

WWETB Quality Assurance Steering Group - Terms of Reference

Role:

The Quality Assurance Steering Group (QASG) is the Quality Assurance Governance Oversight group for WWETB. It has responsibility for the monitoring and review of QA in WWETB.

The QASG will, inter alia, perform the following functions:

- The QASG will be the FET representative forum for the review and development of QA policies and procedures for WWETB.
- The QASG will recommend approval of new policies or procedures, which will be ratified by the FET Management Team.
- The QASG will review strategic, operational and programme related issues with regard to Quality Assurance in WWETB.
- The QASG will maintain oversight over the implementation of QA strategy, policies and procedures in WWETB FET programmes and provision.
- The QASG will report to the FET management team on quality assurance matters and report on applications for programme approval or amendments.

Representation:

At the 20th September 2018 meeting of the QA Steering Group each Programme Manager nominated a representative to join the QA Steering Group on behalf of their programme.

This representative will have substantial knowledge of and/or be someone who has responsibility for QA/QI/Assessment Process in their programme. Some managers decided to remain on the QASG as the programme representative.

The QA Steering Group will have representation from all the main programmes and where possible will have a geographical spread from the regions in WWETB.

Composition:

- Alan O’Gorman (AEO/QA Manager) - Chair
- Alan Larkin (Quality Assurance Officer)
- Colin McCarthy (Training Standards Officer)
- Eda Ryan (Training Standards Officer)
- Programme representatives
 - Adult Literacy including ESOL – Jackie Browne
 - BTEI – Mary Upton
 - Community Education – Fran Kennedy
 - PLC – Gerry Doyle - WCFE
 - PLC – Mark Fitzsimons – Dungarvan College
 - VTOS – Aislinn Brennan
 - Youthreach & Youth Services – Robbie McCabe
 - Training; including In-centre and Contracted – Nicola Long

Chair: For 2021/2022 the Chair will be Alan O’Gorman

Frequency: The QA Steering Group will have 4 scheduled meetings per academic year. The QASG call also meet on an emergency basis as necessary.

- September, November, February, May