

Terms of Reference

Programmes and Awards Committee

Quality Assurance Group

KCETB Further Education and Training

ROLE:

The **Programmes and Awards Committee (PAC)** will review, approve and consider applications from centres for approval of programme and awards delivery.

The chairperson will be the Director of FET. There will also be a vice chairperson. One or both chairperson and vice chairperson will be in attendance at all PAC meetings. Decisions and recommendations from the PAC will be communicated to the Quality Assurance Oversight Committee.

PURPOSE:

The purpose of this Committee is to ensure that programmes and the awards to which they lead are commensurate with KCETB strategies, appropriate and consistent with the required standards. Programmes and awards should enhance the transfer and progression opportunities for learners. The decisions and recommendations of the Committee are informed by internal (within KCETB) and external (when required) expertise. This expertise is normally provided by nominated experts attending the meetings or expertise can be provided in the form of reports, application forms and the outcomes of monitoring, review and authentication activities.

OBJECTIVES:

Consideration is given to establish if the centre has the appropriate resources to deliver the award based on the following (non-exhaustive) items:

- Rationale
 - Demand (local/regional/national) from employers
 - Viability (numbers of learners)
- Financial resources
- Access, transfer and progression opportunities
- Staffing
 - Continuous Professional Development
 - Health & Safety
- Physical resources
 - Equipment
 - Location/premises
 - Transport required

- Existing provision
- Assessment planning and resources

DECISION MAKING:

Committee decisions are made by consensus.

COMMITTEE MEMBERS:

The QA Oversight Committee may co-opt participants to this Committee when it deems it necessary for the required expert to participate in the programme approval process.

The membership of this subcommittee will consist of:

- FET Director (Chairperson)
- 1 Adult Education Officer (Vice Chairperson)
- QA Office (secretary)
- Relevant external subject matter expert (for validation of new programmes)

The Chairperson can nominate additional decision making committee members.

APPROVAL APPLICANTS

The centre applying for approval or modification of an award can be invited to the PAC meeting to present their case. They are represented by:

- The relevant KCETB subject matter expert (teacher/tutor/instructor) delivering the award
and/or
- The Centre Manager / principal of the applicant centre

Approval applicants provide evidence to inform the decision making process and may be asked to leave the meeting when a decision is required.

MEETINGS

- 6 meetings will be planned every year in line the QQI PAEC schedule
- These meeting dates will be published on the QA website every January
- Meetings will only be required to occur when applications are received
- A note taker will be nominated by the Chairperson in advance of the meeting
- Notes will be made available to the attendees within 5 working days of the close of the meeting

Outcomes

Formal communication on the outcome of the PAC meeting will be communicated within 5 working days to all meeting attendees. All outcomes at PAC meetings are communicated to the Quality Assurance Oversight Committee. The outcome of PAC meetings are a fixed agenda item on the Quality Assurance Oversight Committee agenda. The outcomes of the PAC meetings will be published on the KCETB website.