

SCOTTISH CREDIT AND QUALIFICATIONS FRAMEWORK PARTNERSHIP

TERMS OF REFERENCE: QUALITY COMMITTEE

Quality Committee has been established by the Board of the SCQF Partnership to make recommendations to it on all issues concerning the ongoing maintenance and assurance of the Framework.

Role of the Quality Committee

The specific responsibilities are to:

1. At the request of the Board, consider applications for recognition as an SCQF credit rating body, and make recommendations to the SCQFP Board on the outcomes of its considerations;
2. Manage the self assessment annual monitoring process of new credit rating bodies, making recommendations to the SCQFP Board only at periodic reviews;
3. Maintain a public register of recognised credit rating bodies;
4. Ensure that outcomes of credit ratings are made public;
5. Support the articulation of the SCQF with other national and international frameworks;
6. Receive reports on European related activities such as EQF, ECVET, EQAVET and ESCO and consider any implications for the SCQF;
7. Consider and provide comment to the Board on the draft Annual Operating Plan;
8. Consider whatever other issues and activities the Committee identifies as appropriate for the proper and consistent understanding and application of the SCQF.

In respect of the above, the work of the Committee will focus on understanding and application of the 'technicalities' of the SCQF. The Committee, however, will as required, work with other bodies/awarding bodies/sectors/areas of education and training.

Membership

Members of the Committee will be appointed by the Board in discussion with the Chair of Quality Committee on the basis of their expertise and experience in the development and quality assurance of credit, qualifications and frameworks. Members are appointed as individuals and sectors and/or organisations will

be invited to nominate a member along with the rationale for their nomination highlighting their relevant experience.

The Board is also concerned to ensure that the Committee includes members from across the range of sectors, awarding and quality assurance bodies associated with and encompassed by the SCQF. In this regard therefore nominations will be sought from the following sectors and organisations:

- The community learning and development sector;
- The school sector;
- The higher education sector;
- The college sector;
- Employers
- The 'learners';
- Professional Bodies in Scotland;
- HMIE;
- QAA;
- Credit Rating Bodies
- SQA;
- Experts from outwith Scotland;
- The SCQF Executive Team.

The membership of the Committee will be reviewed on a regular basis. Members will be invited to serve for a period of four years. At the end of this period a dialogue will take place between the individual and the Chair about the value to both of serving an additional period prior to a dialogue with the nominating organisation. Annex 1 provides a list of members as at November 2014.

Given the need for such specific experience, members of the Quality Committee will not be able to nominate substitutes in their absence. The Secretariat will, however, take written or verbal comment on any agenda items, raise these on behalf of the member, and provide a written response to the member post Committee.

Also given the need for the experience there is an expectation on members to attend/contribute on a regular basis. If there are two consecutive absences without clear and justifiable supporting evidence and without any contribution to the agenda discussion the Chair will consider whether the nominating organisation should be contacted to provide another representative who could commit fully to the role.

Conflict of Interest

Members will declare any conflict of interest to the membership of the Committee prior to the commencement of discussions where this may arise.

Chair

The Chair of the Committee will be appointed by the SCQF Partnership Board.

Co-opted members

The Committee may co-opt up to two members to provide additional expertise in areas of its responsibilities.

Observers

The Committee may recommend that observers should be invited to attend the meetings of the Committee.

Secretariat and support

Officers of the SCQF Company will attend all meetings of the Committee and in addition will provide a secretariat function.

Sub Committees/Working Groups

The Committee may establish sub-committees, working groups and/or commission work as required in order to fulfil its role.

Frequency of meetings

The Quality Committee will meet at least quarterly prior to each Board meeting. As and when required, and agreed by the Chair of the Committee and the members, it may meet more frequently in order to fully discharge its plan of work.

Reporting requirements

The Quality Committee will report formally to each meeting of the SCQF Partnership Board. This will be done via the Chair of the Committee who will present the minutes and highlight areas requiring either approval or discussion.

Membership of Quality Committee**(Updated August 2015)****Annex 1**

Ray Harris	Chair
Morag Gunion	Glasgow City Council
Jean Blair	SQA Awarding Body
George Brown	SQA Accreditation
Gill Ritchie	Education Scotland
Aileen Ponton	SCQF Partnership
Ken Gibson	Glasgow Life
Rob Henthorn	Learner/NUS
Rory McIntyre	Police Scotland College
Ailsa Crum	QAA Scotland
Tina Harrison	University of Edinburgh
Cathy McNab	West College Scotland
Maggie Grundy	NHS Education Scotland
Anne McGillivray	University of the West of Scotland
Alasdair Smith	Creative Skillset
Sheila Dunn	SCQF Partnership
William Hasty	SCQF Partnership (Secretariat)