

# Awarding Organisation

## Terms of Reference

Published Dec 2019



### 1. Purpose

The IWFM Board has the ultimate responsibility as the custodians of the professional standards of IWFM's qualifications as outlined in the Articles of Association. The purpose of the Awarding Organisation Committee is to provide the IWFM Board with assurance and independent judgement that the Awarding Organisation remains compliant with the general conditions/principles of regulation as stipulated by the Regulators and to add value and guide the Awarding Organisation Directorate / Management in achieving its remit within the IWFM Strategy and Business Plan.

### 2. General Regulation

- 2.1 The Awarding Organisation Committee will normally meet twice a year, with additional meetings as necessary.
- 2.2 The quorum of the Committee/Group shall be three. In addition, a majority of those present must be appointed members of the committee. Executive or staff (who can only be members of Extraordinary Committees) must be in a minority.
- 2.3 The Chair will, in consultation with the Head of Professional Development or other nominated IWFM member of staff, nominate a member or members of the IWFM Awarding Organisation staff to provide managerial/administrative support and to facilitate communication between the Committee and IWFM.

### 3. Composition

- 3.1 The committee consists of a Chair, and between 4 and 6 further members appointed by the Board for their academic and professional expertise in the regulation of an Awarding Organisation. Members of the Awarding Committee will be drawn from appropriate academic or professional association backgrounds and will also have relevant knowledge/experience of the regulators.
- 3.2 The Chair of the Awarding Committee is appointed by the IWFM Board. The proposed Chair of the Awarding Committee will be put forward by a panel comprising a member of the IWFM Executive and the existing AO committee volunteers. The Awarding Committee Chair will be an external specialist conversant with the regulators
- 3.3 In addition, the Head of the Awarding Organisation / or equivalent, has the right of attendance.
- 3.4 A member of the Committee/Group shall cease to be such if s/he fails to attend three consecutive meetings of the Committee/Group without the prior consent of the Chair of that Committee/Group

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# Audit and Risk Terms of Reference

## 4. Functions

The roles and responsibilities of the Awarding Organisation Committee are the following:

- 4.1 Monitor and evaluate the Awarding Organisation's policies and processes
- 4.2 Review the Awarding Organisation Qualification report
- 4.3 Review the Awarding Organisation Self-Evaluation report and Statement of Compliance, which will be provided to the committee in advance once completed.
- 4.4 Prepare a bi-annual report to the IWFM Board, including any recommendations regarding the Awarding Organisation's ability to maintain its compliance with the General Conditions of Recognition.

## 5. Powers

- 5.1 In all matters the role of the Committee shall be advisory unless a specific delegation of power is made by the Board.

## 6. Reporting

- 6.1 The Board will receive a bi-annual report of the IWFM Awarding Organisation Committee activities by the Chair.
- 6.2 The IWFM Board has the right to request any report on the standards of qualification, statistical performance indicators and reports on individual performance they may require in execution of their duties. In order to facilitate this, the Board will ensure that the IWFM Awarding Organisation is a standing agenda item in its meetings.