

Programme of services for 1 August 2013 to 31 July 2014

The following activities have been identified for 2013/14.

Services
<i>General:</i>
<ul style="list-style-type: none"> • Hold annual meetings with HE institutions in Wales • Liaise with FE institutions with HE portfolio through the HE in FE Network meetings • Attend meetings of relevant committees e.g HEFCW SETQC and QAESG • Attend specific meetings arranged to discuss matters relating to HE and quality assurance • Liaise with relevant bodies, including NUS Wales, HEFCW, HEW, HEA, Welsh Government, Colleges Wales, Coleg Cymraeg Cenedlaethol • Work with public, statutory and regulatory bodies to minimise the duplication of quality assurance mechanisms to which HE is subject • Assist with enquiries from the HE sector and from others in Wales • Provide a progress report against the SLA three times a year to HEFCW and HEW • Provide an annual report to HEFCW and HEW • Ensure that QAA policies, practices, publications and reports take account of the full range of related activities, issues and policies in Wales • Provide a member of staff to act as the Head of QAA Wales and lead on QAA meeting the requirements of this SLA • Include details of the Head of QAA Wales in QAA publications that provide general contact details • Meet the requirements of the Welsh Language Commissioner, as well as its own, HEIs' and HEFCW's Welsh Language Schemes, including ensuring that it maintains an appropriate organisational capacity in the Welsh language • Have an appropriate equal opportunities policy, work to develop a single equality statement, and take account of the requirements of the HEFCW Strategic Equality Plan, seeking opportunities to promote equality in line with the legal requirements placed on the UK funding councils under the Equality Act 2010
<i>Quality Assurance, including Institutional Review Process: Wales (IR)</i>
<ul style="list-style-type: none"> • Conduct three IRs (Cardiff Metropolitan University, Cardiff University, Swansea University) • Arrange to include at least one member in each team of institutional reviewers with knowledge and/or expertise in the higher education sector in Wales • Provide at least one Welsh-speaking reviewer on a team if requested by the institution • Further develop appropriate arrangements for the assessment of directly funded HE provision in FE institutions in Wales, where this provision is not covered by other quality assurance arrangements • Provide training for QAA reviewers on the requirements and specifications of the Institutional Review process for Wales. • Hold an event to promote the Quality Code • Provide specific support to institutions preparing for institutional visits • Take account of the HEFCW consultation on the IRW and publish a revised

handbook by March 2014
<ul style="list-style-type: none"> • Conduct an annual monitoring visit to UW to provide assurance that the University is meeting its responsibilities for quality and standards during the period of the operation of its exit arrangements
<ul style="list-style-type: none"> • Operate follow up procedures on IR outcomes, as identified in the IR handbook
<ul style="list-style-type: none"> • Provide the HEFCW and HEW liaison officers, in confidence, with copies of letters from the QAA to the HEI regarding the draft and final IR outcomes.
<ul style="list-style-type: none"> • Publish the final versions of IRW reports
<ul style="list-style-type: none"> • Operate procedures for dealing with concerns about standards and quality in Wales
<i>Student engagement</i>
<ul style="list-style-type: none"> • Include a student reviewer as a full member of review teams
<ul style="list-style-type: none"> • Work with others to provide clearer information on quality and standards for students
<ul style="list-style-type: none"> • Work with Wise Wales partners to support student engagement across the HE sector in Wales
<ul style="list-style-type: none"> • Work with higher education institutions to develop the role of students in institutional quality management
<ul style="list-style-type: none"> • Consider and implement arrangements to support and further student engagement in quality processes
<i>Quality enhancement</i>
<ul style="list-style-type: none"> • Work with HEFCW, HEW, HEA and the HE sector on quality enhancement issues relating specifically to Wales
<ul style="list-style-type: none"> • Evaluate the IR arrangements on an ongoing formative basis
<ul style="list-style-type: none"> • Hold an event to disseminate the outcomes of the foundation degree review
<ul style="list-style-type: none"> • Engage with the Future Directions quality enhancement theme and make links between this and the QAA's work

Financial Schedule 2013/14

Item	£
Direct Review Costs	
Institutional Review Wales	74,876
Overseas Audit (including UK visits)	4,368
Access Reviews/License Applications	2,717
Total Direct Review Costs	81,961
Direct Support Costs	
Wales Training	2,846
Wales FD Training	3,240
ARLC	460
Access General	2,463
ACDAP Committee	472
Total Review Direct Support Costs	9,481
Public Engagement Group (PEG)	
PEG (ALL)	15,747
PEG (Wales)	11,580
PEG (Foundation Degrees Wales)	1,610
PEG (Pay)	52,257
Total PEG	81,194
Reviews Pay	
Pay Overseas	1,650
Pay review group Wales	71,517
Pay Access	19,050
Pay Foundation Degrees	1,250
Total Reviews Pay	93,467
Welsh Office liaison	4,200
Research Development and Partnerships	
Pay (Dev)	52,843
RDP	11,710
Total development and Enhancement Costs	64,553
Overhead Costs	
Overheads Non Pay	93,322
Overheads Pay - Gloucester	119,811
Total Overheads	213,133
Total Costs	547,988
Income	
Other Income - pubs	
Income - Subs	257,754
Investment income	2,250
Allocation of DAP	2,069
Educational oversight	4,886
Total Income	262,821
Total to be Funded by HEFCW	285,167
Core Funding	279,067
Foundation Degree Funding	6,100