

# TIPPERARY EDUCATION AND TRAINING BOARDS'S QUALITY ASSURANCE GOVERNANCE STRUCTURES, WITH TERMS OF REFERENCE

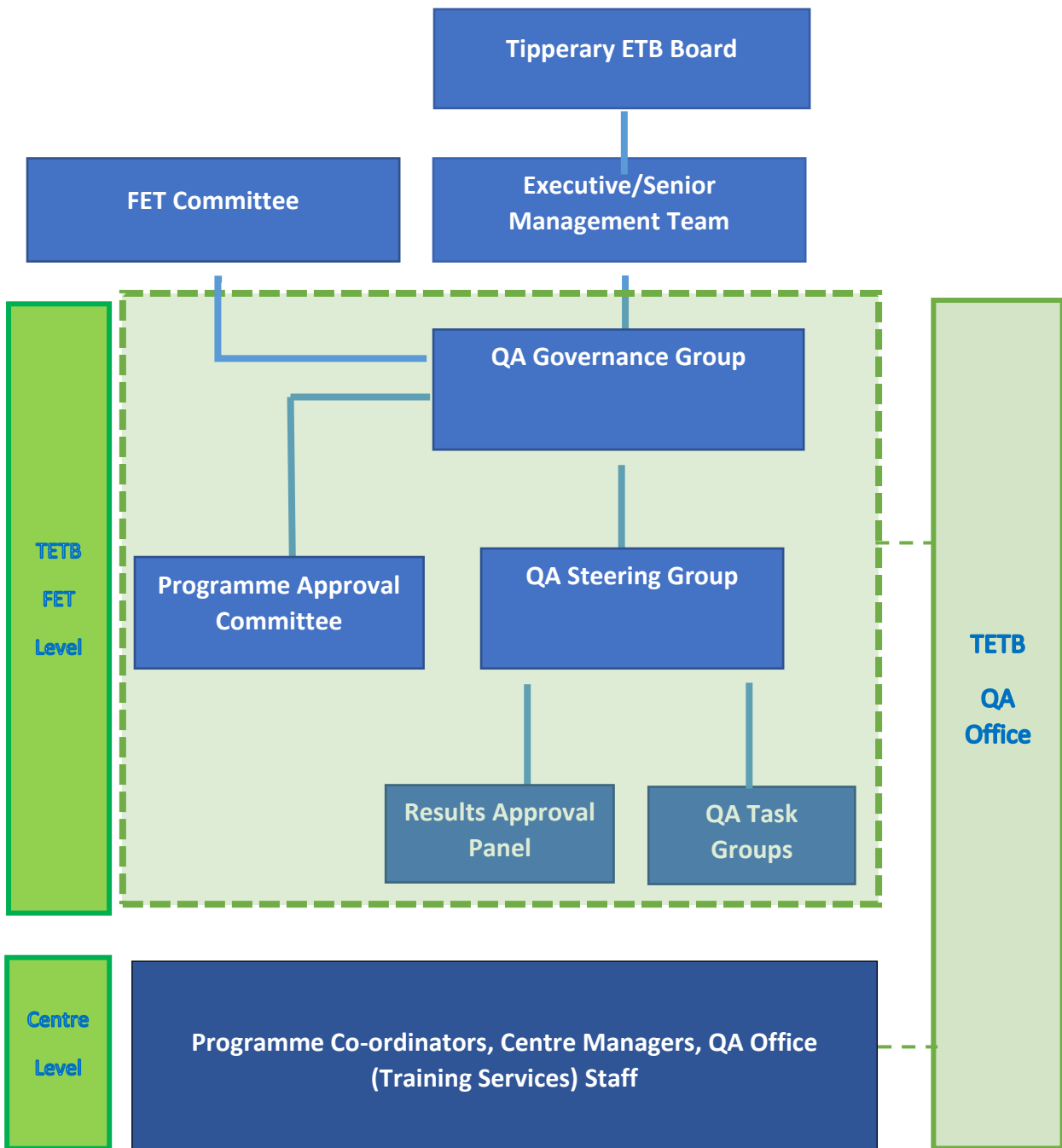
## 1. BACKGROUND AND PURPOSE

This document describes Tipperary Education and Training Board's (TETB's) Quality Assurance (QA) governance structures for Further Education and Training (FET), including Terms of Reference. These structures were developed in line with QQI's Statutory Quality Assurance Guidelines and have taken account of the following expectations:

