PROGRAMMES AND AWARDS EXECUTIVE COMMITTEE

Terms of Reference

PURPOSE

The purpose of the **Programmes and Awards Executive Committee** is primarily to perform such of the Board's functions as to ensure that programmes and the awards to which they lead that are recognised within the National Framework of Qualifications (NFQ) are appropriate and consistent. The decisions and recommendations of the Committee are informed by external expertise and recommendations, normally provided in the form of external panel reports and the outcomes of monitoring and review activities carried out by QQI.

FUNCTIONS

The Programmes and Awards Executive Committee will:

- make decisions on the validation of programmes of education and training;
- make decisions on the outcomes of reviews of validated programmes;
- impose additional conditions of programme validation on providers based on the outcomes of monitoring and review activities;
- make recommendations to the **Board** on any decision to withdraw validation of a programme;
- withdraw validation when requested by the provider or with the agreement of the provider;
- make recommendations to the **Board** regarding joint awarding arrangements;
- refer decisions to refuse validation to the **Programme and Awards Oversight Committee** to confirm or refer back to the Programme and Awards Executive Committee;
- reconsider decisions referred back to the Committee by the **Programmes and Awards Oversight Committee** and make final decision;
- carry out an internal quality assurance role in respect of the operation of standards determination which includes monitoring routine awards standards operations (including tracking executive adjustments to awards standards), providing feedback on same, and monitoring provider experiences in using standards;
- identify matters regarding standards that should be referred to the **Policies and Standards Committee**;
- make recommendations to the **Board** on requests for the extension of delegated authority by Level and Field;
- make decisions on the approval of quality assurance procedures for legacy providers (re-engagement) including the attachment of conditions;
- refer decisions to refuse approval of QA procedures for legacy providers to the **Board**;
- note quality assurance procedures established by previously established universities (PEUs);
- consider matters regarding programme and award activity referred to the Committee by the Executive;
- consider and make recommendations regarding other issues relevant to the work of the Committee which are referred to it by the executive or the **Board**.

As approved by the Board on 19 June 2020

DECISION MAKING AND REPORTING

Decision Making:

- In accordance with the Qualifications and Quality Assurance (Education and Training) Act 2012, the executive has been devolved authority by the Board to make decisions in the areas set out above. Decisions taken by the **Programmes and Awards Executive Committee** will be reported to and noted by the **Board**;
- While it is preferable that decisions are reached by consensus, if this cannot happen, decisions will be made by straight majority with the Chair having the casting vote;
- A Committee member shall not, without the consent of the **Board**, disclose confidential information obtained by him/her, or, as a result of having performed duties as a member of the Committee.

Reporting:

- The outcomes of the Programmes and Awards Executive Committee meetings will be reported to the **Board** and **Executive**;
- The Programmes and Awards Executive Committee will submit reports outlining details of its activities at agreed intervals to the **Board**;
- The Programmes and Awards Executive Committee will submit periodic reports outlining details of its activities at agreed intervals to the **Programmes and Awards Oversight Committee;**

Composition

The Programmes and Awards Executive Committee will consist of approximately eight members (including the Chairperson) made up of two permanent members (Director of Qualifications, Director of Quality Assurance), while the remaining five members will be appointed on a rotating basis serving terms of between two and three years.

Chairperson

The QQI Chief Executive will be the standing Chair of this Committee. A Vice-Chairperson can be nominated by the Chairperson. Where the Chairperson is not available or not in a position to nominate a Vice-Chairperson, the other members of the Committee who are present may choose one of their number to be Chairperson of that meeting.

Tenure

The continued requirement for the Programme and Awards Executive Committee will be considered at the end of 2019 or in the intervening period at the request of the Board.

Quorum

- Quorum 4 members.

Frequency of Meetings

It is envisaged that the Programme and Awards Executive Committee will normally meet five times per year.

Draft minutes of each meeting will be provided to the Programmes and Awards Executive Committee for agreement. A note of the decisions taken at each meeting will be published on the QQI website.