

Terms of Reference – Qualification Steering Group

City & Guilds and NLBC will jointly lead on Qualification Steering Group (QSG) activities.

1. Purpose

To provide strategic educational support during the development, production and review of qualification content as well as associated assessment and ancillary materials, based upon the business case set by the Strategic Partnership Group (SPG).

NB: The Steering Group will have specific delegated decision making abilities, set out through the joint Chairs; however, because changes to regulatory, funding and other related policies can change, City & Guilds may not be bound by the decision rights of the QSG, but further discussion could be initiated.

2. Membership

Membership of the QSG will be established as necessary to ensure there is appropriate representation of:

- Designated (by SFA/EFA) Specialist land-based institutions
- Designated Specialist land-based provision within GFE institutions and Universities

NB: There may be a requirement to have sub-groups (e.g., to specifically consider needs within a specific Nation).

- 2.1. Normally, a minimum of eight and maximum of 10 core representatives will be required to contribute to the QSG, however, additional or fewer representatives may be required.
- 2.2. Membership of the QSG shall include representation of all United Kingdom nations, as appropriate.
- 2.3. Representatives will be at a Vice-Principal/Curriculum Manager level, be able to present a strategic land-based perspective and have an appropriate knowledge of broader educational policy and funding to be able to contribute meaningfully.
- 2.4. NLBC shall have responsibility for ensuring City & Guilds have access to appropriate representatives and will liaise directly with its member institutions to request that these representatives are released as necessary; initial membership of the QSG shall be agreed between NLBC and City & Guilds.
- 2.5. NLBC member institutions shall normally only have a maximum of one representative on the QSG.
- 2.6. Staff from City & Guilds and NLBC will jointly Chair the QSG.
- 2.7. Additional NLBC and City & Guilds staff may attend QSG meetings as necessary.
- 2.8. Additional individuals may be brought in to provide specific expertise as required. However, this must be agreed in advance by the Chairs of the QSG.

- 2.9. The number of representatives on the QSG will be varied to meet evolving needs, but will provide for a manageable group in which work can be business-like and meaningful.
- 2.10. Guest observers to the QSG may be invited to meetings. However, this must be agreed in advance by the Chairs of the QSG.
- 2.11. City & Guilds will act as Secretariat to the QSG.
- 2.12. Representatives have no fixed term of membership of QSG, but there shall be no assumption that membership exists beyond the lifetime of a specific project or in the circumstances where members leave their post at a college or as employees of City and Guilds.
- 2.13. The Chairs reserve the right to replace or find alternate representatives where individuals are unable to contribute meaningfully, unable to present a strategic view, or for other appropriate reasons.
- 2.14. Representatives will contribute experience from their own institutions to discussions, but are expected to provide a strategic view which is representative of the sector.
- 2.15. At the request of City & Guilds, NLBC shall be responsible for liaising with Landex Committees to obtain wider support or opinion to compliment or supplement that of the QSG.
- 2.16. No NLBC member institution shall ideally be represented on both the SPG and the QSG.

3. Functions

The functions of the QSG are to:

- 3.1. Support and contribute to the development of a specific qualification(s) or other project from inception through to regulation;
- 3.2. Give advice and assistance to enable a greater understanding of the implications and impact of potential policies and changes in the education sector;
- 3.3. Advise on market trends within the education sector and suggest opportunities for enhancement and potential new markets;
- 3.4. Aid and support the sourcing of high quality writers and reviewers;
- 3.5. Steer, Review and validate the work of the Qualification Writing Groups (QWG).

4. Meetings and Administration

City & Guilds will manage and have responsibility for all activity directly relating to the running of the QSG.

- Meetings will be initiated and held as frequently as necessary to ensure projects are delivered.
- City & Guilds will endeavour to hold meetings in convenient locations in order to enable all representatives to attend.
- Until 2018, City & Guilds will meet reasonable travel, accommodation and subsistence expenses of technical members of the QSG, but will not pay a release or consultancy fee. Subsequently, City & Guilds will not be responsible for meeting any expenses associated with membership of the QSG.

- Representatives are responsible for liaising with their individual employer to ensure they are able to attend meetings, as well as responsible for ensuring any appropriate aspects of their employer's policies and procedures have been met.
- Representatives may be required to contribute to the work of the QSG outside of scheduled meetings and are responsible for liaising with their employer to make them aware of any associated commitments.
- To ensure regulatory requirements are met, representatives and NLBC staff are required to maintain confidentiality when reviewing qualification materials and must not disseminate information or materials without the authorisation of City & Guilds, which will not reasonably be withheld.
- Intellectual property rights associated with all outcomes from the QSG shall be owned and used as set out in the Joint Service Agreement (JSA).

5. Connection to other Groups:

Members of the QSG also sit on the Landex Curriculum & Quality group, which is a key linkage to senior curriculum leaders in all land based colleges and universities.

Each QWG Chair reports through the City & Guilds joint Chair to the QSG.

The joint Chairs of the QSG report directly to the SPG.

NB: Where there is a difference in technical opinion between the QWG and the QSG, the opinion of the QWG shall have a higher weighting, but City & Guilds reserves the right to make the final decision.