

QUALITY ASSURANCE WORKING GROUP TERMS OF REFERENCE

Governance unit	QA Working Group
Document	Terms of Reference
Approved by	Quality Assurance Governance Board 29.01.25
Version	1.3
Due for review by	2026

PURPOSE OF THE QA WORKING GROUP

The purpose of the Quality Assurance (QA) Working Group is to fulfil the role and responsibilities assigned to it by the Quality Assurance (QA) Governance Board for the development and recommendation of QA policy and procedure in Kerry ETB. In doing so, it contributes to the work of the Quality Assurance Governance Board who protect, maintain and develop the standards of education and training programmes and the related activities of the ETB.

QA WORKING GROUP TERMS OF REFERENCE

The QA Working Group reports to the QA Governance Board. It is established as a sub-group to advise on QA related matters.

The QA Working Group will act as a body to

- provide information on new developments in Kerry ETB's QA systems
- seek feedback on current and proposed quality assurance systems
- test ideas for continuous improvement
- Advise on measures that can be taken to improve collaboration on QA matters
- Provide a forum to bring issues of concern or potential risk

In this way it will enable effective dialogue between the QA Unit and Campuses/ Centres/ Programmes, continuously developing and strengthening the relationship. All issues will be discussed in a spirit of professionalism, openness and co-operation.

Members will be expected to contribute views and have meaningful input in discussions, proposals and recommendations.

The QA Working Group is responsible for the following:

Operational matters

- Making recommendations to the QA Governance Board to inform its decision-making and in line with its terms of reference
- Participating in the review of its terms of reference and formally making recommendations to the QA Governance Board as appropriate

QA Working Group responsibilities

- Focus on the development of QA policy and procedure
- Make recommendations to the QA Governance Board on QA policy and procedures
- Ensure that policy and procedures developed is within the agreed Kerry ETB QA framework
- Work as a collective to assure that policies and procedures are effective and promote continuous improvement in Kerry ETB Further Education and Training
- Act as a consultative mechanism and communications mechanism to disseminate information in relation to Quality Assurance in and across Kerry ETB

MEMBERSHIP OF THE QA WORKING GROUP

The membership of the QA Working Group is designed to enable professional colleagues to collectively contribute to the work of the QA Governance Board with particular emphasis on teaching, learning and assessment.

Chair: The Chair is the Director of Further Education and Training or a person as delegated. The Chair will appoint the Secretary to the group.

Secretary: The Secretary should be an individual capable of liaising closely with the Secretary of the Quality Assurance Governance Board and with the sub-units of governance that are providing information to the QA Working Group

ORDINARY MEMBERS:

- Eight Staff members drawn from across the ETB, as the Director of FET determines appropriate
- 1 representative from the Quality Assurance Governance Board who will ensure the interconnectedness of the governance system.

ROLE AND RESPONSIBILITIES OF THE CHAIR

The responsibilities of the Chair of the QA Working Group include:

- Working closely with the Secretary to agree meeting agendas
- Ensuring meetings function efficiently and effectively
- Providing adequate time for discussion of agenda items
- Ensuring that members have been provided with materials in advance of the meeting to support informed decision-making¹
- Ensuring that a quorum is present before commencing a QA Working Group meeting

ROLE AND RESPONSIBILITIES OF THE SECRETARY

The Secretary is a member of the QA Working group. His/her responsibilities include:

- Agreeing a schedule of meetings with the Chair in consultation with members and

¹ All materials will be uploaded to SharePoint in advance.

having regard to the business of the QA Working Group and the meeting dates of the Quality Assurance Governance Board

- Convening meetings of the QA Working Group and determining the agenda of the meetings, in consultation with the Chair
- Circulating the agendas for meetings and associated documentation and reports for review by QA Working Group members
- Liaising with the Secretary of the Quality Assurance Governance Board, to manage a smooth flow of information
- Preparing draft minutes of meetings and circulating these to members

OPERATING PROCEDURES

- The QA Working Group will meet at least 4 times a year² (it is recommended that it meets 6 times in its first year)
- In order for a quorum to be established, 50% of members + 1 additional member must be in attendance
- The meeting agenda and supporting documentation must be circulated to members at least one week in advance of a scheduled meeting and external members may be invited to present agenda items
- Decisions are made by consensus or by the exercise of a vote if necessary; the Chair has the deciding vote in the event of a split decision
- Meeting outcomes are recorded and circulated in draft form within 2 weeks of a meeting
- The minutes of meetings are approved at the beginning of the subsequent meeting of the QA Working Group
- Confirmed minutes are submitted for noting to the next meeting of the Quality Assurance

² Meetings will take place using MS Teams and one meeting per year will be in person, when possible.