

## **LEARNING AND ACHIEVEMENT COMMITTEE**

### **TERMS OF REFERENCE**

#### **Purpose and Authority**

The Committee will review in detail the overall quality of the students' learning experience at the College, student achievement and other key indicators for performance. The Committee will receive reports from the College senior executive to enable it to take account of the policies and strategies of government, government agencies and other key stakeholders.

Within the context of strategic priorities approved by the Corporation, the Committee is authorised by the Corporation to make decisions on matters relating to learning, achievement and standards, which do not have direct implications for other Committees. The Committee's role will be to monitor and review the strategic and business plans of the College relating to learning, achievement and standards and to seek further details from the Principal and senior management team as required.

The Committee will report and make recommendations to the Corporation about students' learning experiences, student achievement and other key performance indicators in sufficient detail to enable the Corporation to carry out its functions in reviewing standards and strategies for continuous quality improvement across the College. Specifically, at each meeting of the Committee members will—

- agree whether performance against the targets explored at the Committee has been satisfactory or not.
- make recommendations to the Corporation relating to the achievement or otherwise of those targets.

#### **Objectives**

- i. To review the College's strategies for teaching, learning, tutorial and additional support and curriculum pathways for progression.
- ii. To recommend to the Corporation appropriate development targets relating to the above areas.
- iii. To receive reports on the quality of, and plans for continually improving teaching and learning, tutorial and additional learning support and to agree whether performance against relevant targets has been satisfactory or not.
- iv. To review and report to the Corporation the standards of student achievement at the College (this will include data on student retention, results, added value and other student achievements and destinations) and outcomes of student feedback on their levels of satisfaction with the College and to agree whether performance against relevant targets has been satisfactory or not.

- v. To make recommendations to the Corporation with regard to the achievement or otherwise of agreed targets.
- vi. To review the College's human and physical resources (and their development) as they apply to the delivery and development of the curriculum.
- vii. To review the achievement of the learning and achievement elements, objectives and targets in the College's strategic, business and development plans, to agree whether performance against relevant targets has been satisfactory or not and to make recommendations to the Corporation with regard to the achievement or otherwise of agreed targets.
- viii. To review the quality assurance systems used by the College to secure quality improvement.
- ix. To review the College Self Assessment Report and make recommendations to the Corporation on this.
- x. To annually monitor the effectiveness of and implementation of policies and procedures relating to:
  - Child Protection
  - Race Relations
  - Disability Discrimination
- xi. Within the context of strategic priorities approved by the Corporation, to implement and review an annual work plan for the Committee which focuses on the identification, monitoring and review of annual targets and performance measures in the context of a three year strategy.

## **Membership**

- i. The Committee shall be appointed by the Corporation and shall consist of:
  - A minimum of six Corporation Members;
  - A number of Co-opted external members with appropriate background experience, i.e. Education and Training, Careers, and from employers committed to research, development, innovation and investment in their employees. Student observers are invited to the meetings.
- ii. A quorum shall be three Corporation Members.
- iii. The Chair of the Committee shall be appointed by the Corporation. The Corporation shall determine which categories of member may act as Chair at meetings of the Committee in the absence of the appointed Chair. Members present will decide from these categories who will act as Chair of the Committee at any meeting, which the appointed Chair is unable to attend.
- iv. The Clerk to the Corporation shall act as Clerk to the Committee.

## **Frequency of Meetings**

Meetings shall be held not less than three times a year.