

** Under development. Scheduled for completion when a programme is scheduled for delivery*

Terms of Reference*	Programme Team
Associated policies	Section 3. Programmes of Education & Training
Approved by	Education Board
Version number and approval date	(draft)
Document owner	Education Coordinator
Education Coordinator	

Role
To coordinate and oversee all aspects of the programme delivery and to advise and support the Lead Tutor.

Membership
<ul style="list-style-type: none"> • Education Coordinator • Education Administrator • Lead tutor • Tutors

Responsibilities
<ul style="list-style-type: none"> • Day to day operation of the programme within the Programme Descriptor • Day to day implementation of the Quality Assurance System • Monitors learner supports and resources • Collects feedback and evaluation •

Meetings
<ul style="list-style-type: none"> • Regular operational meetings as determined by the Education Coordinator • Agenda: <ul style="list-style-type: none"> ○ Programme operation ○ Learner supports ○ Learner feedback, concerns, issues ○ Agreed action points, each with an owner responsible for the action

Administrative support

Provided by Education Administrator

Supporting documents

Programme Descriptor

Report Schedule

Report/Document Title	To/From	Frequency	Presented by