

# Access Regulation and Licensing Committee

## Specific terms of reference

### Duties

- 1 In establishing this Committee, the QAA Board delegates authorities to the Committee to carry out the duties below:
  - i To oversee QAA's framework for the recognition and regulatory oversight of Access to HE courses (the QAA Recognition Scheme for Access to Higher Education) and to make recommendations on its development to the QAA Board, or other authority, as appropriate.
  - ii To oversee the AVA licensing process; to receive reports and recommendations on licence applications from QAA Officers, and to make recommendations to the QAA Board concerning the award and renewal of AVA licences.
  - iii To oversee AVA monitoring to inform licensing decisions. To receive reports and recommendations on monitoring activity from QAA Officers; to make recommendations to the QAA Board concerning regulatory risk, the withdrawal of AVA licences, or to authorise the taking of other regulatory action in line with the provisions of the Recognition Scheme, where it is judged an AVA is not meeting or is at risk of not meeting the licensing criteria.
  - iv To oversee developments of the Access to HE qualification, with reference to the qualification's principal purpose of providing a preparation for study in higher education.
  - v To receive and act on other delegated authorities from the QAA Board from time to time, as authorised and required.

### Membership of the Committee

- 2 The Committee's membership is representative of the different types of organisations that deliver Access to HE courses and institutions that receive Access to HE students. Members will jointly hold the required knowledge and expertise, including knowledge of the operation of AVAs, to enable the Committee to carry out its remit effectively.
- 3 The Committee shall normally comprise 12 members, with a possible further two by co-option. Membership shall include:
  - two Board members
  - three members from the higher education sector with appropriate experience and an understanding of Access to HE - at least one of whom should be a senior manager of an institution receiving Access to HE students
  - three members from the further education sector with appropriate experience and an understanding of Access to HE - at least one of whom should be a senior

manager of an organisation providing Access to HE courses

- two other members with appropriate experience for the work of the Committee, who may come from the further or higher education sectors, from an AVA, or who may have other experience which is relevant to the work of the Committee
- one student member who is currently studying in higher education with demonstrable interest in and experience of access to higher education, and preferably a recent graduate of an Access to HE Diploma course
- one member from an employer or employer group that is representative of key progression routes for Access to HE students.

Note: Provision for the appointment of Committee members and Chairs will be made in the Standard Terms of Reference applicable to all Board committees.

- 4 Appointments to the Committee shall be for a period of three years, extendable by no more than one additional three-year period. Appointments for student members shall be made for a period of two years, extendable by no more than one additional one-year period, provided the membership criterion continues to be met.
- 5 A member who retires, or leaves the sector from which they were appointed, may remain on the Committee for up to two years from the date of retirement (providing this does not exceed the standard term).
- 6 Other attendees may be invited to meetings in order to support the Committee in its decision-making and discharging of its business.

### The Chair

- 7 One of the two Board members is appointed by the Board to act as the Committee's Chair.

### Meetings

- 8 The Committee shall normally meet three times a year at appropriate intervals in relation to the AVA monitoring cycle and the calendar of the QAA Board, and otherwise as required.
- 9 QAA's business year runs from 1 August to 31 July. Meetings will normally take place virtually and members will be provided with the relevant links in advance of each scheduled meeting.
- 10 Access Regulation and Licensing Committee (ARLC) members are expected to demonstrate their commitment to the organisation by unbroken attendance at ARLC meetings, except when prevented by unforeseeable events. Attendance at meetings is monitored and it is likely that persistent non-attendance will prompt a conversation between the member and the Chair to, in the first instance, ensure ongoing availability and commitment to the Committee. Each case will be considered individually. Annex B: Transaction of business outside of meetings (*QAA Code of Good Practice in Governance*) provides guidance for the Committee on conducting urgent business outside the usual meeting cycle.

## Quorum

- 11 The quorum necessary for the transaction of the business of the Committee shall be five members. This must include one member who is a member of the QAA Board.

## Code of Conduct for members of the QAA Board and QAA Board committees

- 12 All QAA Committees are expected to familiarise themselves with and adhere to the standard provisions applicable to all QAA committees, contained within the document entitled [QAA Code of Good Practice in Governance](#).
- 13 In addition to this Code, members of the Board and its committees are required to adhere to the following QAA policies (the policies are available upon request):
  - Equality and Diversity
  - Ethical Conduct and Anti-bribery
  - Whistle Blowing
  - Conflicts of Interest
  - Data Protection.