

# WWETB FET Learner Forum

## Terms of Reference

### **Introduction**

Waterford and Wexford Education and Training Board (WWETB) is committed to providing the highest quality training and education to our learners. This commitment is clearly outlined in the organisation's strategic documents and learners play a key role in both the strategic planning and review activities of WWETB. The WWETB FET Learner Forum serves as a group that will feed directly into the governance and oversight structure of WWETB.

### **Responsibilities**

The FET Learner Forum shall:

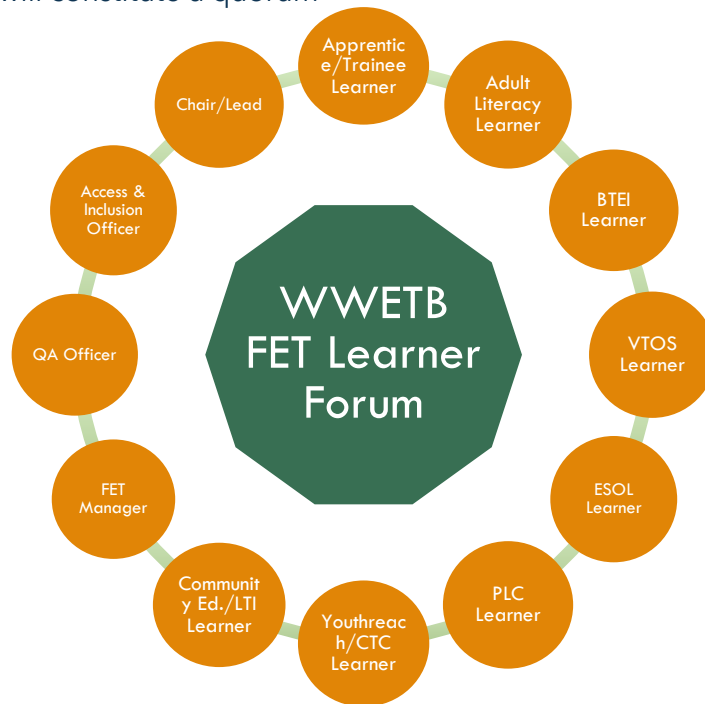
- Contribute to the on-going development of a supportive learning environment which acknowledges learner diversity and supports the well-being and integration of all learners into WWETB.
- Identify opportunities to increase learner participation and engagement
- Provide an avenue for learners to feedback and offer recommendations regarding the learner experience
- Identify gaps within the system in relation to learner supports and resources
- Consider reports from other committees relevant to teaching, learning and assessment.
- Support the chair in other initiatives that will enhance the learner experience
- Participate in the planning for the WWETB FET Learner Forum event facilitated by AONTAS.

### **Group/Forum Composition**

The group will contain 8 learner representatives, a member of the FET Management Team, the WWETB Access and Inclusion Officer, the WWETB QA Officer and a designated chair (an external person to be confirmed). There will also be a note-taker at each meeting and a meeting report generated.

## Quorum

A minimum of three learners, one representative of the ETB (Manager or Officer), the Chair and one other member will constitute a quorum<sup>1</sup>



## Meetings

There will be three meetings of the forum per-annum to be formally scheduled by the chair. The April meeting will be in the context of the AONTAS facilitated FET Learner Forum which will incorporate wider participation from the FET learner cohort and may have a themed focus which may be led by the Learner Forum.

WWETB QA team will organise the meetings invites and the venues. Meetings can happen face to face or online at the discretion of the Chair. In addition to the meetings' representatives, there will be a representative from the WWETB QA team in attendance to take meeting notes and subsequently distribute those notes as a formal record of the meeting.

Meeting Number	Time of Year	Location
1	October	Waterford/Online*
2	February	Wexford/Online*
3	April	FET Learner Forum

\*Online meetings will take place where face to face meetings are presenting as less viable or an inconvenient option for most members. Decision is at the discretion of the Chair.

<sup>1</sup> the minimum number of members of the forum that must be present at any of its meetings to make the proceedings of that meeting valid.

## **Particulars**

Each meeting will have a pre-determined agenda that will be drafted by the WWETB Access and Inclusion Officer in consultation with the members of the Learner Forum and the WWETB Teaching Learning and Assessment Committee and will be issued to all members in advance of the meeting so that additions and amendments can be made where appropriate. Each meeting will be noted, and the meeting notes will be issued to members within the 10 working days following the meeting.

## **Reporting**

A member of the Learner Forum will provide a summary report to Teaching, Learning and Assessment Committee on matters arising from the Learner Forum Meetings. This can be done by any member of the group and will be decided by the Chair of the Forum based on volunteerism as opposed to proposal and seconding. Where two members put themselves forward to give the formal report, the Chair will make the final selection..

The QA Officer will report to the WWETB Quality Assurance Steering Group the summary of outcomes or actions arising from each meeting of the Learner Forum and the Teaching Learning and Assessment Committee meetings. The representative FET Manager will report to the FET Management Team the summary of outcomes or actions arising from each meeting.

## **Change of Personnel**

The composition of the group will be reviewed each September by the WWETB personnel and the Chair prior to the October meeting. New members will be sought where necessary.