

TERMS OF REFERENCE FOR TIPPERARY EDUCATION AND TRAINING BOARD'S TASK GROUP(S)

1. PURPOSE

To progress an action linked to a strategic priority as identified by Tipperary Education and Training Board (TETB).

2. REPORTING

The chair leads the group and reports back to relevant personnel within TETB for example, Senior Management Team (SMT), Quality Assurance Steering Group (QASG), etc.

3. MEMBERSHIP

- Task Group is chaired by TETB staff member who is working on, or leading, an action linked to a TETB strategic priority
- Final composition of the Task Group is determined by the chair and must include appropriate representation
- Membership is determined by the expertise required to complete the task
- Up to 8 individuals including external expertise, as required

4. DEVELOPMENT OF TASK GROUP BRIEF

A Task group brief that will guide the work of the Task Group will be developed by the chair in consultation with relevant personnel within TETB.

5. WORKING METHODS/WAYS OF WORKING

1. The workplan should adhere to the guidelines contained in the Task Group Brief that will be issued (see Appendix 1 for sample Task Group Brief). The brief should include instructions on:
 - a) the purpose/goal of the work, to include aim, objectives, scale or scope, if appropriate

- b) key elements or information to be considered
 - c) parameters for the task
 - d) presentation requirements - format and level of detail that is required in the final product
 - e) timeframe for completion and any important milestones
 - f) budget, if applicable
2. Organise meeting(s), to be chaired by TETB staff member who is working on, or leading, the action linked to a TETB strategic priority
 3. Prepare agenda
 4. Record minutes
 5. Convene meetings at a location that minimises travel time, where possible
 6. Rotate the secretariat between members of the group, where there is not a designated secretary
 7. Share information and resources through an agreed on-line portal
 8. Disseminate the outcome/work of the task group to the relevant TETB group for further action and/or agreement

6. REVIEW

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

APPENDIX 1: SAMPLE TASK GROUP BRIEF

Task: To develop a new QA procedure for the Secure Storage of Assessment Material, Records and Learner Assessment Evidence

Purpose/Goal

1. The development of this procedure is one of the actions identified in TETB's 2019 Quality Improvement Plan
2. Goal is to publish an integrated FET procedure for use by all TETB FET centres who conduct assessments

Key elements to include/consider

1. Cognisance of new GDPR
2. Practice of transporting assessment material between centres in part-time/evening provision
3. Existing physical infrastructure, (or lack of)
4. Electronic systems to as well as manual
5. Any awarding body requirements for security arrangements

Parameters

1. Reference must be made to *ETBI's Assessment Reference Documents* as best practice guidelines
2. Reference must be also be made to the following publications: *Quality Assuring Assessment, Guidelines for Providers, Revised 2013/2018* and *QQI's Core Statutory Quality Assurance Guidelines, April 2016*
3. QA language and terminology used must correspond to the agreed language and definitions found in TETB's *QA Standard Language document*
4. Local practices from at least FET 4 centres should be considered, to include one from FE and Training
5. At least one opportunity for consultation should be given to FET practitioners with a window of 3 weeks to submit feedback
6. Feedback obtained should be representatives from FE and Training, as well as full-time and part-time programmes
7. Procedures that are to be cross-referenced must use their correct title

8. Any references to other procedures or publications must be valid
9. Write procedures to start with the appropriate verb, where possible

Presentation Requirements

1. Draft procedure to be completed using the TETB's QA Procedure template. The template is pre-formatted with relevant headings and sub and side headings, correct logos and pagination
2. All supporting templates that are referenced in the procedure eg reports and templates must be completed and included in appendices
3. Font type calibri and font colour automatic. Main body text size 11, line spacing 1.5
4. The final document must be error free and free from comments and track changes etc

Timeframe and milestones

- Start Meeting 1 – 30 Jan 2019
- Meeting 2 – 22 Feb 2019
- Meeting 3 – 22 March 2019
- Consultation - 29 March to 19 April 2019
- Meeting 4 – 3 May 2019
- QASG review – 4 June 2019
- Published on website – 12 June 2019

DOCUMENT CONTROL	
Dates:	Created: June 2019
Created By:	Quality Assurance Steering Group
Approved By:	Senior Management Team
Version:	V1.0

REVISION SUMMARY			
Revision Type:	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Update <input type="checkbox"/></td> <td style="width: 50%;">Review <input type="checkbox"/></td> </tr> </table>	Update <input type="checkbox"/>	Review <input type="checkbox"/>
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Version	-		
Summary of Changes	-		