

CILEx Qualifications Committee Terms of Reference

Purpose

Reporting to the CILEx Professional Association Board:

1. To provide oversight that the CILEx education strategy is fit for purpose, responsive to developments in the legal and education sectors and aligned with the CILEx Professional strategic aims.
2. To provide oversight that CILEx qualifications are fit for purpose and the associated qualification arrangements ensure the delivery of valid, reliable and fair assessments in order that standards are maintained across qualifications and over time.
3. To provide oversight that CILEx effectively monitors its compliance with regulatory requirements (including the regulatory requirements of Ofqual, Qualifications Wales, CCEA and CILEx Regulation Ltd) in relation to the design, development, delivery, award and withdrawal of its regulated qualification offering.
4. To provide oversight that CILEx effectively identifies and manages its risks and conflicts of interest in relation to the design, development, delivery, award and withdrawal of its regulated qualification offering.

Remit

1. To oversee and monitor the effectiveness of the CILEx education strategy, ensuring that the strategy is aligned with and responsive to government education policy and developments in the legal sector.
2. To advise on the ongoing validity of CILEx regulated qualifications.
3. To advise on new and substantive changes to CILEx qualifications, CILEx regulations and policies underpinning the design, development, delivery, award and withdrawal of CILEx qualifications.
4. To advise on the validity and compliance with regulatory requirements of newly developed regulated qualifications, and make recommendations accordingly to the Professional Board.

5. To determine and monitor the status of CILEx compliance with the Ofqual and CCEA General Conditions of Recognition and the Qualifications Wales Standard Conditions of Recognition, and report accordingly to the CILEx Professional Board.
6. To ensure that CILEx qualifications meet the standards set by CILEx Regulation Ltd.
7. To measure CILEx performance in relation to the design, development, delivery and award of regulated qualifications.
8. To monitor the management of risks, issues and incidents in relation to the design, development, delivery, award and withdrawal of CILEx qualifications.
9. To oversee the management of accredited centre compliance and risk.
10. To oversee the management of conflicts of interest in relation to the design, development, delivery and award of regulated qualifications
11. To monitor CILEx's approach to equality and diversity in relation to the design, development, delivery and award of CILEx qualifications and the accessibility of CILEx regulated qualifications.
12. To monitor CILEx's approach to the recognition of prior learning.
13. To monitor malpractice investigations and decisions relating to the development, delivery and award of CILEx regulated qualifications.
14. To monitor enquiries and appeals relating to the delivery and award of CILEx regulated qualifications.

Members

Maximum:

- 3 Independent members
- 2 Professional members

Chair

Chair to be appointed from the members of the committee by the Appointments & Scrutiny Committee

Vice – Chair

Vice-Chair to be appointed from the members of the committee by the Appointments & Scrutiny Committee

Quorum

- 2 Independent members
- 1 Professional member

Frequency of meetings

Minimum of 3 meetings per annum

Commitment

1. You should be prepared to read and/or attend any relevant induction or training materials or events as reasonably required to enhance the governance of CILEx;
2. You should attend all scheduled meetings for the Committee;
3. Where you find you are unable to attend a meeting, you should inform the executive team 1 month ahead of that meeting;
4. You should ensure that you have read and digested the content of relevant meeting papers sent to you ahead of meetings with the agenda. Where you have any query as to their content, you should raise those queries in advance of the meeting;
5. When attending meetings, you should engage in debate and make contributions to discussions;
6. You should be respectful of the position of the Chair, of the collective responsibility of Committee decisions and of the majority any prevailing votes;
7. You should be prepared to participate in the Committee's performance and evaluation exercise, under the auspices of the Appointments & Scrutiny Committee, including annual performance appraisal and the end of term of office review at the end of your 3 years appointment