

THE TAVISTOCK AND PORTMAN NHS FOUNDATION TRUST
ACADEMIC GOVERNANCE AND QUALITY ASSURANCE COMMITTEE

Committee's responsibility

The committee has the responsibility for reviewing and monitoring the academic and professional standards of all the Trust's training programmes. It also has an important role to play in monitoring changes to the programme as well as receiving and considering quality assurance policy and procedure documents of the Trust's university partners.

Accountable to

It reports to the Trust Education and Training Executive.

Frequency of meetings

The committee normally meets on a monthly basis during the academic year.

Membership (including those in attendance)

Director of Education and Training / Dean of Postgraduate Studies
Associate Dean Academic Governance and Quality Assurance, Chair of committee
Associate Dean Teaching and Learning
Portfolio Manager
Student Representative University of East London courses
Student Representative University of Essex courses
Representative of Trust Associate Centres or a Trust Liaison Tutor Associate Centre(s)
University of East London Link Tutors
University of East London Partnerships Manager
University of Essex Senior Academic Standards and Partnerships Manager
University of Essex Academic Standards and Partnership Manager
Head of Technology Enhanced Learning
Head of Academic Governance and Quality Assurance
Trust Quality Assurance Officer (Research Degrees and Research Ethics)
Trust Quality Assurance Officer (Governance and Student Engagement) ,
Secretary

Quorum

The meeting is quorate if 40% of the members are present.

Source of information reviewed at the Committee

The committee reviews quality assurance policy and procedure documents generated by the Trust, by its university partners and by national agencies engaged in quality assurance in higher education; it reviews monitoring reports on quality assurance matters such as annual review and enhancement, external examiners, course validation and revalidation reports, and; it reviews relevant proposals to modify course curricula and assessment for Trust courses and for university validated courses within the powers devolved to it by the respective university.

Terms of Reference

The Trust Quality Assurance and Governance Committee reports to the Trust Education and Training Executive and is responsible for the implementation of policies and procedures designed to maintain and improve academic standards, and for the promotion of quality assurance and enhancement in all the Trust's training programmes.

1. To exercise institutional responsibility for the assurance of quality and standards in training on behalf of the Trust.
2. To promote and embed collective responsibility for quality and standards in relation to all of the Trust's training programmes.
3. To identify, recommend and disseminate good practice from within and outside the Trust to all training in relation to academic governance and quality assurance matters.
4. To formulate and review policy on quality assurance matters and act as a conduit within the Trust for changes in University or Government policy relating to quality assurance and enhancement.
5. To promote and encourage innovation and development to enhance the quality of the student experience in respect of quality assurance processes.
6. To manage and report on the annual Trust Review and Enhancement process.
7. To monitor and evaluate the quality of the student experience and the academic standards of programmes, specifically the committee receiving an annual report on quality enhancement, and a report and action plan relating to the data and trends arising out of the student feedback surveys.
8. To receive and consider details of important items of business of the UEL-Tavistock School Research Degrees Sub-committee.

9. To receive an annual report from the Trust Research Ethics Committee and any important issues arising from its business.
10. To receive and process any business referred by the Late Submission and Extenuating Circumstances Committees for University of Essex courses.
11. To monitor and ensure compliance with the accreditation of our training courses by professional bodies.
12. To receive proposals for the delivery of new courses following prior consideration by other relevant committees or working groups that are to be validated by a university partner.
13. To monitor conditions imposed at validation, review or audit to satisfy itself these are fulfilled.
14. To consider proposals for modifications to course programmes including those that need to be noted by a university partner.
15. To approve nominations for new external examiners and extensions and reallocation of duties and to consider reports of external examiners through an annual review report and Action Plan and report any substantive issues which have a bearing on the quality of courses to the Trust Education and Training Executive.
16. To carry out periodic audit of systems and procedures relating to quality and standards.
17. To carry our Course Reviews at five year intervals of non-university validated Trust courses.
18. To manage and monitor Letters of Recognition of training issued by the Trust to other organisations.
19. To advise on assessment, policy, procedures, regulations, and monitor their implementation in consultation with the appropriate university partner
20. To consider any matters referred to it by the Trust Education and Training Executive.