out its functions, regardless of whether governance sub-groups or working groups are formed to advance these tasks.

The FET Quality Council Sub-Group (Programme Governance) is responsible for the following:

Operational matters

- Agreeing its operating procedures in consultation with the Chair and Secretary of the FET Quality Council.
- Establishing sub-groups or working groups to advance programme related matters, if required.
- Making recommendations to the FET Quality Council to inform its decision-making and in line with its terms of reference.
- Collating a record of decisions made for submission to the Quality Council annually, for inclusion in the Quality Council Annual Report.
- Participating in the review of its terms of reference and formally making recommendations to the FET Quality Council as appropriate.
- The FET Quality Council and each of its sub-groups will promote and raise awareness of the functions of the Governance Groups charged with governance of quality.

- Exercising any other functions, which may be formally delegated to it by the FET Quality Council.

Programme Responsibilities

- Reviewing proposals for the development of new programmes and making recommendations to the FET Quality Council. *
- Approving the appointment of Programme Development Group(s) to develop draft programme documentation.
- Reviewing and commenting upon draft programme validation documentation submitted by the Programme Development Group.
- Recommending programme validation documentation to the FET Quality Council for approval and making recommendations to the FET Quality Council for submission to the awarding body.
- Reviewing proposals for the provision of newly validated or existing programmes and making recommendations to the FET Quality Council.
- Making decisions regarding internal programme governance (for example, the addition of already validated modules to new programmes and access of centres to currently validated programmes of further education and training within CAS).
- Organising applications for programme validation, including site visits where these are required.
- Recommending new programme proposals and validation applications, applications for differential validation and micro-qualification approval to the Quality Council.
- Making recommendations to the FET Quality Council for the establishment of appropriate structures to support new or existing programmes.
- Approving the assignment of Programme Development Group(s) to implement minor modifications and additions to programmes where these do not affect module outcomes.
- Approving modified programme documentation submitted by the Programme Development Group.

* In relation to programmes, the Sub-group for Programme Governance will make recommendations to the Quality Council to inform its decision-making in three distinct areas:

1. Applications for approval to deliver programmes of education and training from education and training locations within KWETB. Pre-approval in line with national and local strategic plans will have been received from FET management in advance of submitting the application for approval to the PGSG. The Programme Governance sub-group will evaluate the application in the context of the validation requirements for the programme proposed e.g. is the proposed programme structure, as agreed with FET Management, appropriate; evidence of inclusion of validated minor awards/suitability of the location from a QA perspective.
2. Review of programmes where there is duplication of programme descriptors or where issues arise with standards In this case, oversight of review processes falls under the remit of the PGSG.
3. New programme development.

Apprenticeship Responsibilities (Relevant to role in co-ordinating partnership/where KWETB is coordinating apprenticeship).

- Receiving reports from the National Programme Board(s) on its activities.
- Noting proposals from the National Programme Board(s) to the FET Quality Council for new apprenticeship partnerships and for new members of partnerships.
- Noting annual and biannual specified reports provided by the National Programme Board(s) to the FET Quality Council for approval.

MEMBERSHIP OF THE FET QUALITY COUNCIL SUB-GROUP (PROGRAMME GOVERNANCE)

The membership of the FET Quality Council Sub-Group (Programme Governance) is designed to enable professional colleagues to contribute collectively to the oversight, planning, coordination, development and quality of the ETB's education and training programmes.

Chair: The Chair is appointed by the Chief Executive and can be internal or external.

Secretary: The Secretary should be appointed by the CE and be an individual capable of liaising closely with the Secretary of the FET Quality Council and with any sub-groups of governance that are reporting to the FET Quality Council Sub-Group (Programme Governance), or other groups providing information to inform the FET Quality Council Sub-Group (Programme Governance).

Ordinary members

- Normally, up to six staff members with relevant experience drawn from across KWETB as the CE determines appropriate.
- One representative from the FET Quality Council.
- One learner representative.
- One industry representative.
- One representative from the Programme Development Group.

External Members

The Chair of the FET Quality Council Sub-Group (Programme Governance) may from time to time recommend to the Chair of the FET Quality Council the appointment of external members to the sub-group.

Additional Expertise

From time to time, the FET Quality Council Sub-Group (Programme Governance) may request that its Secretary source specialist expertise to inform its deliberations if necessary.

ROLE AND RESPONSIBILITIES OF THE CHAIR

The responsibilities of the Chair of the FET Quality Council Sub-Group (Programme Governance) include:

- Working closely with the Secretary to agree meeting agendas.
- Ensuring meetings function efficiently and effectively.
- Providing adequate time for discussion of agenda items.
- Ensuring that members have been provided with materials in advance of the meeting to support informed decision-making.
- Ensuring that a quorum is present before commencing a FET Quality Council Sub-group (Programme Governance) meeting.
- Ensuring that decisions are taken in the context of the FET Quality Council Sub-Group (Programme Governance) remit and that they are recorded and disseminated to staff and other stakeholders.
- Provide a report to each Quality Council meeting

ROLE AND RESPONSIBILITIES OF THE SECRETARY

The Secretary is a full member of the FET Quality Council Sub-Group (Programme Governance). His/her responsibilities include:

- Agreeing a schedule of meetings with the Chair in consultation with members and having regard to the business of the FET Quality Council Sub-Group (Programme Governance) and the meeting dates of the FET Quality Council.
- Convening meetings of the FET Quality Council Sub-Group (Programme Governance) and determining the agenda of the meetings, in consultation with the Chair.
- Circulating the agendas for meetings and associated documentation and reports for review by FET Quality Council Sub-Group (Programme Governance), to manage a smooth flow of information.
- Preparing draft minutes of meetings and circulating these to members.
- Ensuring that the decisions of the FET Quality Council Sub-group (Programme Governance) are made known to the appropriate individuals/ governance units.
- Reporting to the Chair on the implementation of the decisions of the FET Quality Council Sub-Group (Programme Governance).
- Ensuring that membership terms are managed and new member induction/briefing provided.

OPERATING PROCEDURES

- The FET Quality Council Sub-group (Programme Governance) will meet **at least six times** per year.
- Duration of membership: Members will commit four years to the Quality Council and/or its sub-groups. Opportunities to review or adjust membership will be provided for every two years, in December of each calendar year. There is a maximum turnover of 50% of the members (i.e. staff and learner representatives) per cycle to maintain a knowledge base

within the groups. Where members need to step down for personal reasons at any time during the year, force majeure can be applied. A formal communication to the Chair of the Quality Council or Sub-group is required in advance of a resignation.

- For a quorum to be established, 50% of members plus one additional member must be in attendance
- The meeting agenda and supporting documentation must be circulated to members **at least one week** in advance of a scheduled meeting and external members may be invited to present agenda items
- 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
- Meeting outcomes are recorded and circulated in draft form within **two weeks** of a meeting
- The minutes of meetings are approved at the beginning of the subsequent meeting of the FET Quality Council Sub-group (Programme Governance)
- Confirmed minutes are submitted for noting to the next meeting of the FET Quality Council
- In some cases, at the discretion of the Chair, an incorporeal meeting for the FET Quality Council Sub-group (Programme Governance) may be held where reports can be circulated virtually and accepted by members without the FET Quality Council Sub-group (Programme Governance) having to meet. Incorporeal meetings only take place in the event of an emergency and are normally held over phones or e-mail. The incorporeal meeting should be followed up immediately by a written note, circulated to all group members recording the decision of attendees. Formally scheduled routine meetings on electronic platforms are not comprehended as 'incorporeal'.