

LMETB FET Learner Voice Network: Terms of Reference

Arna chomhchistiú ag Rialtas na hÉireann agus ag an Aontas Eorpach
Co-funded by the Government of Ireland and the European Union.



Rialtas na hÉireann
Government of Ireland



Arna chomhchistiú ag
an Aontas Eorpach

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SOLAS
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FET Learner Voice Network

Terms of Reference

Governance unit	Quality Assurance
Document	Terms of Reference
Approved by	QAGMC 11/09/23 Noted by LMETB Board 29/09/23
Version	1
Due for review by	11/09/27

<p>Aim</p>	<p>The overall aim of the Learner Voice Network (LVN) is to give a voice to FET Learners within LMETB’s management structures. The network gives learners the opportunity to have their voice heard and to turn ideas into action.</p> <p>Having a learner voice network relates directly to the core values and principles outlined in LMETB’s Mission Statement and Strategy Statement (2022-26), and to Quality Assurance requirements</p> <p>The LVN is a sub- group of the Communications sub-committee. Updates from the LVN will be given to the Communications Sub-Committee, who will respond to the feedback and/or will make recommendations to the LMETB’s Quality Assurance Governance Management Committee (QAGMC) if needed</p>
<p>Membership</p>	<p>The Learner Voice Network is a representative group for LMETB Further Education and Training Learners.</p> <p>It is made up of current learners from a range of FET provision across Louth and Meath. Membership is open across all provision, full-time and part-time, centre-based and community-based.</p> <p>Chair: Adult Education Officer, LMETB Secretary: FET Professional Development/ Communications Officer, LMETB</p> <p>1-2 learner representatives from the LVN will be invited to be part of LMETB’s Communications Sub-Committee, which meets 4 times annually. Learner representatives will be asked to provide an update on the LVN</p>

Schedule of Meetings

- The Learner Voice Network will meet at least 4 times a year
- Meetings will take place online.
- For each meeting to go ahead, at least 50% of members must be in attendance
- The meeting agenda and supporting documentation will be circulated to members in advance of a scheduled meeting
- Decisions are made by consensus
- Meeting outcomes are recorded
- The minutes of meetings are approved at the beginning of the subsequent meeting of the Learner Voice Network
- A report of each meeting is provided to the Communications Sub-Committee

Additional meetings of the Learner Voice Network may be held where reports can be circulated virtually and accepted by the network without the network having to meet in person.

Methodology

The Learner Voice Network will:

- Promote the learner voice in LMETB and activities and events which facilitate the learner voice both locally and nationally
- Allow two-way communication between LMETB and FET learners
- Allow a space for discussion of learner feedback, which should in turn influence decision making and services offered in LMETB.
- Review and offer opinion on LMETB FET policies and activities which directly impact on learners
- Support learner representatives in FET centres/colleges
- Promote learning and development opportunities for learner representatives across LMETB
- Participate in the review of its terms of reference and making recommendations to the Communications Sub-Committee