

## Programme of services for 1 August 2015 to 31 July 2016

The following activities have been identified for 2014/15.

<b>Services</b>
<i>General:</i>
<ul style="list-style-type: none"> <li>• Hold annual meetings with HE institutions in Wales</li> <li>• Liaise with FE institutions with HE portfolio through the HE in FE Network meetings</li> <li>• Attend meetings of relevant HEFCW committees as appropriate</li> <li>• Attend specific meetings arranged to discuss matters relating to HE and quality assurance</li> <li>• Liaise with relevant bodies, including NUS Wales, HEFCW, Universities Wales, HEA, Welsh Government, Colleges Wales, Coleg Cymraeg Cenedlaethol</li> <li>• Work with public, statutory and regulatory bodies to minimise the duplication of quality assurance mechanisms to which HE is subject</li> <li>• Assist with enquiries from the HE sector and from others in Wales</li> <li>• Provide a progress report against the SLA three times a year to HEFCW and Universities Wales</li> <li>• Provide an annual report to HEFCW and Universities Wales</li> <li>• Ensure that QAA policies, practices, publications and reports take account of the full range of related activities, issues and policies in Wales</li> <li>• Provide a member of staff to act as the Head of QAA Wales and lead on QAA meeting the requirements of this SLA</li> <li>• Include details of the Head of QAA Wales in QAA publications that provide general contact details</li> <li>• Meet the requirements of the Welsh Language Commissioner, including the Welsh language standards as appropriate, 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,</li> <li>• Have an appropriate equal opportunities policy, maintain 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</li> <li>• Working with HEFCW, Universities Wales and Welsh Government on the implementation of the quality assessment aspects of the HE (Wales) Act.</li> <li>• Work with HEFCW, UnisWales and the HE sector in relation to the Credit and Qualifications Framework for Wales</li> <li>• Work with HEFCW on changes arising from new powers under the Higher Education (Wales) Act</li> </ul>
<i>Quality Assurance, including Higher Education Review: Wales (HERW)</i>
<ul style="list-style-type: none"> <li>• Conduct four Higher Education Reviews: Wales (HERWs) – Aberystwyth University, Grŵp Llandrillo Menai, Neath Port Talbot College, and Gower College Swansea</li> <li>• Conduct one student focussed mid-process review (Glyndŵr University)</li> </ul>

<ul style="list-style-type: none"> <li>• 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</li> </ul>
<ul style="list-style-type: none"> <li>• 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</li> </ul>
<ul style="list-style-type: none"> <li>• Provide at least one Welsh-speaking reviewer on a team if requested by the institution</li> </ul>
<ul style="list-style-type: none"> <li>• Provide training for QAA reviewers on the requirements and specifications of the Institutional Review process for Wales.</li> </ul>
<ul style="list-style-type: none"> <li>• Provide specific support to institutions preparing for institutional visits</li> </ul>
<ul style="list-style-type: none"> <li>• Take account of any HEFCW consultation on the HERW and publish a handbook as appropriate</li> </ul>
<ul style="list-style-type: none"> <li>• 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, and provide a report to HEFCW</li> </ul>
<ul style="list-style-type: none"> <li>• Operate follow up procedures on HERW outcomes, as identified in the HERW handbooks</li> </ul>
<ul style="list-style-type: none"> <li>• Provide the HEFCW and Universities Wales liaison officers, in confidence, with copies of letters from the QAA to the HEI regarding the draft and final HERW outcomes.</li> </ul>
<ul style="list-style-type: none"> <li>• Publish the final versions of HERW reports</li> </ul>
<ul style="list-style-type: none"> <li>• Operate procedures for dealing with concerns about standards and quality in Wales</li> </ul>
<p><i>Student partnership</i></p>
<ul style="list-style-type: none"> <li>• Include a student reviewer as a full member of review teams</li> </ul>
<ul style="list-style-type: none"> <li>• Work with the lead student representative and provide appropriate advice and training</li> </ul>
<ul style="list-style-type: none"> <li>• Work with others to provide clearer information on quality and standards for students</li> </ul>
<ul style="list-style-type: none"> <li>• Work with Wise Wales partners to support partnership with students across the HE sector in Wales</li> </ul>
<ul style="list-style-type: none"> <li>• Work with higher education institutions to develop the role of students in institutional quality management</li> </ul>
<ul style="list-style-type: none"> <li>• Consider and implement arrangements to support and further student partnership in quality processes</li> </ul>
<p><i>Quality enhancement</i></p>
<ul style="list-style-type: none"> <li>• Work with HEFCW, Universities Wales, HEA and the HE sector on quality enhancement issues relating specifically to Wales</li> </ul>
<ul style="list-style-type: none"> <li>• Evaluate the HERW arrangements on an ongoing formative basis</li> </ul>
<ul style="list-style-type: none"> <li>• Engage with the Future Directions quality enhancement theme and make links between this and the QAA's work</li> </ul>
<ul style="list-style-type: none"> <li>•</li> </ul>

## Financial Schedule 2015/16

Item	HE in FE	Core	Budget 2015/16
<b>Direct Review Costs</b>			
Reviews Wales	41,884	17,569	59,453
Mid cycle follow ups		758	758
TNE Audit (including UK visits)		3,127	3,127
Access Reviews/ License Applications		621	621
<b>Total Direct Review Costs</b>	<b>41,884</b>	<b>22,075</b>	<b>63,959</b>
<b>Direct Support Costs</b>			
Wales Briefing		1,034	1,034
Wales Training		1,717	1,717
ARLC		272	272
Access General		3,347	3,347
ACDAP Committee		711	711
<b>Total Review Direct Support Costs</b>		<b>7,081</b>	<b>7,081</b>
<b>PEG</b>			
PEG		13,634	13,634
PEG		8,720	8,720
PEG		53,825	53,825
<b>Total PEG</b>		<b>76,179</b>	<b>76,179</b>
<b>Quality Assurance Group Pay</b>			
Pay TNE		3,539	3,539
Pay Quality Assurance group Wales		81,485	81,485
Pay Access		10,956	10,956
<b>Total Quality Assurance Group Pay</b>		<b>95,981</b>	<b>95,981</b>
<b>Other Review Costs</b>			
Welsh Office liaison		5,710	5,710
<b>Total Other Review Costs</b>		<b>5,710</b>	<b>5,710</b>
<b>Quality Development Group</b>			
Pay (Quality Development Group)		61,998	61,998
Quality Development Group		10,993	10,993
<b>Total Development and Enhancement Costs</b>		<b>72,991</b>	<b>72,991</b>
<b>Overhead Costs</b>			
Overheads Non Pay		104,112	104,112
Overheads Pay - Gloucester		145,359	145,359
<b>Total Overheads</b>		<b>249,471</b>	<b>249,471</b>
<b>Total Costs</b>	<b>41,884</b>	<b>529,487</b>	<b>571,371</b>
<b>Income</b>			
Income - Subs		(262,216)	(262,216)
Investment Income		(5,100)	(5,100)
Deferred Income		(4,400)	(4,400)
Allocation of DAP		1,228	1,228
Self Funding Projects' Contribution		(7,507)	(7,507)
<b>Total Income</b>		<b>(277,995)</b>	<b>(277,995)</b>
<b>Total to be Funded</b>	<b>41,884</b>	<b>251,492</b>	<b>293,376</b>