

Access Qualification Development Group - Terms of reference

Reporting arrangements

The AQDG will report and make recommendations to the Access Recognition and Licensing Committee (ARLC) on matters relating to the development of the Access to HE qualification.

Remit

The AQDG will:

- oversee implementation of The Access to Higher Education Diploma and credit specifications
- develop proposals for a common grading scheme for the Access to HE Diploma and agree mechanisms for testing and consulting on proposals, as appropriate
- consider other matters and undertake such other activities relating to the development of the Access to HE qualification, as may be requested by the ARLC from time to time.

Membership specification

- The Chair (who will be a member of the ARLC).
- 2 Access to HE practitioners.
- 2 AVA officers.
- 2 HE practitioners.
- 2 involved with HE admissions.
- 2 with specific expertise in qualification development.
- QAA officers will be in attendance, as appropriate, to support and advise the Group.

Membership is intended to bring together a group of individuals with expertise relevant to AQDG's remit, rather than on the basis of representation of particular constituencies, and membership is not transferable.

Appointment to the AQDG

All appointments and reappointments will be made by the ARLC.

Term of office

Members are appointed on an annual basis and membership may be renewed to a maximum of five years, as agreed by the ARLC, to provide appropriate expertise for the AQDG's particular programme of work in any one year.

Quorum

Meetings of the AQDG are quorate when at least 50 per cent of members (including the Chair, or a nominated deputy) are present.

Frequency of meetings

The AQDG will usually meet four times a year.