

**Co-opted Director, Scottish Credit and Qualifications Framework Partnership Board and**

**Chair of the SCQFP Quality Committee**

The SCQF Partnership is looking for a co-opted Director to SCQF Partnership Board, who will also act as the Chair of the Board’s Quality Committee. The current postholder, Malcolm Foley, is retiring from the role in March 2024.

The SCQF Partnership has a staff of 12 based in central Glasgow. It is a company limited by guarantee and is a Scottish registered charity. The SCQF Partnership has a Board of Directors which comprises the senior officer (Chief Executive) from each of the following organisations:

* College Development Network;
* Quality Assurance Agency for Higher Education;
* Scottish Qualifications Authority;
* Universities Scotland.

In addition the Board may co-opt up to two Directors. One of those co-options is reserved for the Chair of Quality Committee and it also currently has a co-opted Director representing employer interests.

The Scottish Credit and Qualifications Framework (SCQF) supports individual learners and exists to sustain a vibrant lifelong learning culture in Scotland. It is our aim to include, where appropriate, all qualifications and assessed learning in Scotland within the SCQF so that learners can identify their current position in relation to the Framework and can plan their future learning pathways. In order to maintain the quality and integrity of the Framework the Board appoints a Quality Committee to oversee all of the work related to the approval and monitoring of Credit Rating Bodies, all work linking the SCQF to European or International Frameworks and the development of principles, criteria and guidance for the process of credit rating.

Further detail on the role of Quality Committee plus the role of the Chair can be found in the annexes. Please note that because of the potential for conflict of interest **we cannot accept applications from anyone currently employed by a Credit Rating Body**. To apply, please send your up to date CV and covering letter/supporting statement expressing why you are interested in this opportunity and your suitability to Beverley Wallace, Senior Administrator, at [b.wallace@scqf.org.uk](mailto:b.wallace@scqf.org.uk)

If you would like to discuss the role in further detail please contact Pauline Radcliffe, Chief Executive, at [p.radcliffe@scqf.org.uk](mailto:p.radcliffe@scqf.org.uk) or on 07824865019.

We have provided below a note of all the critical dates within this recruitment campaign which we hope will help you plan your diary:

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| --- | --- |
| Closing date for applications | 15 January 2024 |
| Interviews with Chair of the Board and Sheila Dunn, Head of Quality Enhancement and Recognition | February 2024 |
| Recommendation to Board | March 2024 |
| Commencement of appointment | April 2024 |

Annex 1



**Chair of the SCQFP Quality Committee**

The SCQFP Quality Committee is a vital Committee of the SCQF Partnership responsible to the Board for the maintenance of the quality assurance and integrity of the Framework. The Chair has to be seen as a neutral advocate for the SCQF capable of providing an independence in matters relating to Credit Rating Bodies. With that in mind the Chair cannot be currently employed by an existing Credit Rating Body.

The Chair of the SCQF Quality Committee is appointed by the SCQF Partnership Board and as part of that process will also become a co-opted Director of the Board in order that they can contribute to the full discussion of the business of the organisation as a whole. Appointment would normally be for a period of four years in the first instance.

**Role of the Chair**

The Chair of the SCQF Quality Committee will ensure that the Committee fulfils its role in relation to the Terms of Reference for the Committee including:

* Agreeing an annual programme of activities and meetings with the Executive Team;
* Chairing and/or contributing to seminars, briefings, workshops organised under the aegis of the Quality Committee;
* Providing recommendations to the Board of Directors on any issue that may have an impact on or affect the quality and integrity of the Framework;
* Ensuring the Committee addresses any issues affecting the quality assurance of the Framework that may be drawn to its attention;
* Making recommendations to the Board in relation to organisations which have applied to become SCQF Credit Rating Bodies;
* Ensure appropriate monitoring of Credit Rating Bodies;
* Ensuring that the Principles and Criteria as laid down in the Handbook are robust and effective in maintaining the integrity and quality assurance of the Framework;
* Ensuring that in its work the Committee is informed of, and discusses, related developments in Scotland, the rest of the UK, Europe and internationally.

**Person Specification**

* Experience at a strategic level, working with policy makers across Scotland and/or the UK
* Suitable experience, understanding and knowledge of the education sector in Scotland
* Extensive knowledge and skills relating to quality assurance of educational provision
* Strong effective communication and inter-personal skills
* Experience of chairing committees, working groups etc.
* A high degree of political sensitivity at different levels
* Experience of communicating key messages to a range of audiences
* Board or governance experience

The time commitment required cannot be stated precisely. The Quality Committee meets quarterly as does the Board so it is estimated that the essential duties of the Chair/non Executive Director should require, on average, the equivalent of around 12 - 15 meetings/events per year most of which are not full days.

