

WWETB FET Teaching, Learning and Assessment Network

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. The WWETB FET Teaching, Learning & Network (TLA Network) serves as a group that will feed directly into the governance and oversight structure of WWETB on opportunities and perceived challenges relating to the delivery and assessment of WWETB FET programmes.

Responsibilities

The FET Teaching, Learning and Assessment Network will:

- 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.
- Consider internal and external developments, including academic quality and standards, the learner and graduate experience as they relate to Teaching and Learning.
- Promote innovation and excellence in Teaching and Learning. Identify potential best practice approaches to teaching, learning and assessment.
- Identify opportunities for staff development and training.
- Support the Professional Development of Academic Staff.
- Identify opportunities to increase learner participation and engagement.
- Identify opportunities to promote and support Communities of Practice.
- Identify gaps within the system in relation to learner supports and resources.
- Consider reports from other committees and bodies relevant to teaching, learning and assessment.
- Consider reports from the Learner Forum and act appropriately where required
- Input on the effectiveness of established learner supports in FET.
- Input on programmatic review and development.
- Report to the Quality Assurance Steering Group and FET Management Team (See 'Reporting')

Group/Forum Composition

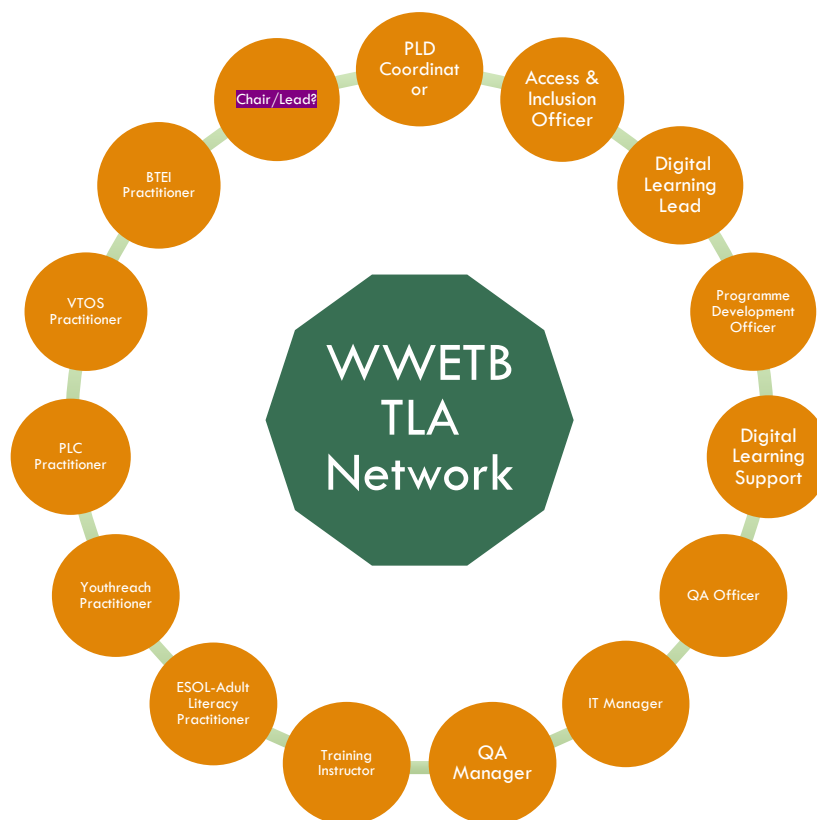
The group will contain the following members

- A member of the FET Management Team,
- The WWETB Access and Inclusion Officer,
- The WWETB Digital Learning Lead & Support Officer
- The Professional Learning & Development Coordinator,
- Learning Support Coordinator,
- The FET Programme Review & Development Officer
- The QA Manager and QA Officer,
- Four WWETB FET Practitioners, preferably representing all the various provision types and both counties.

There will also be a note-taker at each meeting.

Quorum

A minimum of seven members, and the elected Chair will constitute a quorum¹



¹ 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.

Meetings

There will be four meetings of the forum per-annum to be scheduled by the chair. The 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 minute the meeting and subsequently distribute the minutes.

Meeting Number	Time of Year	Location
1	October	Waterford/Online*
2	December	Wexford/Online*
3	February	Waterford/Online*
4	April	Wexford/Online*

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

Particulars

Each meeting will have a pre-determined agenda that will be compiled by the WWETB QA team in consultation with the Chair and other members 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 notes will be issued to members within the 10 working days following the meeting.

Reporting

The QA Officer will report to the WWETB Quality Assurance Steering Group the summary of outcomes or actions arising from each meeting. The representative FET Manager will report to the FET Management Team the summary of outcomes or actions arising from each meeting. The QA Manager will include the work of the TLA Network in the report to the Chief Executive.

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.