



Quality and Standards Committee Member

Job Description

JOB TITLE	Member of SfJ Awards Quality and Standards Committee (QSC)
TERM OF OFFICE	Normally four years with an option to extend for a further four years
HONORARIUM	£400 per day (4 meetings/annum) + Travel & Subsistence
MEETINGS	Expected to attend 4 Quality and Standards Committee meetings per year (typically in Sheffield); work with SFJ Awards Responsible Officer and associated Awarding Organisation functions to support and ensure continued compliance with regulators' requirements.

Role of QSC

The Quality and Standards Committee(QSC) has governance responsibility for the operation of SFJ Awards Awarding Organisation activities to ensure it complies with its regulatory responsibilities in the interest of Learners, Centres, regulators and other stakeholders. Members of the Committee are expected to both challenge and support the SFJ Awards Executive in fulfilling these responsibilities.

The post holder will ensure that SFJ Awards, through the QSC, remains compliant with the General Conditions of Recognition for Awarding Organisations as specified by UK Regulators.

The post holder will, in accordance with SFJ Awards policies and procedures hear Enquiries and Appeals from learners and Centres.

Main Responsibilities

- Committee members shall assure themselves that SFJ Awards maintains compliance with UK regulatory requirements
 - Committee members will ensure that the organisation operates in accordance with the regulators requirements, the Committee's Terms of Reference, and appropriate legislation.
 - Committee members will provide advice and guidance to SFJ Awards with regards to operational activities that pertain to the General Conditions of Recognition
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Committee Skills Specification

The Quality and Standards Committee will require the following skills, knowledge and understanding drawn from across members of the Committee.

- Experience and understanding of the role of Committees in a relevant setting
- Experience of working in a regulated environment and assuring compliance with regulatory requirements
- An understanding of the skills and qualifications frameworks across the UK
- An understanding of the vocational, further and higher education learning provision across the UK
- Broad understanding of the legal, statutory, governance, political and economic issues in which the organisation operates
- The ability to stimulate innovation and challenge whilst ensuring compliance with the Conditions of Recognition
- An insightful understanding of the current market and environment in which the organisation operates; able to maintain and adapt this to changing environments, market conditions and organisational circumstances
- An effective communicator, able to build strong and positive relationships;

SFJ Awards recognises that Committee Members may have strengths in some of these areas but not in others. SFJ Awards aims to build a Quality and Standards Committee whose members' combined skill-set reflects all of the above specification.

Committee Members will be deemed to meet the independence criteria for Non-Executive Directors as follows

- They have not in the last 5 years been employed by Skills for Health Ltd, Skills for Justice or Skills for Justice Enterprises
 - They have never been employed by Skills for Health or Skills for Justice as Chief Executive, Executive Director or in any post equivalent to a senior manager role
 - they have no family ties or other close relationships within the organisation
 - they hold no directorships/relationships with other organisations that could be deemed to constitute a significant conflict of interest
 - they have no material business relationship with the organisation
 - they have no other significant conflicts of interest
 - they are not disqualified from servicing as a Company Director/Trustee, for whatever reason, and has never been removed from the trusteeship of a charity
 - they are not the subject of a bankruptcy restriction order or interim order
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