



Terms of Reference	<b>Academic Board</b>		
Associated Policy	Governance		
Version No and Date	Final - December 2020	Owner	Secretary LASNTG
Adoption Date	December 7 <sup>th</sup> 2020	Review Date	Every 2 years

### Role/Purpose

The role of the Academic Board is to maintain oversight and advise on academic matters and the related ongoing enhancement of QA processes which underpin LASNTG training provision

### Membership and Tenure

Members are appointed by LASNTG, based on their relevant experience and knowledge of training/education provision. LASNTG appoints an external member, who has experience in governance and quality assurance, to act as Chair.

#### Membership

- LASNTG Secretary - Ex-officio
- LASNTG Programme Coordinator - Ex-officio
- An RTC Manager

#### Appointed External Members

- A learner representative
- A FE professional
- A HE professional

#### Selection Criteria for External Members of the Board

External Members of the Board must have:

- The knowledge, skills and experience to advise LASNTG on academic matters and the enhancement of training provision.
- Familiarity with qualification frameworks and the National Framework of Qualifications (NFQ)
- The ability to carry out their role with integrity, independence and professionalism

Members commit to:

- Attending all scheduled meetings



- Sharing communications and information across all members
- Making timely decisions and taking action

Members expect:

- To be provided with complete, accurate and meaningful information in a timely manner
- To be given reasonable time to make key decisions
- To be alerted to potential risks and issues, as they arise
- Open and honest discussions

## Responsibilities

- Consider proposed new programmes in light of the overall strategic direction of LASNTG and the quality assurance and pedagogical implications of the provision of the proposed programme.
- Confirm that the resources are in place to support a quality training and learning environment.
- Oversee Self-Evaluation processes.
- Agree appointment of External Authenticators and External Evaluators on the advice of the LASNTG Secretary.
- Oversee the evaluation of the quality of the training programmes to include internal and external evaluation of programmes and performance.
- Review and approve programme descriptors and applications for validations.
- Advise on any critical issues likely to impact on the capacity of LASNTG to deliver appropriate training and development programmes.
- Advise on strategic alliances and collaborative provision arrangements that are in line with QQI guidelines and the network's overall strategic mission
- Advise on the design of a suitable blended learning strategy and its development, implementation and maintenance
- To review and consider risk
- Review its own effectiveness annually and report the results to LASNTG

## Meetings

- Frequency of meetings: 3 times per year. Additional meetings can be convened by the Chair if necessary.
- Meetings are convened online or using conference call facilities on occasion for specific matters requiring overview/ratification prior to the next meeting.
- Quorum for meetings: A meeting quorum is 50% or more of the members.
- Decision-making: By vote. Each member has an equal vote. Chair has the casting vote.
- The LASNTG Secretary provides administrative support to include:
  - Drafting agendas and supporting papers for issue in consultation with the Chair
  - Preparing and issuing pre-meeting notes and information. Any items of a



confidential nature are highlighted as such

- Writing up minutes/action plans and distributing them to members by email within two weeks of the meeting

### Governance

- The Academic Board reports to the LASNTG Committee
- A summary report from the Academic Board is given to the LASNTG Committee and the four LASNTG Training Groups by the LASNTG Secretary at the scheduled meetings of these groups
- The four training groups will consider the recommendations of the Academic Board when considering approval of new Programme Development
- This Terms of Reference may be amended, varied or modified in writing only after consultation and agreement by the LASNTG Committee.

### Supporting Documents

- Agenda Template
- Meeting Report Template

### Report Schedule

Report/Document Title	To/From	Frequency	Presented by
Academic Board Report	To LASNTG Committee from Academic Board	Following each meeting	Secretary LASNTG/Academic Board (same person)