



QQI

Quality and Qualifications Ireland
Dearbhú Cáilíochta agus Cáilíochtaí Éireann

CONSULTATIVE FORUM



TERMS OF REFERENCE

2015

MISSION

The mission of the QQI Consultative Forum is to contribute to the development and implementation of an enhanced further and higher education and training and qualifications system through consultation and meaningful dialogue between QQI and stakeholders.

PURPOSE

- 1) The Consultative Forum will advise QQI on organisational and operational matters underpinned by QQI policy. The Consultative Forum is not a decision-making body and is not a formal committee.
- 2) In particular, the Forum will offer advice to QQI with regard to general issues regarding the work of QQI, focusing on the impact of its work on stakeholders. The Forum will *inter alia*:
 - (i) Advise on QQI communication to different target groups;
 - (ii) Act as a pre-policy development 'sounding board';
 - (iii) Discuss QQI's strategy statements and associated annual work plans;
 - (iv) Provide QQI with feedback on the impact of QQI's comprehensive policy development programme and associated policy implementation process from the perspective of its stakeholders;
 - (v) Highlight to QQI emerging issues and trends relevant to stakeholders;
 - (vi) Other relevant issues as they arise.

TRANSPARENCY

- » The outcomes of the Consultative Forum meetings will be communicated to the QQI **Board** and **Executive** and the meeting notes will be made **publicly available** via the QQI website.

- » The QQI Executive may present consultation feedback to the Consultative Forum for observations.
- » The QQI Executive may establish **Consultative Forum Working Groups** comprising of Forum members, and external representatives as appropriate. Such working groups will be established on the basis of a defined task and a defined timeframe within which it must present its final report to the Forum.

COMPOSITION

The Consultative Forum will include representation from across the further and higher education and training and qualifications system. Composition of the Consultative Forum will consist of:

- » Representatives of public and private further and higher education and training providers including the research community;
- » Community and voluntary education sector representatives;
- » Employer representatives;
- » Labour market actors (e.g. trade unions, teacher representative bodies);
- » Representatives of occupational associations (professional recognition bodies, regulatory bodies);
- » Learner representatives;
- » Government departments and agency representatives;
- » Funders of education and training;
- » International education and training awarding bodies;
- » Member(s) of QQI Executive.

In addition, members of the QQI Board are welcome to attend the Consultative Forum meetings.

Members of the Consultative Forum will have a two year term of office.

INDIVIDUAL ROLES AND RESPONSIBILITIES

Dr Padraig Walsh, QQI Chief Executive, will fulfil the role of Chairperson for the Consultative Forum.

The QQI executive will provide the Forum's secretariat.

SCHEDULE OF MEETINGS

It is envisaged that the Consultative Forum will meet twice a year from the date of establishment. In addition, the Consultative Forum may be convened on an ad hoc basis if the need arises.

The QQI Board will meet with the Consultative Forum on the date the Forum first convenes and on an annual basis thereafter.

CONSULTATIVE FORUM REVIEW

1. The Terms of Reference for the Consultative Forum will:
 - (a) be approved by the Board
 - (b) be discussed by the Forum at its first meeting
 - (c) initially be reviewed by the Forum at the end of the first year and thereafter every two years by QQI
2. Recommendations to modify the Terms of Reference can be made at any time by the Consultative Forum itself or by the QQI Executive or Board
3. Recommendations to modify the Terms of Reference will require approval by the Board.