

Terms of Reference

Programme Validation, Monitoring and Evaluation Group

Quality Assurance (Sub Group)

KCETB Further Education and Training

ROLE:

The **Programme Validation, Monitoring and Evaluation Group** is a sub-group of the KCETB Quality Assurance Oversight Committee.

A Chair will be nominated from the KCETB Quality Assurance Oversight Committee. Reports and recommendations will be submitted through the KCETB Quality Assurance Oversight Committee. Reports may take the form of minutes or draft minutes of meetings.

PURPOSE:

The purpose is to review and monitor existing provision, to consider proposals for new programmes and to oversee self-evaluation of programmes.

The Validation, Monitoring and Evaluation working group will also deal with 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 KCETB.

These proposals will then be presented for consideration to the Quality Assurance Oversight Committee or sub-committee.

OBJECTIVES:

- To establish a KCETB wide programme approval policy and corresponding process
- To review existing provision and provide an up to date audit in relation to KCETB FET programmes.
- To inform and make recommendations to the Quality Assurance Oversight Committee on matters relating to, programme validation, programme monitoring and programme evaluation, including specific validation requirements.
- Recommend appropriate time frames and lead in periods for the validation of all new programmes.
- To promote the continuous improvement of validation within KCETB, and recommend draft methodology to facilitate the process.
- To review and monitor duplication of programmes at KCETB and draft rationale where there is duplication.
- To identify areas for further collaboration and integration across the ETB Sector.

- To implement best practice in validation arising from professional development engagement and learning outcomes.

PARTICIPANTS

- The QA Oversight Committee have nominated participants to this group.
- If representatives are not in a position to attend they should discuss this with their manager.
- A Quorum is needed for each meeting: 50% of the participants + one.
- The QA Oversight Committee may co-opt participants to the Programme Validation, Monitoring and Evaluation Working Group with specific expertise if required.

The membership of this subcommittee will consist of*:

- 1 Adult Education Officer
- 1 PLC Principal / Deputy Principal
- 1 Part time provision Co-ordinator
- 1 Guidance Counsellor
- 1 Recruitment Officer
- 1 Training Services Manager
- 1 QA Officer
- Relevant subject matter expert (for validation of new programmes)

*or nominated staff from membership list.

STRUCTURE

- The **Programme Validation, Monitoring and Evaluation Group** will be chaired by Kevin O'Shea
- A note taker will be appointed by the group, this position will rotate.

MEETINGS

- The **Programme Validation, Monitoring and Evaluation Group** will meet as programmes are required, or as directed by the QA Oversight Committee.
- The group will agree a draft schedule of consultation / meetings that must be adhered to for any programme validation application.
- It is important to note that this group will be convened initially to inform it of its work, and review current provision, but then it may meet as new programmes are proposed.