

LMETB Programme  
Development, Review &  
Evaluation Sub-Committee  
**Terms of Reference**

## Programme Development, Review and Evaluation Sub-Committee

### Terms of Reference

<b>Governance unit</b>	Programme Development, Review and Evaluation Sub-Committee
<b>Document</b>	Terms of Reference
<b>Approved by</b>	QAGMC 19/05/2019
<b>Version</b>	1.0 1.1 (reviewed 30/11/21)
<b>Due for review by</b>	19/05/2022

<b>Role</b>	<p>LMETB is committed to maintaining a culture of quality and ensuring that learners participating in its FET services enjoy a quality assured learning experience.</p> <p>The Programme Development, Review and Evaluation (PDRE) sub-committee forms part of LMETB's quality assurance structures and is a sub-unit of the Quality Assurance Governance Management Committee (QAGMC).</p> <p>The purpose of the Programme Development, Review and Evaluation sub-committee is to fulfil the role and responsibilities delegated to it by the QAGMC.</p> <p>Requests from LMETB's various FET provision to develop new programmes and amend or review existing programmes will be reviewed and evaluated by the PDRE sub-committee before being sent to the QAGMC for recommendation for approval, if deemed appropriate.</p> <p>The work of the PDRE sub-committee will ensure compliance with QQI Sector Specific Guidelines since <i>'an ETB is responsible for the design, development, approval, monitoring and review of all programmes, including programmes leading to QQI awards'</i>.</p>
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	<p>The PDRE sub-committee will endeavour to provide timely decision making for centres, ensuring centres can respond effectively to labour market demands.</p> <p>The main functions of the committee are to:</p> <ul style="list-style-type: none"> <li>• Review and evaluate requests for new and existing programmes according to LMETB's internal quality assurance requirements and make appropriate recommendations to the QAGMC, the overarching body for the establishment of new programmes.</li> <li>• Review and monitor existing provision and to oversee self-evaluation of programmes.</li> </ul> <p>The PDRE will consider proposals for new programmes or adjustments to current programmes to ensure suitability and adherence to specific validation criteria as outlined by the particular awarding body and LMETB.</p> <p>The structure enables a clear separation between those who engage in programme modification/development and those who approve proposals in relation to same.</p> <p>The activities of all sub-committees will report to the QAGMC Committee as the most senior unit charged with maintaining organisational oversight in terms of quality assurance and advising on and approving significant decisions in relation to LMETB's quality assurance system.</p> <p>The work of the PDRE sub-committee will be informed by the Programme Development and Approval Policy and Procedures.</p> <p>Specific objectives of the sub-committee include:</p> <ul style="list-style-type: none"> <li>• To review an LMETB wide programme approval policy and corresponding procedure</li> <li>• To review existing provision and provide an up to date audit in relation to LMETB FET programmes.</li> <li>• To inform and make recommendations to the QAGMC on matters relating to, programme validation, programme</li> </ul>
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	<p>monitoring and programme evaluation, including specific validation requirements.</p> <ul style="list-style-type: none"> <li>• Recommend appropriate time frames and lead in periods for the validation of all new programmes.</li> <li>• To promote the continuous improvement of validation within LMETB and recommend draft methodology to facilitate the process.</li> <li>• To review and monitor duplication of programmes at LMETB and draft rationale where there is duplication.</li> <li>• To implement best practice in validation arising from professional development engagement and learning outcomes.</li> </ul>
<b>Membership</b>	<p><b>Chair:</b> The AEO. In his/her absence the chair shall be taken by a staff member, designated by the FET Director.</p> <p><b>Secretary:</b> The ETB Quality Assurance Officer, or equivalent staff member designated by the FET Director.</p> <p><b>Ordinary Members:</b></p> <ul style="list-style-type: none"> <li>• 6 Staff members drawn from across the ETB, as the CE (FET Director) determines appropriate. Included in these six staff members should be 1 representative from the QAGMC and at least 1 member from the Quality Assurance sub-committee.</li> </ul> <p><b>External Members:</b> The Chair of the PDRE sub-committee may from time to time recommend to the CE/FET Director the appointment of external members to the PDRE. These will be persons who can bring an external perspective to the working of the Council, such as employers or SMEs or in quality assurance/programme design. Persons with expertise from other ETBs may also be invited to join the PDRE for a defined period.</p>
<b>Accountable to</b>	Chief Executive /FET Director
<b>Schedule of Meetings</b>	<ul style="list-style-type: none"> <li>• The PDRE will meet at least 4 times a year or as required this sub-committee will be convened initially to inform it of its work, and review current provision, but then it may meet as new programmes are proposed.</li> <li>• In order for a quorum to be established, 50% of members + 1 additional member must be in attendance</li> </ul>

	<ul style="list-style-type: none"> <li>• The meeting agenda and supporting documentation must be circulated to members in advance of a scheduled meeting</li> <li>• Decisions are made by consensus</li> <li>• Meeting outcomes are recorded and circulated in draft form within 2 weeks of a meeting</li> <li>• The minutes of meetings are approved at the beginning of the subsequent meeting of the PDRE</li> </ul> <p>At the discretion of the Chair, incorporeal meetings of the PDRE sub-committee may be held where reports can be circulated virtually and accepted by the PDRE without the sub-committee having to meet in person.</p>
<b>Responsibilities</b>	<p>The Chief Executive Officer (CE) of the ETB has delegated certain governance responsibilities to the PDRE, as detailed below. The PDRE is accountable to the CE for carrying out its functions.</p> <p>The PDRE sub-committee is responsible for the following:</p> <p><b><i>Programme Responsibilities</i></b></p> <ul style="list-style-type: none"> <li>• Recommending proposals to the QAGMC, as appropriate, for the development of new programmes that are consistent with the mission and strategy of the ETB.</li> <li>• Recommending the approval of programme documentation by the QAGMC prior to its submission to the awarding body for validation.</li> <li>• Making recommendations to the QAGMC/SMT for the establishment of appropriate structures to support new or existing programmes.</li> <li>• Making recommendations for staff development where it is necessary or desirable for the improved delivery or development of programmes.</li> </ul> <p><b><i>Monitoring and Review Responsibilities</i></b></p> <ul style="list-style-type: none"> <li>• Recommending for approval programme and organisational review documentation prior to its submission to the awarding body</li> <li>• Receiving observations arising from programme feedback reports and other internal and external stakeholder reports, as appropriate.</li> </ul>

<b>Operational Matters</b>	<ul style="list-style-type: none"> <li>• Agreeing its operating procedures</li> <li>• Establishing ad-hoc working groups to assist it in fulfilling its functions</li> <li>• Provides recommendations from on specified matters to inform the functions of the QAGMC</li> <li>• Provide annual reports on its activities to the FET Director</li> <li>• Providing a PDRE Report to the FET director upon request, identifying key decisions and actions taken by the PDRE and making any recommendations to the QAGMC, as appropriate</li> <li>• Participating in the review of its terms of reference and formally making recommendations to the FET Director for amendments and additions, if required</li> <li>• Reviewing the outcomes of reviews of terms of reference by its sub-groups and making recommendations to the FET Director as appropriate</li> </ul> <p>Exercising any other functions, which may be formally delegated to it by the FET Director</p>