

Terms of reference

Qualifications Advisory Group

August 2015

Purpose

The Qualifications Advisory Group (QAG) provides strategic and expert advice to UCAS in relation to qualifications, learner progression and the UCAS Tariff.

QAG has four key functions.

- Provide a forum for strategic debate about qualification and progression trends to inform UCAS' qualification information services.
- Act as an advisory group in relation to the annual allocation of UCAS Tariff points.
- Act as a forum to discuss and contextualise feedback received from the HE sector relating to specific qualifications in the UCAS Tariff.
- Provide a high level quality assurance framework in relation to Qualification Information Profiles.

Membership

QAG will be made up of representatives from the higher education (HE), college HE and secondary sectors and UK qualification regulatory bodies: Ofqual, Qualification Wales, SQA and CCEA. A national employer representative will also be invited to join the group.

Group structure and work patterns

- Sector members should serve for a maximum term of four years and succession will be managed to ensure continuity of Group expertise. Members who miss two consecutive meetings are at risk of being asked to resign due to non-attendance.
- The Group elects its own Chair from among its members that have served a minimum of one year. Members nominated as Chair will normally serve for two years as Chair. The initial Chair of the group will be Annie Doyle (University of Sunderland) to allow for an effective handover between the Tariff Advisory Group and Qualifications Advisory Group.
- Opportunities for new members will be made available on the UCAS website and communicated through the appropriate channels.
- Observers will include executive representatives from Joint Council of Qualifications (JCQ) and the Federation of Awarding Bodies (FAB) to represent awarding organisations. Observers may not be involved in confidential items.
- Members of the Group and their Chair will be listed on the Groups and forums sections of the UCAS website, along with terms of reference, meeting minutes and papers.
- The Group will normally meet twice a year in October and March at the UCAS offices in Cheltenham. Members of the group will be invited to be part of a sub-group that reviews new or revised Qualification Information Profiles.
- Members of the Group are expected to actively contribute to the work and attend all meetings.

- Where relevant the Group will share feedback and actions with the UCAS Undergraduate Advisory Group and Secondary Education Advisory Group.

The Qualifications Advisory Group has a relationship with the following UCAS representatives:

- UCAS Chief Executive
- Director, External Relations
- Policy Team, including the Head of Policy and Qualifications

Responsibilities

Members of the Group are expected to:

- actively engage in the enhancement of UCAS' qualification information services.
- act as advisers on the allocation of Tariff points to qualifications under the standard process.
- provide quality assurance for new Qualification Information Profiles.
- discuss and contextualise HE sector feedback on qualifications, and where appropriate, recommend next steps.
- where appropriate, feedback to the sector through their own networks and user groups.

Logistics

UCAS will provide the secretariat to support this meeting and will endeavor to ensure that:

- meetings are planned annually.
- agendas and papers are received ten working days prior to meetings. Agendas may include confidential items for member consideration only.
- minutes are circulated four weeks after each meeting and subsequently published on the UCAS website.

Annex A: Membership of QAG

Name	Role	Organisation
Annie Doyle (Chair)	HEP representative (international sector)	University of Sunderland
	HEP representative (TAG member)	
	HEP representative (TAG member)	
	HEP representative	
	HEP representative (Planning)	
	HEP representative (Russell Group Qualifications Network)	
	College HE representative	
	Secondary education representative (international sector)	

Security Marking: PUBLIC

Page 2 of 3

Document Owner: Groups and Forums Administrator

Last updated: 28 September 2015

	Secondary education representative (SEAG)	
	ASCL representative	
	SFCA representative	
	AoC secondary education representative	
	HMC representative	
	Ofqual representative	
	Qualifications Wales representative	
	SQA representative	
	CCEA representative	
	National employer representative	
	Observers	
	Representative from JCQ Executive	
	Representative from FAB Executive	