

## CCNME Programme Team: Terms of Reference

### Purpose

The purpose of the Programme Team is to implement monitor and review programme provision, support learners to learn in a stimulating learning environment and ensure academic and quality standards are upheld in each Centre identified on the approved QQI programme validation.

### Role and responsibilities

The Programme Coordinator on behalf of the programme team is responsible for reporting to the relevant Programme Committee for the coordination, administration, delivery and management of QQI validated programme of education.

- A Programme Coordinator with the support of the Director of Centre establishes a programme team consisting of members with the appropriate education qualifications and subject expertise to implement and deliver the teaching, learning and assessment strategies underpinning the programme;
- Ensure all relevant staff within the Centre are aware of and comply with all Standards policies and associated procedures;
- Implement access policy, admission processes and criteria in accordance with CCNME policies and procedures;
- Oversee selection of Learner Representative(s) and provide induction, training and support for elected representative(s);
- Organise and provide the validated programme of education in adherence with the CCNME Policies and Procedures/QQI approved programme schedule;
- The Programme Coordinator will communicate with programme facilitators, internal assessors and internal moderators regarding the External Examination process;
- Provide internal assessor/moderators with date(s), times and venues of Pre-Board External Examiner(s) and Board of Examiners meetings;
- Ensure that the External Examiner(s) feedback is available for the Pre-Board of Examiners and the Board of Examiners;
- Continuously monitor the quality of the learning experience and learning environment;
- Provide regular, timely feedback to learners on assessments throughout the programme;
- Apply the processes for assessment of learners and appeals and complaints in a fair, consistent and timely manner;
- Submit Learner results to QQI in adherence to QQI regulations and procedures for Certification;

- Monitor and review programme delivery in line with the agreed teaching, learning and assessment strategy;
- Monitor and review learner resources, supports and services related to the programme;
- Adhere to the processes related to information systems record management and retention in compliance with the CCNME policies and procedures;
- Provide programme evaluation to learners, staff, facilitators and stakeholders and collate results;
- Commence Programme Monitoring Review and Evaluation report before programme completion and to be completed within one month after certification;
- Submit completed Programme Monitoring Review and Evaluation Report to the chair of the Programme Committee;
- Implement recommendations and action plans.

### **Role of Chairperson**

The Director of each Delivery Centre:

- Convenes and chairs the programme team meeting;
- Appoints a member of the tutorial team as Programme Coordinator to establish and lead Centre programme team;
- Identifies named Programme Coordinator as point of contact to the Chairperson of the relevant Programme Board Committee;
- Identifies staff to support programme delivery as required.

### **Membership**

<b>Position</b>	<b>Member</b>	<b>Voting Rights</b>
Chairperson (Director of Delivery Centre)	Ex-officio	Yes
Programme Co-ordinator	Ex-officio	Yes
Tutorial Staff Representative(s)	Ex-officio	Yes
Secretary	Ex-officio	No
Facilitators/Subject Matter Experts/ Clinical Assessors	Nominated	No
Learner Representative from Higher Education Programmes/Further Education & Training Programmes	Elected	Yes
Expertise required to fulfil its function	Co-opted	No

### **Conduct of Business - Meetings**

#### Notice of Meetings

The meetings of the Team shall be convened as determined by the Chairperson. Meeting documentation shall be circulated to members no later than five working days in advance of a meeting.

### Frequency of Meetings

A schedule of meetings will be agreed per programme and correspond with relevant Programme Board sub committee meetings.

### Quorum

A quorum for meetings of the CCNME Programme Teams will consist of 50% of the membership +1 and must include the Chairperson.

### Decisions

The Committee will normally operate on the basis of consensus. In the event of a vote being required on any matter a majority of all members present, including the Chairperson, will carry the motion with the Chairperson of the meeting having a casting vote in the event of a tie.

### **Review of Terms of Reference**

The CCNME Programme Team will review its Terms of Reference annually and amend as required, prior to approval by Academic Council.