



## Learning Enhancement Committee Terms of Reference

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<b>Related policies/procedures/guidance/forms</b>	Disability Policy
<b>Staff member responsible for update</b>	Chair of Learning Enhancement Committee

### Amendment History

Version	Revision Summary	Date Approved	Author
053/21	Removed paras 8,11,12 from responsibilities & added new para 11. Membership updated to include more students, and Counselling staff.	18/11/21	Learning Support Committee
015/22	Editorial changes; Approved by Gov Group only. Changed lecturer to tutor and faculty to department.	14/2/22	Quality Manager
062/22	Editorial Changes; Name change from Learning Support to Learning Enhancement	22/9/22	Quality Manager



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### Objectives

1. The Learning Enhancement Committee (LEC) is responsible for all aspects of learning support within the College.

### Responsibilities

2. To oversee and monitor the work and development of the Learning Enhancement Department.
3. To provide appropriate advice and guidance for learning enhancement staff and volunteers.
4. To make recommendations regarding the development of learning support policy and practice.
5. To ensure greater integration and congruence between learning support and the development, content, and delivery of study skills within the College.
6. To monitor and respond to student complaints regarding learning support.
7. To keep abreast of relevant national and sector developments regarding learning support and special learning needs.
8. To ensure staff training and skill levels are kept up to date and fit for purpose.
9. To develop and implement processes for the continuous monitoring and evaluation of the learning support provided, and to consider and manage the outcome of these evaluation processes.
10. To ensure that the College is fulfilling its statutory responsibilities around disability, access, quality, and data protection, in so far as they relate to learning support. This will include having due regard to the College's Disability and Equal Opportunities Policies.
11. To take recommendations made by the committee to the Senior Management Team prior to any action being taken, so that resource and management implications can be assessed.

### Reporting

12. The LEC will provide regular reports (not less than twice per academic year) on its activities to the Equality, Diversity & Inclusion Monitoring

Group (EDIMG).

13. Reports may also be sent to other committees for consideration as relevant to their terms of reference.

### **Membership**

14. The committee has as its members:
  - Director of Undergraduate Studies or Director of Postgraduate Studies (Chair)
  - Learning Enhancement Co-ordinator
  - One Learning Enhancement Volunteer (nominated from within the group of volunteers)
  - Disability Officer (Physical)
  - Disability Officer (Learning Support)
  - Tutor responsible for study skills
  - Member of the Counselling Department
  - One or more student representatives, from different programmes if possible.

A member of professional support staff will attend as Secretary.

### **Meetings**

15. The LEC is convened by the Chair.
16. The LEC is a standing committee that meets as often as necessary with a minimum of one meeting per semester.
17. The minutes of the LEC will constitute a formal record of its meetings and decisions.

### Quorum

18. The Chair, Learning Enhancement Co-ordinator, one Disability Officer and one Student Representative will constitute a quorum.

### Subcommittees

19. There are no subcommittees of the LEC.