

Terms of Reference – Qualification Writing Groups

City & Guilds will lead on Qualification Writing Group(s) (QWG) activities.

1. Purpose

To provide technical and professional expertise in the development, production and review of qualification structure and content, as well as associated assessment and ancillary materials, to meet the needs of employers.

2. Membership

Writing Groups will be established as and when necessary for the following ten industries:

1. Agriculture – Crops/Livestock
2. Animal Care and Management
3. Aquaculture and Fisheries Management
4. Equine Care and Management
5. Forestry/Arboriculture
6. Horticulture/Landscape/Turf
7. Countryside Management and Gamekeeping
8. Vitaculture/Oenology
9. Land Based Engineering
10. Floristry

NB: There may be a requirement to have sub-industry groups (e.g., to specifically consider veterinary nursing), or cross-industry groups (e.g., where generic qualification content is being developed).

- 2.1. Normally, a minimum of four technical writers will be required by City & Guilds to contribute to the work of each QWG, however City & Guilds may request additional or fewer writers.
- 2.2. Membership of each QWG shall include representation of all United Kingdom nations, as appropriate.
- 2.3. NLBC shall have responsibility for ensuring City & Guilds have access to high quality writers with appropriate technical expertise related to the task/project to be undertaken and will liaise directly with its member institutions to ensure these writers are released as necessary.
- 2.4. NLBC shall ensure that proposed technical writers are not involved in similar development work with other Awarding Organisations which would be viewed as competitive. In the event of doubt, NLBC should inform City & Guilds who will make the final judgement.
- 2.5. NLBC member institutions shall normally only have a maximum of one technical writer on any individual QWG.
- 2.6. A member of City & Guilds staff with assessment expertise will Chair each QWG.

- 2.7. A member of NLBC staff will attend each QWG.
- 2.8. Additional NLBC and City & Guilds staff may attend QWG meetings as necessary.
- 2.9. Additional individuals may be brought in to provide specific expertise as required. However, this must be agreed in advance by the Chair of the QWG.
- 2.10. The number of technical writers and the individual writers on each QWG will be varied to meet evolving needs, but will provide for manageable groups in which work can be business-like and meaningful.
- 2.11. Guest observers to a QWG may be invited to meetings. However, this must be agreed in advance by the Chair of the QWG.
- 2.12. City & Guilds will act as Secretariat to each QWG.
- 2.13. Members of QWG have no fixed term of membership, but there shall be no assumption that membership extends beyond the lifetime of a specific task or project.
- 2.14. City & Guilds reserve the right to request NLBC replace or find alternate technical writers in the event existing writers are unable to contribute meaningfully, unable to meet reasonable deadlines, or for other appropriate reasons.

3. Functions

The functions of each QWG are to:

- 3.1. Provide specific technical and professional expertise;
- 3.2. Contribute to the development and review of qualification(s) structure and content;
- 3.3. Contribute to the development and review of assessment and ancillary materials;
- 3.4. Produce qualification content and assessment materials based upon guidance provided by the relevant Industry Group and the Qualification Steering Group (QSG);
- 3.5. Produce qualification content and assessment materials within agreed timescales to criteria determined by City & Guilds.

4. Meetings and Administration

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

- Meetings will be 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 participants to attend.
- Until 2018, City & Guilds will meet reasonable travel, accommodation and subsistence expenses of technical members of the Writing Groups, but will not pay a release or consultancy fee. Subsequently, City & Guilds will not be responsible for meeting any expenses associated with membership of QWGs.

- Technical writers 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.
- Technical writers are likely to be required to contribute to the work of their QWG 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, technical writers and NLBC staff are required to maintain confidentiality in the production of assessment materials (particularly 'live' assessment materials) and must not disseminate information or materials without the authorisation of City & Guilds.
- Intellectual property rights associated with all outcomes from each QWG shall be owned and used as set out in the Joint Service Agreement (JSA).

5. Connection to other Groups:

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

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 reserve the right to make the final decision.