

POLICIES AND STANDARDS COMMITTEE

TERMS OF REFERENCE

MISSION

The mission of the **Policies and Standards Committee** is to apply its expertise to considering QQI draft policy and making recommendations to the Board regarding the approval of these policies in line with the organisation's strategy. It will also consider and may act on recommendations from the executive to determine standards of knowledge, skill and competence for education and training awards or to endorse subject guidelines concerning knowledge, skill and competence which are expected for higher education awards.

PURPOSE

The **Policies and Standards Committee** will:

- Consider QQI draft policy presented to it by the executive and make recommendations to the Board regarding the suitability of the policy;
- Agree procedures and guidelines submitted to it by the executive which support the development of policies, standards, subject guidelines or other matters relevant to its functions;
- Provide advice to the executive and to the Board on the development of policy as the organisation evolves;
- Adopt, or otherwise, new standards and subject guidelines presented to it for consideration by the executive;
- Consider existing award standards presented to it by the executive or the ***Programme and Awards Executive Committee*** and make determinations regarding their continued appropriateness;
- Consider and make recommendations and determinations regarding other issues relevant to the work of the Committee referred to it by the executive or the Board.

DECISION MAKING AND REPORTING

Decision Making:

- The **Policies and Standards Committee** will agree procedures and guidelines submitted to it by the executive which support the development of policies, standards, subject guidelines or other matters relevant to its functions;
- The **Policies and Standards Committee** will adopt, or otherwise, new standards and subject guidelines presented to it for consideration by the executive;
- While it is preferable that decisions are reached by consensus, if this cannot be achieved, decisions will be made by straight majority vote 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, as a result of having performed duties as a member of the Committee.

Reporting To:

For Decision:

- The **Policies and Standards Committee** will make recommendations regarding the suitability of draft policy to **the Board**;
- The **Policies and Standards Committee** will make determinations regarding the appropriateness of existing awards standards to the **executive**.

For Noting/Discussion:

- The **Policies and Standards Committee** will provide advice to the **executive** and to the **Board** on the development of policy as the organisation evolves;
- The **Policies and Standards Committee** will submit reports outlining details of its recommendations and determinations at agreed intervals to the **Board**.

Reporting To It:

For Approval:

- The **executive** will submit procedures and guidelines which support the development of policies, standards, and subject guidelines to the **Policies and Standards Committee** for agreement.

For Noting/Discussion:

- The executive may, on its own initiative, or in response to a proposal from the Committee, set up Policies and Standards **Working Groups**. Such working groups will be set up on the basis of a specific remit and provide preparatory work to be reported back to the Committee;
- **External panels** appointed to provide advice on matters related to the work of the **Policies and Standards Committee** will submit their findings to the Committee for discussion.

COMPOSITION

The **Policies and Standards Committee** will consist of approximately eight members (including a Chairperson) and with representation from the QQI Board and executive. Members of this committee will collectively require technical and specialist knowledge in the areas of policy development, quality assurance, qualifications, standards and subject guidelines development. Members of the Policies and Standards Committee will have a two-year term of office.

Non-members may be invited to Committee meetings, or parts of Committee meetings, as approved by the Chair for the purposes of sharing expertise on topics under review by the Committee.

INDIVIDUAL ROLES AND RESPONSIBILITIES

- The Chairperson and Vice-Chairperson are appointed by the Board and are members of the Board.

COMMITTEE QUORUM

- The quorum shall be 4 members.
- Members may attend by teleconference and this will meet quorum requirements.

SCHEDULE OF MEETINGS

- It is envisaged that the Policies and Standards Committee will meet four times from the date of its establishment. Its meeting frequency will then be reviewed.

TENURE

- The Policies and Standards Committee will serve a two year term of office.

COMMITTEE REVIEW

1. The Terms of Reference for the Policies and Standards Committee will:
 - a. be agreed by the Board; and
 - b. be reviewed by the Committee at the end of the first year and thereafter every two years.
2. Recommendations to modify the Terms of Reference can be made at any time by the Policies and Standards Committee or by the executive;
3. Recommendations to modify the Terms of Reference will require approval by the Board.

HOW THE POLICIES AND STANDARDS COMMITTEE WILL CONTRIBUTE TO THE FULFILMENT OF QQI'S LEGISLATIVE FUNCTIONS

- As well as supporting the introduction of policy underpinning the functions of the organisation in general, the Policies and Standards Committee will directly contribute to the following functions set out in Section 9 of the Quality and Qualifications Act 2012:
 - (a) Promote, maintain, further develop and implement the Framework;
 - (e) Establish the standards of knowledge, skill or competence to be acquired by learners before an award can be made by the Authority or by a provider to which authority to make an award has been delegated;
 - (g) determine policies and criteria for access, transfer and progression in relation to learners;

(h) establish a Code of Practice for the provision of programmes of education and training to international learners.

Appendix 2

QQI COMMITTEE MEMBERSHIP

TERMS AND CONDITIONS

- Participation as a member of a QQI Committee is on a *pro-bono publico* basis. Each committee member will be reimbursed for all reasonable travel and subsistence expenses associated with membership of the **Policies and Standards Committee**, in accordance with public sector norms.
- It is anticipated that membership of the **Policies and Standards Committee** will be for a period of not less than 2 years.
- All meetings of the **Policies and Standards Committee** will be held at QQI Offices, 26-27 Denzille Lane, Dublin 2, unless otherwise advised.
- In the interests of openness, transparency and general good practice QQI requires potential committee members to declare any conflicts of interest, or potential conflicts of interests with regard to participation on the **Policies and Standards Committee**.