Joint QQI/Community & Voluntary Sector Working Group

Terms of Reference

1. **QQI Rationale for the Joint QQI/Community and Voluntary Sector Working Group**

   QQI is committed to developing effective collaboration and communication strategies with all of its stakeholders. The overarching purposes of the Joint QQI/Community & Voluntary Sector Working Group, hereafter referred to as the Working Group are:

   - to enable QQI to improve and expand its current communications with organisations who form its community and voluntary sector, and

   - to facilitate community and voluntary sector legacy providers in making an informed choice in relation to re-engagement.

2. **Overarching QQI Governance Responsibilities**

   The Working Group will operate within the normal good governance arrangements that the QQI executive applies to similar engagements. As part of this, the executive and Board of QQI will be kept informed of the Working Group's progress.

3. **Composition of the Working Group**

   The Working Group will comprise:

   - participants drawn by QQI from representatives of its current community and voluntary sector stakeholder group.
   - QQI representatives, and
   - other external stakeholder representatives, where necessary.

Members of the Working Group should prioritise their attendance at all meetings. However, in circumstances where this is not possible, members should suggest a proxy to attend a meeting on a once-off basis.

4. Leadership of the Working Group

The Working Group will be coordinated by QQI. All Working Group meetings will be led by an independent external facilitator. The primary function of this facilitator will be to maximise the impact for QQI of the Working Group meetings.

5. Working Group Logistics

QQI will be responsible for the Working Group's operational and secretarial logistics.

6. Tasks of the Working Group

The tasks of the Working Group are:

- to inform QQI's communication strategy and interaction with its community and voluntary sector stakeholders.
- to assist QQI in understanding and defining its categorisation of providers as *community and voluntary*.
- to develop a common understanding of quality assurance requirements in the context of the provision of certified education and training programmes.
- to assist QQI in understanding the context/environment in which the community and voluntary sector operate.
- to assist QQI in clarifying its operational requirements for future re-engagement with its community and voluntary sector organisations.
- to act as a communication and/or networking conduit between QQI and the community and voluntary sector, where appropriate.

7.   Schedule of Meetings

Meetings of the Working Group will continue as required throughout 2015.

Final Terms of Reference: 25 May 2015