



## Non-Higher Education Programmes Committee Terms of Reference

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<b>Staff member responsible for update</b>	Principal

### Amendment History

Version	Revision Summary	Date Approved	Author



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### Objectives

1. The Non-Higher Education Programmes Committee (Non-HEPC) meets to ensure the efficient development and delivery of non-HE programmes and the quality of the student learning experience.

### Responsibilities

2. To oversee and manage the delivery of non-HE programmes;
3. To address issues related to the application of College policies and regulations to a non-HE programme;
4. To formulate responses to programme reports and reviews;
5. To respond as necessary to issues raised by student and staff feedback via the Academic Quality Assurance Committee (AQAC);
6. To be responsible for non-HE 'teaching and learning strategy' on the programme;
7. To oversee responses to external reviews;
8. To monitor student progress, including identifying and initiating as necessary any actions prompted by concerns about student wellbeing;
9. To oversee non-HE student support, e.g., induction / pastoral support / study skills sessions / specific learning needs for specified programmes;
10. To ensure that promotion of equality, diversity and inclusion is taken into account in teaching and learning policy for non-HE programmes;
11. To approve editorial modifications to the curriculum in accordance with the Curriculum Modification Policy.

### Reporting

12. The Non-Higher Education Programmes Committee will provide a report to the Academic Board of its activities twice a year.

## Membership

13. The Committee will comprise:
  - Chief Operating Officer (Chair)
  - Dean of Ministerial Formation (Deputy Chair)
  - At least three, and not more than five counselling faculty members
  - At least two, and not more than five non-HE associate tutors (e.g., Equipped to Minister tutors)
  - Not more than three student representatives from the programme
14. The Principal is an *ex officio* member of this Committee. The Committee will be supported by the Assistant Registrar as Secretary.

## Meetings

15. The Non-Higher Education Programmes Committee is a standing committee convened by the Academic Board.
16. The committee meets as regularly throughout the year as required, with a minimum of two meetings per annum.
17. Three members including the Chair or Deputy Chair, a counselling tutor, a non-HE associate tutor, and one student shall constitute a quorum.
18. The minutes of the committee will constitute a formal record of its meetings and decisions.
19. There are no subcommittees of the Non-Higher Education Programmes Committee.