

<b>Governance Unit</b>	<b>FET Quality Council Sub-Group: Quality Assurance (QA)</b>
<b>Document</b>	Terms of Reference
<b>Approved by/Date</b>	FET Quality Council: Chief Executive/SMT:
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## **PURPOSE OF THE FET QUALITY COUNCIL SUB-GROUP (QA)**

The purpose of the FET Quality Council Sub-Group for Quality Assurance (QA) is to fulfil the role and responsibilities delegated to it by the FET Quality Council, for the development, oversight, planning, co-ordination and improvement of quality assurance policies, procedures, and processes. In doing so, it assists the FET Quality Council in protecting, maintaining and developing the standards of education and training programmes and the related activities of Kildare and Wicklow Education and Training Board (KWETB).

## **FET QUALITY COUNCIL SUB-GROUP (QA) TERMS OF REFERENCE**

The FET Quality Council of KWETB has delegated certain governance responsibilities to the FET Quality Council Sub-Group (QA), as detailed below. The FET Quality Council Sub-Group (QA) 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 (QA) 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 QA-related matters, if required
- Making recommendations to the FET Quality Council to inform its decision making and in line with its terms of reference
- Providing a summarised report of recommendations arising from each meeting to the Quality Council.
- Collating a record of recommendations 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.
- 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.

### **QA Policies and Procedures**

- Approving a schedule for review, amendment and development of quality assurance policies and procedures and submitting this to the FET Quality Council for noting
- Reviewing and commenting upon draft quality assurance policies and procedures.
- Recommending quality assurance policies and procedures to the FET Quality Council for approval.
- Recommending revisions to quality assurance policies and procedures to the FET Quality Council for approval.

### **Monitoring and review responsibilities**

- Approving a schedule for quality reviews and submitting this to the FET Quality Council for noting.
- Reviewing and commenting upon the quality review schedule and submitting this to the FET Quality Council for noting.
- Making recommendations to the FET Quality Council for the approval of programme and other quality review documentation and outcomes that is required to be submitted to an awarding body.
- Receiving reports on follow-up on actions arising from quality reviews and reporting to the FET Quality Council on issues or recommendations arising.
- Receiving reports on significant common issues arising through monitoring processes and reporting to the FET Quality Council on any recommendations arising.
- Escalating identified areas of risk to the FET Quality Council.

### **Assessment responsibilities**

- Receiving reports on the outcomes of assessment appeals processes *where these relate to programme standards*.
- Receiving and considering quantitative and qualitative analysis reports from Results Approval Panels and making any recommendations arising to the FET Quality Council on teaching, learning and/or assessment matters *as they apply to the design of programmes of further education and training and education and training standards*.
- Reviewing analyses (who analyses these?) of Internal Authenticators and External Authenticators' Reports and making recommendations to the FET Quality Council.
- As part of programme reviews, questioning the effectiveness of teaching, learning and assessment strategies being implemented for validated programmes.

### **MEMBERSHIP OF THE FET QUALITY COUNCIL SUB-GROUP (QA)**

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

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

### **Ordinary members**

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

### **External Members**

The Chair of the FET Quality Council Sub-group (QA) 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 (QA) may request that the 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 (QA) 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 (QA) meeting
- Ensuring that recommendations are made in the context of the remit of the FET Quality Council Sub-Group (QA) and that they are recorded.

### **ROLE AND RESPONSIBILITIES OF THE SECRETARY**

The Secretary is a full member of the FET Quality Council Sub-Group (QA). 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 (QA) and the meeting dates of the FET Quality Council
- Convening meetings of the FET Quality Council Sub-Group (QA) and determining the agenda of the meetings, in consultation with the Chair
- Circulating the agendas for meetings, associated documentation and reports for review by FET Quality Council (QA) Sub-Group members
- Liaising with the Secretary of the FET Quality Council, and with the secretaries of any governance units reporting into the FET Quality Council Sub-Group (QA) to manage a smooth flow of information
- Preparing draft minutes of meetings and circulating these to members
- Ensuring that the recommendations of the FET Quality Council Sub-Group (QA) are made known to the appropriate individuals/governance units.

- Reporting to the Chair on the implementation of the recommendations of the FET Quality Council Sub-Group (QA)
- Ensuring that membership terms are managed, and new member induction/briefing provided.

## OPERATING PROCEDURES

- The FET Quality Council Sub-Group (QA) will meet at least six times per year (it is recommended that it meet eight times in its first year).
- Duration of membership: Members are expected to 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 the knowledge base within the group. 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.
- In order 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 about recommendations 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 in the group.
- 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 (QA)
- 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 of the FET Quality Council Sub-Group (QA) may be held where reports can be circulated virtually and accepted by members without the FET Quality Council Sub-Group (QA) having to meet. Incorporeal meetings only take place in the event of an emergency and are normally held over phones. The incorporeal meeting should be followed up immediately by a written note recording the decision of attendees. Formally scheduled routine meetings on electronic platforms are not comprehended as 'incorporeal'.