



# Learning Support Committee

## Terms of Reference

### 1. Objectives

- 1.1 The Learning Support Committee (LSC) is responsible for all aspects of learning support within the College.

### 2. Responsibilities

- 2.1 To oversee and monitor the work and development of the Learning Support Department.
- 2.2 To provide appropriate advice and guidance for Learning Support Staff and volunteers.
- 2.3 To make recommendations regarding the development of Learning Support policy and practice.
- 2.4 To ensure greater integration and congruence between learning support and the development, content and delivery of study skills within the College.
- 2.5 To monitor and respond to student complaints regarding learning support.
- 2.6 To keep abreast of relevant national and sector developments regarding learning support and special learning needs.
- 2.7 To ensure the Learning Support Department is adequately resourced in terms of staff and equipment.
- 2.8 To ensure staff training and skill levels are kept up to date and fit for purpose.
- 2.9 To develop and implement processes for the continuous monitoring and evaluation of the learning support provided.
- 2.10 To consider and manage the outcome of these evaluation processes by, for example:
  - Considering end of year evaluations completed by students and tutors
  - Quantitative review of numbers of students supported, services offered, progress attained, malpractice cases etc.
- 2.11 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.

### 3. Reporting

The LSC will provide regular reports (not less than twice per academic year) on its activities to the Diversity & Equal Opportunities Monitoring Group (DEOMG).

Reports may also be sent to the Academic Quality Assurance Committee for consideration as relevant to their terms of reference.

#### 4. Membership

The committee has as its members:

- Director of Undergraduate Studies (Chair)
- Learning Support Co-ordinator
- Learning Support Volunteers
- Disability Officer (Physical)
- Disability Officer (Learning Support)
- Lecturer responsible for study skills
- Student Representative
- Member of professional support staff (Secretary)

#### 5. Meetings

The LSC is convened by the Diversity & Equal Opportunities Monitoring Group. The LSC is a standing committee that meets as often as necessary with a minimum of one meeting per semester.

The minutes of the LSC will constitute a formal record of its meetings and decisions.

##### 1) Quorum

The Chair, Learning Support co-ordinator, one Disability Officer and one student representative will constitute a quorum.

##### 2) Subcommittees

There are no subcommittees of the LSC.

<b>Document control box</b>			
Title	<b>Learning Support Committee Terms of Reference</b>		
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Quality Code consulted	Admissions, Recruitment and Access; Enabling Student Achievement		
Member of staff responsible	Chair of the Learning Support Committee		