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**Institute Quality Administrators/Institute Quality Committee Secretaries**

**Role description**

This is a generic role description of key responsibilities for Institute Quality Administrators/Institute Quality Committee(IQC) Secretaries, indicating key expectations, in order to ensure some consistency across Institutes. The role descriptors can be added to by Institutes, and it is recognised that in some Institutes the responsibilities will be divided across more than one individual.

Key responsibilities include:

**1 IQC Meetings**

1.1 Agree dates of IQC meetings with IQC Chair, inform members and book meeting rooms as required.

1.2 Agree agenda for meetings with IQC Chair with reference to [Institute Quality Committee Terms of Reference](http://www.worc.ac.uk/aqu/documents/IQCTermsOfReference.doc), follow up on action points/matters arising, collate and send out papers, and take minutes.

**2 Course documentation**

2.1 Advise course teams on procedure for making amendments to modules and modifications to Courses (with reference to the [Amendments to Courses and Modules - table of guidance](http://www.worc.ac.uk/aqu/documents/Appendix15GuideForDiscussingAppropriateMechanismsforChange.doc)); check forms are completed and signed as appropriate; check sent to external

examiners, or send to external examiners, for comment as appropriate; circulate comments for consideration under agreed University procedure; ensure approval outcomes are accurately recorded and a record for each course of all minor amendments and modifications is maintained.

2.2 Where necessary ensure that, following approved module changes and course modifications, programme specifications are updated, stored on the institute’s O drive and sent to AQU to be added to the AQU website and copied to all interested parties i.e. Registry (for updating SITS) and Programme Advisers.

2.3 Work with the Institute Quality Lead/IQC Chair and members of IQC to assure the accuracy and annual updating of course handbooks, and availability of current version on SOLE.

**3 Periodic Reviews and Course Approvals**

3.1 Liaise with AQU and Institute Quality Lead/IQC Chair on schedule for periodic reviews and course approvals for the year with regular updates/meetings with AQU Officer as appropriate.

3.2 Liaise with AQU Officer and Institute Quality Lead/IQC Chair on scrutiny of course proposals and periodic review documentation, supporting course teams in preparation for events as required e.g. attending and minuting scrutiny events, saving documents onto CDs/memory sticks, checking against list of documents required.

3.3 Support IQC Chair and AQU Officer in collating final paperwork following reviews and approvals, and in providing an update on periodic reviews after the first year to go to Audit and Review Committee.

**4 External examiners**

4.1 Liaise with AQU on requirements for new and replacement external examiners.

4.2 Ensure that all courses produce a response to the external examiner’s report, that the response is signed off by the relevant member of Institute staff, and that the report and completed response is uploaded to the relevant folder on the O drive.

4.3 Support as appropriate, senior Institute staff to make certain arrangements are in place for the scheduling and Chairing of Examination Boards, ensuring all parties, including external examiners, are informed in the first part of the academic year.

**5 Annual Evaluation Reports**

5.1 Liaise with IQC Chair to agree schedule for submission, scrutiny and consideration of Annual Evaluation Reports and Enhancement Plans.

5.2 Ensure Annual Evaluation Reports and Enhancement Plans are received for all courses, and link tutor reports for all collaborative courses.

5.3 Provide information to IQC on the submission and scrutiny of reports and support IQC Chair in preparation of Institute Annual Evaluation Report.

**6 Professional, Statutory and Regulatory Bodies (PSRBs)**

6.1 Forward to AQU any reports/correspondence received from PSRBs or requirements for quality-based reviews etc.

**7 Other quality issues**

7.1 Attend Institute Quality Lead/IQC Secretaries and Chairs meetings arranged by AQU and give updates on progress and feedback on procedures as required.

7.2 Collect and circulate as required any quality documentation and reports from sources such as partnership reviews, post-exam board module moderation groups, thematic audits, strategic partnership meetings.

7.3 Support Institute Quality Lead/IQC Chair in communicating and implementing new or updated Institute policies.

7.4 Support the Quality Lead/IQC Chair as appropriate in ensuring that all courses have in place appropriate arrangements for Course Management Committees and student representation, are reminded of terms of reference, and standard agenda, and that notes of meetings are stored on the relevant folder on the O drive.

7.5 Support the Quality Lead/IQC Chair in ensuring that all modules undertake end of module evaluation, and provide a summary and response to students.

Version reference: 1.0

Date: November 2013

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