

Academic Partnerships Risk Advisory Group

Terms of Reference and membership

Purpose

To draw on the skills and knowledge of its members in considering and monitoring arrangements where we deliver educational opportunities with other organisations or recognise the educational opportunities or provider. To act as a risk advisory group, providing guidance and support to colleagues and the Senior Executive Team in developing opportunities, and maintaining a register of all arrangements.

Status

The Group provides advice and guidance to LIBF staff, Academic Board (via the Academic Standards and Quality Committee where relevant) and the Senior Executive Team as appropriate, with the latter two reporting to the Board of Governors.

Meetings

The work of the Group requires flexibility in being able to react and respond quickly. The majority of business is therefore expected to be conducted via MS Teams and other digital means as appropriate to ensure it remains responsive to business needs. Any business conducted via digital means will be formally recorded in the notes of the next meeting.

The Group will meet formally at least twice a year with additional meetings called as necessary. Meetings will be supported with an outline agenda. A record of actions agreed will be circulated post meeting. Papers will be available on screen for reference and printing is discouraged.

Duties

- Evaluate new proposals and changes to existing arrangements, providing a summary of risks and recommended actions to remove or mitigate risks as appropriate.
- Maintain a register of all relevant arrangements, ensuring processes are in place for monitoring progress against action plans, receive annual reports, identification of change in risk status and timely review of contracts.
- Maintain oversight of partnership information published externally.
- Maintain oversight of the use of LIBF logos and references in connection with arrangements with other providers.

- Review Code of Practice chapters, policies, procedures, terminology and definitions relating to relevant arrangements.
- Approve arrangements for non-standard centres.
- To share knowledge and good practice between group members.

Membership

Membership of the Group is based on the skills and knowledge that individuals bring to help the Group fulfil its purpose. Members are expected to attend meetings and participate in online discussion to ensure the Group can effectively fulfil its purpose. Other staff will be invited to join discussions where appropriate in helping the Group determine risks. All members are required to declare any conflict of interest.

Ex officio:

Company Secretary (Chair)
Committee Officer (Secretary)
Head of Quality, Higher Education and Apprenticeships
Head of Quality, Professional and Financial Education
Higher Education Quality Assurance Manager
L&D Director, Gulf and MENA
Head of Accreditation
Head of Academic Assurance and Enhancement

By Invitation:

Other members of staff and/or faculty when applicable

January 2022