Document #1

ETBI QQI Collaborative FET Forum
Proposed Terms of Reference

PURPOSE

The purpose of the proposed ETBI/QQI FET Forum is to provide a coherent coordinating structure through which ETBI, the ETBs and QQI will collaborate and work cohesively on a range of operational, developmental and strategic matters.

The Forum will provide the interface for engagement, information sharing, communication and collaboration between QQI and the ETBs. The Forum will;

- work collaboratively to progress operational issues arising, in particular:
  - the implementation of QQI programme validation processes
  - the co-ordination of responses to QQI consultation processes from the sector
  - the establishment of processes for:
    - ✓ the co-ordination of ETB proposals for the development or review of awards standards
    - ✓ the management of any standards development work requested by QQI
    - ✓ identifying and nominating experts to QQI for standards development work
- develop a Quality Assurance Framework for the ETBs, including the process for establishment of new Quality Assurance Guidelines for the ETB sector
- develop a plan for reengagement of the ETBs with QQI
- explore processes and mechanisms for the collaboration and sharing of good practice within the sector and with other sectors i.e. HET
- explore opportunities for capacity building and enhancement within the sector
- identity specific projects for collaborative engagement
- develop and agree a work plan

Document #1

COMPOSITION

The ETBI/QQI FET Forum will be coordinated and managed jointly by ETBI and QQI. The composition of the forum will be as follows

- Each ETB will nominate a representative to the Forum
- QQI will nominate representatives from its Provider Relations, Quality Assurance and Qualifications Services sections to the Forum
- Other representatives from QQI and the ETBS will attend the Forum as appropriate to the specific topic/issues arising

ROLES AND RESPONSIBILITIES

- ETBI and QQI will act as joint secretariat to the Forum
- ETBI will Chair the Forum
- The Forum may establish a standing sub-group to coordinate the work of the Forum
- The Forum may also identify working groups with representation from both ETBI and QQI as appropriate to progress the work plan and defined tasks
- The working group will report back to the Forum members
- Forum members will be responsible for providing updates to their respective organisations and constituents.

SCHEDULE OF MEETINGS

It is expected that the ETBI QQI FET Forum will need to meet approximately quarterly from the date of establishment. The first meeting will be held in October 2014. A schedule of meetings will be agreed at this time.

The standing sub-group and any additional working groups will meet as required to progress the agreed work plan.