WWETB Quality Assurance Steering Group - Terms of Reference

<mark>DRAFT 2.0-</mark> January 2025

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.

Responsibilities

The Quality Assurance Steering Group members will have the following responsibilities associated with carrying out the aforementioned roles:

Responsibility	Classification	Examples
Approval	FOR APPROVAL	Elements of QA procedures or QA documentation etc.
Recommendation	FOR RECOMMENDATION	PAC applications. FET Procedures/substantial procedural update/review.
Communication/Feedback	FOR FEEDBACK	General QA Proposals/Queries or drafts. Feedback should represent provision type.
Dissemination	FOR DISSEMINATION	Key QA memos or communication that should be relayed to relevant colleagues.
Specific Task/Action	FOR SPECIFIC ACTION	Occasionally there may be tasks associated with key QA obligations e.g. External Review.

The Quality Team will give each item agenda a classification for clarity of responsibility for all QASG members.

Scheduling, Agendas and Chairing of QASG Meetings:

Meetings will be scheduled by the chair with a minimum of two weeks advance notice for participants however, meetings may be scheduled with shorter notice where there is specific need or requirement.

Agendas will be proposed by the chair and further informed by the members of the QASG before scheduled meetings.

Meetings will be chaired by the Quality Manager or another member designated by the Quality Manager or the Director of FET.

Representation and Term:

Relevant FET Managers will arrange a representative to sit on the Quality Assurance Steering Group. The representative should be someone in a programme management/coordinator type role. The term for participation is not definitive and programme representation can evolve naturally and at the discretion of the members themselves, the FET Manager or the DFET.

This representative will have substantial knowledge of and/or be someone who has responsibility for QA/QQI/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 or FET Manager representatives
  - Adult Literacy including ESOL
  - BTEI
  - Community Education
  - PLC – WCFE
  - PLC – Dungarvan
  - PLC- Enniscorthy
  - VTOS
  - Youthreach & Youth Services
  - Training: including In-centre and Contracted
  - Apprenticeship
  - Access & Inclusion

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

Meeting Notes: Formal notes will be taken at each meeting and circulated to QASG, FLT, PLC Principals, Director of FET and Director of Schools (where appropriate).