

CCEA COMMITTEE TERMS OF REFERENCE

REGULATORY ADVISORY COMMITTEE

1 Constitution

- 1.1 The Regulatory Advisory Committee (the Committee) will support Council in carrying out its responsibilities for the development and accreditation of Qualifications.

2 Membership

- 2.1 The Committee will include no more than 2 Council members, the Chief Executive, nominated officers of the Council and at least 10 representatives, with a particular knowledge, expertise or interest in Qualifications development and regulation.
- 2.2 The majority of members of the Regulatory Advisory Committee shall be individuals who are neither members nor employees of CCEA and these members shall be nominated by the Chief Executive and appointed by the Chairman of Council for a term of up to 3 years.
- 2.3 The Chairperson of Council will appoint a Chairperson of the Committee.
- 2.4 The Chairperson of Council will appoint a Vice-Chair of the Committee.
- 2.5 Department of Education (DE) and Department for the Economy (DfE). Officials may attend meetings in an observer capacity. Only members of the Regulatory Advisory Committee shall have the right to vote. Observers will exit the meeting where voting is required.

3 Committee Support

- 3.1 The Chief Executive shall act as Senior Officer to the Committee.
- 3.2 Secretariat support to Committee meetings will be provided by the Manager to the Council Secretariat (should circumstances arise where this is unavailable, the Chief Executive will appoint appropriate support).

4 Quorum

- 4.1 The quorum of the Regulatory Advisory Committee will be :
- a) at least one third of the total membership of the Committee including the Chairperson or the Vice-Chairperson (this does not include officers);
 - b) at least one officer member of the Committee who must be either the Chief Executive/Senior Servicing Officer.

- 4.2 A duly convened meeting of the Committee at which a quorum is present shall be competent to exercise all of the authorities, powers and discretions vested in or exercisable by the Committee.
- 4.3 If a quorum is not present, the Chairperson may adjourn the meeting to another time or agree to proceed if agenda items are not deemed contentious or decisions are required.
- 4.4 Questions arising at any meeting shall be decided by a majority of votes, and in the case of an equality of votes, the Chairperson shall have a second or casting vote.

5 Meetings

- 5.1 Meetings will be held at least four times each year the General Conditions of Recognition and Design Principles.
- 5.2 The Chairperson may convene additional meetings of the Committee, as necessary.

Extraordinary Meetings

- 5.3 The Chairperson or Chief Executive may call an extraordinary meeting at any time, upon liaison with the Head of Accreditation. The necessary quorum applies.
- 5.4 A request to attend an extraordinary meeting of the Committee shall, except in the case of urgency, be given not less than five clear working days before the meeting and shall specify the agenda for the meeting.
- 5.5 All powers and duties set out in this document shall be applicable equally to an extraordinary meeting.

6 Notice of Meetings

- 6.1 Unless otherwise agreed, notice of each meeting confirming the venue, time and date, together with an agenda and supporting papers shall be forwarded to each member of the committee 5 working days in advance.

7 Minutes of Meetings

- 7.1 The proceedings and resolutions of the Committee meetings, including the names of those present and in attendance will be minuted and kept as a record.

8 Attendance at Meetings

- 8.1 The Chief Executive and relevant members of the Executive will normally attend meetings.

9 Duties

- 9.1 The duties of the Regulatory Advisory Committee will be to provide advice to Council on matters pertaining to the following.
- The regulatory procedures to be used to recognise awarding organisations and to accredit the qualifications they offer.
 - The nature and scope of the monitoring arrangements for recognised awarding organisations and the accredited qualifications they offer to ensure they add value to the Northern Ireland society and economy.
 - Procedures and arrangements to ensure that qualifications taken by learners in Northern Ireland are comparable in standard to similar qualifications taken by learners in other parts of United Kingdom
 - the nature and scope of qualifications frameworks, in particular within the broader European context
 - Developments in qualifications development across the United Kingdom and in the south of Ireland, taking account of Government policy.
 - Criteria and design principles developed for accredited qualifications, revised as appropriate in the context of national developments, and republished from time to time in order to ensure that accredited qualifications add value to the Northern Ireland society and economy.
- 9.2 In considering matters of strategy policy and technical issues, the Committee has a duty to ensure it considers such issues in the context of effective business planning and risk assessment; and that, as part of the governance of CCEA, it shall provide the Council with advice and guidance to ensure the fulfilment of the vision of CCEA and the Regulation function.
- 9.3 To consider research to support the development and regulation of qualifications and how best key stakeholders can be keep informed of qualification developments.

10 Reporting to Council

- 10.1 The Chairperson of the Committee (or nominated representative) shall report to the Council as required.
- 10.2 The Committee shall be responsible for making recommendations to Council as appropriate in any area of its remit.