1. that the role of the governance system is to oversee the quality of education and training, research and related activities of TETB
2. that TETB's governance and management system will take account of the overall corporate responsibility of TETB, vested in the Chief Executive and supported by senior management of TETB, in all aspects of the strategy, governance and management of quality assurance throughout the corporate entity
3. that the governance structures should include groups or units, which make decisions and approve them
4. that the members of the specific governance groups should be appropriately qualified and experienced
5. that the governance structures must ensure the separation of responsibilities between those groups who produce/develop materials and those that approve them
6. that a multi-layered governance and management system should be in place so that quality and its assurance is monitored in a consistent and appropriate way, within and across, the various divisions of TETB
7. how the oversight of the QA system is maintained and operated in tandem with the local decision-making of the various educational or training institutions established and maintained by TETB
8. that the governance system must have oversight of all its provision – including both QQI and non-QQI awards

The following illustration represents TETB's QA Governance Structures:

**Figure 1: Tipperary ETB's QA Governance Structures**



## 2. TETB GOVERNANCE GROUPS

### 2.1 QA Governance Group

#### ROLE

The QA Governance Group has oversight of QA in TETB and will perform the following functions:

1. maintain oversight of quality assurance, and, will inform the work of Quality Assurance Steering Group (QASG)
2. develop the strategic direction of QA in alignment with TETB's mission, strategy and obligations to external stakeholders (statutory, regulatory, professional, other)
3. respond to the needs of learners and the changing needs of the ETB's region to include the management of duplication of, and gaps in, provision
4. ensure quality improvement planning and monitoring at centre and ETB level and that appropriate actions plans are developed
5. ensure oversight and responsibility for all programme development, approval, validation and delivery
6. ensure oversight of teaching, learning and assessment
7. maintain overall responsibility for any Recognition of Prior Learning (RPL) in TETB
8. analyse and review findings and reports from programme monitoring and review and agree appropriate actions
9. analyse data eg from management information systems and agree improvement actions to enhance quality
10. identify and support opportunities to work collaboratively with ETBI, QQI, awarding bodies, other ETBs, employers, industry and other stakeholders etc

#### ACCOUNTABILITY

The TETB QA Governance Group reports to the Executive/Senior Management Team and the FET Committee.

#### MEMBERSHIP

Members of the QA Governance Group will have strategic experience, knowledge and experience of FET and will have a significant understanding of quality assurance.

The group will consist of the following members:

1. Director of FET, plus
2. A minimum of any 2 of the FET Senior Management Team

## DECISION-MAKING

Decision-making is by consensus with the Director of FET having the final say where consensus is not reached.

## MEETINGS

The QA Governance Group will meet a minimum of 6 times per year.

An administrative staff member will record the notes and minutes of the meeting.

## 2.2 TETB Programme Approval Committee (PAC)

### ROLE

The Programme Approval Committee (PAC) has decision-making and approval functions on programme proposals. The PAC has functions relating to:

1. the development of new modules or programmes
2. the development of a new award
3. new programmes requests by centres to access an existing TETB validated programme for the first time
4. new programmes requests by centres to access a programme that is not currently validated by TETB
5. the addition of new modules to an already validated programmes (and the centres in which it is to be provided, as part of the 20% rule)
6. the addition of existing/validated modules to an already validated programmes (and the centres in which it is to be provided, as part of the 20% rule)
7. amendments to existing validated programme modules

This includes QQI and non-QQI programmes.

### ACCOUNTABILITY

Decisions by the PAC are reported to the QA Governance Group.

Emergency meetings may be convened in response to demand for provision.

## MEMBERSHIP

Membership of the PAC will include a quorum of 3 members with significant knowledge and experience of quality assurance and of FET programme management/co-ordination.

Any of the PAC members can act as Chair.

## DECISION MAKING

Decision-making is reached by consensus. Where consensus cannot be reached, the Chair takes the final vote.

## MEETINGS

The PAC will meet in advance of the scheduled QA Governance Group meetings.

The PAC meeting's attendance and outcomes will be recorded by the QA office representative and forwarded to the QA Governance Group for endorsement. The QA office will notify the relevant parties of the final decision in relation to their programme requests.

## 2.3 TETB FET Quality Assurance Steering Group (QASG)

### ROLE

The QASG oversees the development and implementation of TETB's QA policies and procedures and will perform the following functions:

1. will be the TETB FET representative forum for the development, review and recommendations of QA policies and procedures
2. will support the QA Governance Group in an advisory capacity in the implementation of quality assurance in the ETB by:
  - a. supporting the development and implementation of QA strategy including strategic, operational and programme-related issues and developments with regard to QA
  - b. supporting the development and implementation of policies and procedures in FET programmes and services

- c. reviewing findings from quality reviews and providing recommendations to the QA Governance Group (eg Results Approval Panel reports, external authentication reports, QA Task Group reports, external QA reports etc)
  - d. reviewing reports arising from the implementation of quality assurance schedules (eg programme or service reviews)
3. support the work of various QA Task Groups to progress the development of QA policies, procedures, programme-related matters and other QA actions that are identified by the QA Governance Group through self-evaluation, the quality improvement process and/or other priority activities

The group is assisted and supported in its role by the Quality Assurance Office.

