

TERMS OF REFERENCE

KCETB WORK BASED LEARNING WORKING GROUP

ROLE:

The **Work Based Learning Working Group** is a sub-group of the KCETB Quality Assurance Overarching Committee.

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

PURPOSE:

The purpose of the group is not only to enhance the quality of service to employers in Kilkenny and Carlow within existing provision, but to develop uniformity for work experience / work placement requirements across KCETB FET programmes. The Work Based Learning group will also review work based learning in all sections of FET (employee development, traineeship, apprenticeship) to ensure it is meeting QA and Industry requirements and feedback its findings and recommendations the Oversight QA Committee for approval.

OBJECTIVES:

- To inform and make recommendations to via the Quality Assurance Overarching Committee on matters relating to work based learning within KCETB.
- To facilitate an exchange of views /information and best practice regarding work based learning practices.
- To promote the continuous improvement of work based learning.
- To identify areas for further collaboration and Integration across the ETB Sector.
- To develop uniformity for assessing work based learning in all sections of FET, including but not limited to:
 - a. Sourcing placements
 - b. Monitoring placements
 - c. Assessing / scoring participants

PARTICIPANTS

- The QA Overarching 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 Overarching Committee can and will co opt participants to the Work Based Learning Group with specific expertise if required.

STRUCTURE

- The Work Based Learning Group will be chaired by Mary Butler, Training Services, as a member of the QA Overarching Group and member of the Work Based Learning Working Group. Mary Butler was nominated by the QA Overarching Group.
- A note taker will be appointed by the group, this position may rotate.

MEETINGS

- The Work Based Learning Group will meet as required, as directed by the QA Overarching Committee or for specific pieces of work. (Minimum 3 times per year)
- The Work Based Learning group will agree a schedule of meetings for the year and a work-plan for the year. The work plan shall be subject to change as circumstances change.