

**ITTE Quality Assurance and Compliance Task Group (2021/22)**

**The University’s Committee Structure aims to put the University in a position of strength to deliver the evidence base that will enable us to engage with the OfS and its conditions of registration:** <https://www.officeforstudents.org.uk/advice-and-guidance/regulation/registration-with-the-ofs-a-guide/conditions-of-registration/>

**Individual Committees are expected to utilise a range of indicators, quantitative and qualitative intelligence and horizon scanning that will enable them to monitor and review trends and spot (early on) any issues that may affect compliance. In doing so, they are empowered to drive and effect changes accordingly.**

Purpose and Scope

To monitor and report to both Senate and the University Operations Team on the compliance of the University ITTE programmes with current Department for Education requirements for the recommendation of the award of QTS and to ensure preparedness for OfSTED inspections in line with Department for Education (DfE) ITT criteria:

ITT Criteria

<https://www.gov.uk/government/publications/initial-teacher-training-criteria/initial-teacher-training-itt-criteria-and-supporting-advice>

ITT Core Content Framework

<https://www.gov.uk/government/publications/initial-teacher-training-itt-core-content-framework>

ITT Ofsted Inspection Framework

<https://www.gov.uk/government/publications/initial-teacher-education-ite-inspection-framework-and-handbook>

Terms of Reference

1. To ensure that the University is compliant with requirements for ITTE students through:

* + Maintaining and sharing within the Group an understanding of current and developing DfE ITT compliance requirements and their practical application into the university’s operating practices.
  + Considering and agreeing procedures and guidance required to meet DfE ITT compliance requirements and defining/re-defining roles and responsibilities so clarity can be developed and maintained. Avoiding either duplication and/or omission in order to maintain and secure DfE ITT compliance.
  + Promulgating the DfE and University agreed procedures and guidance and ensuring that those involved with ITE trainees and ITTE applicants are aware of, take responsibility for and adhere to them.
  + Arranging/undertaking internal audits of areas involved in the recruitment, teaching and support of ITE trainees.

2. To support in preparing for OfSTED Inspections and OfSTED improvement planning, ensuring that all data and information required are in order and reflect the way the University is operating in relation to ITTE trainees.

3. To advise ULT of issues arising in relation to the way the appropriate University areas are complying or not complying with DfE ITT compliance requirements, recommending where changes should be made.

4. The Group will provide reports for ULT as appropriate.

5. At times there is highly restricted and confidential information discussed and where necessary such information will be redacted from any forwarding reports.

Quoracy

50% plus 1. Attendance of members will be monitored on an annual basis.

Frequency of Meetings

Monthly (with additional meetings when required)

Constitution

Faculty of Education Executive and Associate Deans, and representatives of ITTE programmes; Faculty of Education office; Registry and PSD.

Membership

Chair – Executive Dean, Faculty of Education

Vice Chair – Associate Dean, Faculty of Education

Head of Primary

Head of Secondary ITE

Deputy Registrar

Head of Registry

Deputy Head of Registry – Admissions

Interim Head of Admissions

Faculty of Education Office Manager

Senior Administrator for OfSTED and Data

Faculty Office Administrator (Linda Clausen)

Management Information Officer (PSD) (Julian Bache)

Tenure

Three years for ex-officio members

Servicing & Arrangements for Papers

Quality Office