The position of Chair of the Quality Committee and Board member of the SCQF Partnership is seen as a public service and therefore not remunerated. However, you will receive reimbursement for any travel and other incidental expenses.

Applications are encouraged from all suitable candidates regardless of their gender, race, religion, disability or other characteristics protected by the Equality Act 2010. Support will be available for anyone who reasonably requires help to apply.

Annex 2



**SCOTTISH CREDIT AND QUALIFICATIONS FRAMEWORK PARTNERSHIP**

**TERMS OF REFERENCE: QUALITY COMMITTEE**

Quality Committee has been established by the Board of the SCQF Partnership to make recommendations to it on all issues concerning the ongoing maintenance and assurance of the Framework.

## Role of the Quality Committee

The specific responsibilities are to:

1. At the request of the Board, consider applications for approval as an SCQF credit rating body, and propose any conditions and recommendations based on the outcomes of its considerations of the approval team report to the SCQFP Board;
2. Manage the self assessment annual monitoring process of SCQFP Approved credit rating bodies and make the decision as to whether a CRB continues with its credit rating authority and make any conditions and recommendations based on the SCQFP Officer reports;
3. Manage the periodic review process of SCQFP Approved credit rating bodies, and propose any conditions and recommendations based on the outcomes of its considerations to the SCQFP Board;
4. Ensure the maintenance of a public register of recognised credit rating bodies and that outcomes of credit ratings are made public;
5. Support the articulation of the SCQF with other national and international frameworks;
6. Receive reports on European related activities such as EQF, ECVET, EQAVET and ESCO and consider any implications for the SCQF and make recommendations as appropriate;
7. Consider and provide comment to the Board on the draft Annual Operating Plan;
8. Receive updates from committee members regarding any work of their organisations which have a direct link to the work of the SCQF.
9. Discuss and provide comment on other issues and activities the Committee identifies as appropriate for the proper and consistent understanding and application of the SCQF.

In respect of the above, the work of the Committee will focus on understanding and application of the ‘technicalities’ of the SCQF. The Committee, however, will as required, work with other bodies/awarding bodies/sectors/areas of education and training.

# Membership

Members of the Committee will be appointed by the Board in discussion with the Chair of Quality

Committee on the basis of their expertise and experience in the development and quality assurance

of credit, qualifications and frameworks. Members are appointed as individuals and sectors and/or

organisations will be invited to nominate a member along with the rationale for their nomination

highlighting their relevant experience.

The Board is also concerned to ensure that the Committee includes members from across the range of sectors, awarding and quality assurance bodies associated with and encompassed by the SCQF. In this regard therefore nominations will be sought from the following sectors and organisations:

The community learning and development sector;

The school sector;

The higher education sector;

The college sector;

Employers

The ‘learners’;

Professional Bodies in Scotland;

HMIE;

QAA;

Credit Rating Bodies

SQA;

The SCQF Executive Team.

The membership of the Committee will be reviewed on a regular basis. Members will be invited to serve for a period of four years. At the end of this period a dialogue will take place between the individual and the Chair about the value to both of serving an additional period prior to a dialogue with the nominating organisation

Given the need for such specific experience, members of the Quality Committee will not be able to nominate substitutes in their absence. The Secretariat will, however, take written or verbal comment on any agenda items, raise these on behalf of the member, and provide a written response to the member post Committee.

Also given the need for the experience there is an expectation on members to attend/contribute on a regular basis. If there are two consecutive absences without clear and justifiable supporting evidence and without any contribution to the agenda discussion the Chair will consider whether the nominating organisation should be contacted to provide another representative who could commit fully to the role.

**Conflict of Interest**

Members will declare any conflict of interest to the membership of the Committee prior to the

commencement of discussions where this may arise.

**Chair**

The Chair of the Committee will be appointed by the SCQF Partnership Board.

**Co-opted members**

The Committee may co-opt up to two members to provide additional expertise in areas of its responsibilities.

#### Observers

The Committee may recommend that observers should be invited to attend the meetings of the

Committee.

# Secretariat and support

Officers of the SCQF Company will attend all meetings of the Committee and in addition will provide a secretariat function.

**Sub Committees/Working Groups**

The Committee may establish sub-committees, working groups and/or commission work as required

in order to fulfil its role.

**Frequency of meetings**

The Quality Committee will meet at least quarterly prior to each Board meeting. As and when required, and agreed by the Chair of the Committee and the members, it may meet more frequently in order to fully discharge its plan of work.

**Reporting requirements**

The Quality Committee will report formally to each meeting of the SCQF Partnership Board. This will be done via the Chair of the Committee who will present the minutes and highlight areas requiring either approval or discussion.