

## **LMETB FET Quality Assurance Self-Evaluation Steering Group Terms of Reference**

Version 1

07/09/2021

### **Background**

QQI established Core Statutory Quality Assurance Guidelines for all providers in April 2016, and Sector Specific Statutory Quality Assurance Guidelines for Education and Training Boards (ETBs) in May 2017.

These guidelines collectively address the quality assurance responsibilities of ETBs as the significant public providers of further education and training. The scope of the guidelines incorporates all education, training and related services of an ETB, leading to QQI awards, other awards recognised in the National Framework of Qualifications (NFQ), or awards of other awarding, regulatory or statutory bodies.

Self-evaluation and review of quality are fundamental elements of a provider's quality assurance system and the ETBs' external quality assurance obligations include a statutory review of quality assurance by QQI.

### **Context**

The legislation underpinning QQI's functions states that providers of education and training must establish quality assurance procedures and these procedures for all of the ETBs were approved in 2018.

The primary responsibility for the quality assurance of ETB provision lies with each ETB who are responsible for operating, monitoring and reviewing their QA arrangements on an ongoing basis.

LMETB is implementing a multi-layered governance structure to ensure that the quality of its FET provision is monitored and assured, in a consistent and appropriate way, within and across the various constituent services of the ETB.

LMETB's quality governance structure complements the overall corporate responsibility of the ETB, vested in the Chief Executive. It is supported by senior management, with the assignment of responsibility based on the subsidiary principle across all aspects of strategy, oversight and the management of quality throughout the organisation

### **External Review of Quality Assurance Procedures**

There is also an external dimension in the form of monitoring and periodic review by QQI. The first such review (as per section 34 of the Qualifications and Quality Assurance (Education and Training) Act (2012) of ETB FET QA procedures is due to take place on a scheduled basis in 2020-2021. Each ETB will be required to undertake a comprehensive and inclusive self-evaluation of the implementation and effectiveness of their QA procedures which will result in the production of a Self-Evaluation report by the ETB.

As the ETBs were all established at the same time and this will be the first review of its kind within the sector, the inaugural review is being undertaken as an omnibus review whereby all sixteen ETBs will be reviewed within a relatively short timeframe. Each ETB will be reviewed as a standalone corporate entity and an individual review report will be produced in respect of each ETB. The full context and methodology for the reviews are outlined in the Inaugural Review of Quality Assurance in Education and Training Boards.

### **Terms of Reference**

This review is aimed at an institution-wide level, and is about the preparation and publication by ETBs of individual, inclusive, whole-of-organisation self-evaluations of how effectively they assure the quality of teaching, learning and service activities, particularly focusing on three core themes:

1. Governance and Management of Quality
2. Teaching, Learning and Assessment
3. Self-Evaluation, Monitoring and Review

The role and responsibility of the group is to ensure the Self Evaluation Report (SER) is produced using a coordinated and consultative approach within the required timelines.

- Coordinate Self Evaluation Process
- Monitor the progress
- Ensure the production of the SER
- Ensure approval through the appropriate governance structure and
- Production by the required date

1. The group will coordinate the production and submission of the LMETB FET Quality Assurance Self-Evaluation Report (SER)
2. Facilitate QQI planning and the main review visits.
3. Identify key stakeholder groups (Learners, Staff, Employers, Community etc.) who will be involved in the self-evaluation process and report.
4. Agree mechanisms and a schedule of engagements with key stakeholders and how responses will feed into the SER.
5. Participate in QQI inaugural review meetings as required.
6. Consider the QQI Review Team report and contribute to a formal response from LMETB.

The Self-Evaluation Report will be channelled through FET QA Governance and Management structures and the final report will be published on the LMETB website and submitted to QQI in hard copy in 2021.

### **Role of individual group members**

The role of the individual members of the Self Evaluation Steering Group includes:

1. Attending regular meetings as required and actively participating in the group's work.
2. Representing the interests of the organisation and all stakeholders.
3. Be committed to, and actively involved in, pursuing the group's outcomes.

### **Membership**

The FET Self Evaluation Steering Group shall comprise of:

Title	Role
Director of Further Education and Training	Chair
Quality Assurance Coordinator	Secretary
Adult Education Officer	Member
Adult Education Officer	Member
Director of Corporate Services	Member
Head of Human Resources	Member
Principal of DIFE	Member
Assistant Principal Officer - Corporate and Education Services	Member
Assistant Manager Training Services	Member
Assistant Manager Training Services	Member

**Accountable to:** The Chief Executive

The Group may invite persons with relevant expertise to attend meetings to provide advice and assistance. (The FET Support Service including the TEL Officer & the Communication/Professional Development Officer are supporting the QA officer in the production of the provider profile document.)

### **Operational matters**

Frequency of Meetings - This entire group will meet over the duration of the review period as required.

A quorum of 6 members must be present before a meeting can proceed, inclusive of the Chair and Secretary.

**Chair/Convenor**

The group will be chaired by the Director of FET,

All agenda items will be forwarded to the Secretary by close of business 5 working days prior to the next scheduled meeting.

The agenda, with attached meeting papers, will be distributed by email at least 3 working days prior to the next scheduled meeting.

**Minutes and meeting papers**

The minutes of each FET Self-Evaluation Steering Group meeting will be prepared by the FET QA Officer. Full copies of the minutes, including attachments, will be provided to all FET Self-evaluation Steering Group members no later than seven working days following each meeting.

Decisions will be made by those in attendance and recorded in the minutes.

**Timeframe**

- The Group will ensure the production of the final Self-Evaluation Report for QQI by 10th December 2021.
- The Group will support the facilitation of the QQI Planning Visit on the 3rd February 2022.
- The Group will support the facilitation of the QQI Main Review Visit to be taking place from 21st-25th March 2022.
- The Draft Review Report will be received from QQI by the 2nd Sept. 2022 and a formal response to this will be coordinated by the SER Steering group by the 30th Sept. 2022.

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