## **ACCOUNTABILITY**

The QASG reports to the TETB QA Governance Group.

## **MEMBERSHIP**

Members of the QASG will have substantial knowledge and experience of education and training programmes and provision and will have a significant understanding of quality assurance.

The group will consist of the following members:

1. Adult Education Officer – with responsibility for development and support (including quality assurance)
2. Adult Education Officer – with responsibility for full-time programmes
3. Adult Education Officer - with responsibility for part-time programmes
4. TETB-based Further Education Support Officer
5. Principal/Centre Manager/Co-ordinator
6. Assistant Training Services Manager
7. FET QA Office Staff member 1
8. FET QA Officer Staff member 2
9. Training Service QA Staff representative

The Adult Education Officer – with responsibility for quality assurance will act as Chair.

## **DECISION-MAKING**

Decision-making is reached by consensus. In circumstance where consensus cannot be reached, the decision will be taken by the QA Governance Group. Circumstances referenced above should be exceptional.

## **MEETINGS**

QASG will meet a minimum of 6 times per year.

A QA Office staff member will record the notes and minutes of the meeting.

## **2.4 FET Quality Assurance (QA) Task Groups**

### **ROLE**

The role of the Quality Assurance Task Group(s) is to progress the development of a specific QA task eg policy, procedure, guideline, research, investigation etc

### **ACCOUNTABILITY**

The QA Task Group will report to the facilitator of the task group, which is a QASG member.

### **MEMBERSHIP**

1. Members will have substantial knowledge and experience of the quality assurance matters relating to the task. Membership will include a member of the QASG and relevant others eg Principal, programme co-ordinator etc
2. Membership will ensure representation across the FET provision and, where possible, will ensure geographic representation
3. Membership will be determined by the task itself eg required outcomes, task complexity, duration, member availability

### **MEETINGS**

A member of the QASG will convene and facilitate the meeting(s).

Meetings will take place to meet time-bound QA actions or priorities.

## 2.5 Results Approval Panel

### ROLE

The role of the Results Approval Panel is to ensure that appropriate decisions are taken with regard to the outcomes of the assessment processes. The Results approval panel will perform the following functions:

1. Make decisions regarding the outcome of assessment, verification and authentication processes that are in line with the requirements of the awarding body and TETB
2. Reach agreement on responses/actions required by TETB
3. Record the decisions of the panel in the RAP report
4. Reach agreement to approve and sign-off on results
5. Sign and date the relevant assessment documentation
6. Approve the submission to QQI of final results
7. Approve the issuing of results to learners

### ACCOUNTABILITY

The findings and recommendations of the Results Approval Panel will be recorded by a member of the QA Office. These are then reported at the QASG meeting.

### MEMBERSHIP

1. Membership of the Results Approval Panel will include a quorum of 3 members
2. The Chair will have significant experience and knowledge of quality assurance in FET
3. Panel members will have knowledge and experience of quality assurance

### DECISION-MAKING

Decision-making is reached by consensus. Where consensus cannot be reached, the Chair takes the final vote.

### MEETINGS

A member of the QA Office will convene the meeting(s). Meetings will take place to meet certification demands.



### 3. REVIEW

The terms of reference will be reviewed every 3 years, or as required, in response to matters arising.

See TETB's [Results Approval procedure](#) for full detail.

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<b>REVISION SUMMARY</b>			
<b>Revision Type:</b>	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"><b>Update</b> <input checked="" type="checkbox"/></td> <td style="width: 50%;"><b>Review</b> <input type="checkbox"/></td> </tr> </table>	<b>Update</b> <input checked="" type="checkbox"/>	<b>Review</b> <input type="checkbox"/>
<b>Update</b> <input checked="" type="checkbox"/>	<b>Review</b> <input type="checkbox"/>		
<b>Version</b>	V4.1		
<b>Summary of Changes</b>	<p><b>Change:</b> functions of QA Governance Group revised to enhance and improve clarity. Removal of 'FET Senior Management Team (SMT)' that was appended to QA Governance Group</p> <p><b>Change:</b> PAC now separate group; no longer operates as function of QA Governance Group</p> <p><b>Change:</b> Membership of PAC – updated or remove names of roles and criteria of experience of QA and programme co-ordination added</p> <p><b>New:</b> reference to TETB's procedure for Results Approval included</p>		