College Sector of The Future

Terms of Reference - Delivery Assurance Group

TERMS OF REFERENCE - DELIVERY ASSURANCE GROUP

The College Sector of the Future Workstream scoping document describes the context, problem statement, aims, scope and method of the workstream. The outline success statement given there is as follows:

We want to secure a system that is:

a) *More equitable – making the system more progressive, providing parity of esteem for college learners.*
b) *Future-proofed - ensuring learners of all ages and stages of life can have their needs met by colleges and that colleges can meet the workforce needs, now and in the future.*
c) *Empowering – it encourages colleges to be innovative and collaborative.*
d) *Sustainable - any new models/frameworks are supported by a sustainable funding or financing environment.*

Functions

The primary function of the Delivery Assurance Group is to ensure that success statement is realised.

It will do this by guiding, challenging, and supporting the Work Co-ordination Group, including by:

1. critically assessing work plans and proposals relating to methodology, timing, and communications from the Work Co-ordination Group, giving feedback, direction and/or guidance as necessary to ensure that the work is high quality, bold and creative;
2. critically assessing progress reports from the Work Co-ordination Group, making course corrections as necessary;
3. considering whether the workstream is adequately resourced, and agreeing actions to fix as necessary;
1. approving key documents produced by the Working Group (including experts / contractors commissioned by the Working Group)*.

*Key documents are:

- documents for publication
- documents designed to have a significant impact on the workstream, for example: the workplan, specification and proposals for pillar 2, proposed methodology for Pillar 3.

Membership

Co-Chair: Minister for Innovation, Technology and Tertiary Education

Co-chair: Angela Cox, Chair, College Principals' Group

Members:

Amanda Callaghan, Deputy Director, Lifelong Learning and Skills, Scottish Government

Helen Cross, Director of Investment and Research, Scottish Funding Council

Waiyin Hatton, Chair, College Chairs' Group

Prof Ellen Hazelkorn, Joint Managing Partner, BH Associates education consultants; Professor emeritus, Technological University Dublin (Ireland); Joint Editor, Policy Reviews in Higher Education

David Hagendyk, Colleges Wales

Also in attendance: Gavin Donoghue as Chair of the Working Group, to provide the progress reports and report back to the Working Group.

The Minister may may not attend all meetings.

Group protocol

The Group will meet no more than 6-7 times.

Meetings will be via Teams for 2 hours. Dates and times will be organised by the Group Secretary, who will provide all attendees with the agenda and papers 5 working days in advance. The agenda will be agreed between the Co-Chairs and the Chair of the working group at least 10 working days in advance of the meeting.

Once approved, minutes will be published. Where necessary for pace and momentum, the Group will approve documents by correspondence in-between meetings.