

# Communications Sub-Committee

## Terms of Reference

## Communications Sub-Committee Terms of Reference

<b>Governance unit</b>	Communications Sub-Committee
<b>Document</b>	Terms of Reference
<b>Approved by</b>	QAGMC 19/05/2019 Revised version approved 05/10/22
<b>Version</b>	1.0 1.1 (revised 30/11/2021) 1.2 (Revised 02/03/2022)
<b>Due for review by</b>	September 2023

<p><b>Role</b></p>	<p>The overall purpose of this sub -committee is to inform and create for LMETB FET, a public communications policy and a clear strategy which is in line with the overall LMETB Strategy Statement (2017-2021), and guidelines from the relevant awarding bodies (including section 9 of the QQI Core Statutory QA Guidelines 2016).</p> <p>In summary it will:</p> <ul style="list-style-type: none"> <li>• Recommend on procedures for the dissemination of information to, and the collection and application of feedback from, learners and stakeholders</li> <li>• Recommend on the necessary safeguards and procedures for managing learner and stakeholder information to ensure that the information presented is accurate and up todate.</li> <li>• Review and recommend for approval, policies (and revisions) relating to learner and stakeholder information to the QAGMC</li> <li>• Develop guidelines/branding protocols for all communication and marketing materials including Learner and stakeholder information, results of reviews, LMETB Website, FET Centre/PLC College websites links, printed material, assessment information, , quality assurance handbook and the publication of quality assurance reports.</li> </ul> <p>The Communications sub-committee is a sub-group of the LMETB Quality Assurance QA Committee (QAGMC). Reports and recommendations will be submitted to the QAGMC. Reports may take the form of minutes or draft minutes of meetings.</p>
<p><b>Membership</b></p>	<p><b>Chair:</b> The AEO as a member of the QAGMC. In his/her absence the chair shall be taken by a staff member, designated by the AEO.</p>

	<p><b>Secretary:</b> The FET Communication Officer, or equivalent staff member designated by the FET Director.</p> <p><b>Ordinary Members:</b> 7 Staff members drawn from across the ETB, as the (FET Director) determines appropriate. If nominees are not in a position to attend, they should discuss this with their line manager.</p> <p><b>External Members:</b> The AEO may recommend to the FET Director the appointment of external members with specific expertise to the Communication Sub-committee. These will be persons who can bring an external perspective to the working of the sub-committee, such as experts in FET or in Marketing. Persons with expertise from other ETBs may also be invited to join the Sub-Committee for a defined period.</p>
<b>Accountable to</b>	FET Director
<b>Schedule of Meetings</b>	<ul style="list-style-type: none"> <li>• The Communication Sub- committee will meet at least 4 times a year</li> <li>• In order for a quorum to be established, 50% of members + 1 additional member must be in attendance</li> <li>• The meeting agenda and supporting documentation must be circulated to members in advance of a scheduled meeting</li> <li>• Decisions are made by consensus</li> <li>• Meeting outcomes are recorded and circulated in draft form within 2 weeks of a meeting</li> <li>• The minutes of meetings are approved at the beginning of the subsequent meeting of the Communications Sub-committee.</li> </ul> <p>At the discretion of the Chair, incorporeal meetings of the Communications Sub-committee may be held where reports can be circulated virtually and accepted by the</p>

	<p>Communications Sub-committee without the Sub-committee having to meet in person.</p>
<b>Methodology</b>	<p>The Communications sub-committee will:</p> <ul style="list-style-type: none"> <li>• Identify the LMETB FET target audiences in respect of Public Information (External) and Communication (External and Internal).</li> <li>• Compile a list of current public information and communication methods within LMETB FET provision including websites, emails, social media, handbooks, information leaflets, radio and televisions advertising etc.</li> <li>• Create a list of all LMETB FET Centres/PLC College websites and ensure that the various LMETB provision websites and social media platforms link to and from the LMETB website.</li> <li>• Identify gaps and areas for development by researching individual LMETB FET provision websites and the LMETB overall website with a view to establishing best practice in providing public information and communication.</li> <li>• Agree a style guide for providing course information to the public to ensure consistency and to build the LMETB FET brand.</li> <li>• Identify appropriate methods and means of communicating with learners and stakeholders in relation to surveys, key updates etc.</li> <li>• Agree a style guide for a learner handbook template.</li> <li>• Compile an overall Social Media Policy for use in LMETB FET</li> <li>• Identify the key elements that make up a complete Public Information and Communications Policy for LMETB FET.</li> <li>• Evaluate the progress of the overall policy and identify further objectives that need to be realised in line with the purpose of creating the complete policy.</li> </ul> <p>Where relevant the sub-committee must consider the Public Information and Communication Section (9.1, 9.2 and 9.3 – pg. 19) of QQI Core Statutory QA Guidelines 2016</p>
<b>Operational Matters</b>	<ul style="list-style-type: none"> <li>• Agreeing key deliverables against a Gantt Chart.</li> <li>• Providing a report to the FET Director upon request, identifying key actions taken by the Communication sub-</li> </ul>

## Communications Sub-Committee of LMETB FET QA Governance Structures

	<p>committee and any recommendations to the QAGMC, as appropriate</p> <ul style="list-style-type: none"><li>• Participating in the review of its terms of reference and formally making recommendations to the FET Director for amendments and additions, if required</li><li>• Exercising any other functions, which may be formally delegated to it by the FET Director.</li></ul>
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