**In2assessments Company Structure**

Terms of Reference regarding the Governing Body and Governing Committee.

**Governing Body.**

The Governing Body is made up of the two directors of In2action:

Alex Williamson, CEO

Nick Hales, Financial Director

Alex and Nick are also directors of the other parts of the business including:

* Kingswood
* Kingswood Asia
* Camp Beaumont
* Camp Beaumont Hong Kong
* Skern Lodge (including Skern Training & Skills)
* Britannia Coaches
* Inspiring Learning

These directorships across the business could be perceived as a Conflict of Interest and therefore have a negative impact upon the operations of In2assessments. To mitigate against any of these perceived Conflicts of Interests the terms of Alex and Nick’s role on the Governing Body is set out in the Terms of reference below:

**Governing Body Terms of Reference:**

**The following outlines the Terms of Reference for In2assessments Governing Body.**

**Role/Purpose**

The role of In2assessments Governing Body is to provide strategic direction and leadership to ensure that In2assessments can provide End-Point Assessments and award qualifications within the framework of the guidance set by Ofqual and EFSA. The Governing Body sets out to achieve qualifications that are free from bias, internal and external influence and doesn’t put any candidate at the disadvantage of another.

**Term**

This Terms of Reference is effective from the date of recognition and continues until terminated by agreement between the parties.

**In2assessments Governing Body Members:**

Alex Williamson CEO, Nick Hales Finance Director

**Roles and Responsibilities**

The Governing Body is accountable for:

* Financial oversight – Decisions regarding the funding and support of In2assessments. Including the growth and increase in qualification provision or when occasions demand the activation of the In2assessments withdrawal policy to cease provision of a qualification or termination of In2assessments.
* Removing obstacles to In2assessments successful delivery of qualifications and assessments
* Monitoring and managing factors that impact on In2assessments success that are outside its control.
* Ensure employment standards are upheld as within the rest of the Inspiring Learning Group as set out within the following policies and procedures:
	+ Equality and Diversity Policy
	+ Health & Safety Policy
	+ Safeguarding Policy
* For the authority provided to the Governing Committee to manage and oversee the assessment process and the policies and procedures in place to ensure that In2assessments conforms to the guidance set out by Ofqual and the EFSA.

**Due to the multiple directorships held by Alex Williamson and Nick Hales, both parties will forfeit the right to be involved in any decision or action regarding the following:**

* Any of the End-Point Assessment Process
* Any Appeal, Complaint, Special Consideration or Reasonable Adjustment brought by any candidate, organisation or third party.
* Any qualification or certification request
* Any involvement in the moderation or internal verification of results, especially any involvement in the conclusion or decision of a candidates result.

These decisions will be determined by the Governing Committee. Both Alex Williamson and Nick Hales will sit on the Governing Committee but will be Non-Voting Committee Members.

**The membership of the Governing Body will commit to:**

• attending all scheduled In2assessment Governing Body meetings

• wholeheartedly championing In2assessments within and outside of work areas

• sharing all communications and information across the In2assessments- Governing Committee and Management Team

• making timely decisions and taking action so as to not hold up any project

• notifying members of the Governing Committee/ Management Team, as soon as practical, if any matter arises which may be deemed to affect the development of In2assessments

• attending all meetings and if necessary, nominate a proxy.

**Members of the Governing Committee will expect:**

• that each member will be provided with complete, accurate and meaningful information in a timely manner

• to be given reasonable time to make key decisions

• to be alerted to potential risks and issues that could impact the project, as they arise

• open and honest discussions, without resort to any misleading assertions

• ongoing ‘health checks’ to verify the overall status and ‘health’ of the In2assessments.

**Meetings**

All Governing Body meetings will be chaired by Alex Williamson for In2assessments

A meeting quorum will be 2 members of the Governing Body

Decisions made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice). If not possible, advisory group chair makes final decision

Meeting agendas minutes will be provided by Nick Hales, Finance Manager, this includes:

* preparing agendas and supporting papers
* preparing meeting notes and information.

Meetings will be held annually for the length of time required to cover the set agenda via remote online video calls.

If required Governing Committee meetings will be arranged outside of these times at a time convenient to all members.

**Amendment, Modification or Variation**

This Terms of Reference may be amended, varied or modified in writing after consultation and agreement by the Governing Committee of In2assessements.

**Governing Committee – Terms of Reference**

The following outlines the Terms of Reference for In2assessments Governing Committee.

Role/Purpose

The role of In2assessments Governing Committee is to provide operational direction and leadership to ensure that In2assessments can provide End-Point Assessments and award qualifications within the framework of the guidance set by Ofqual and EFSA. The Governing Committee sets out to achieve qualifications that are free from bias, internal and external influence and doesn’t put any candidate at the disadvantage of another.

**Term**

This Terms of Reference is effective from the date of recognition and continues until terminated by agreement between the parties.

**In2assessments Governing Committee Members:**

Chair – TBC (External Member from IL Group)

Alex Williamson CEO, Non-Voting Member

Nick Hales Finance Director, Non-Voting Member

Ellie Websdell, Executive Director In2action

Barry Kaufman-Hill, Head of In2assessments

**Roles and Responsibilities**

The Governing Committee is accountable for:

* all actions undertaken regarding assessments and awarding of qualifications.
* will manage and monitor the risks associated within In2assessments that could have an adverse effect on the provision of End-Point Assessments and the awarding of qualifications as outlined in the guidance provided by Ofqual and ESFA.
* Provide suitable and fair adjudication for candidate’s complaints and appeals that cannot be addressed by the management team.
* Receive reports and updates on development of new leads, potential employers and recruitment.
* Co-ordinate the successful launch and delivery of qualifications.
* To consider and report to the management team decisions regarding changes to timings and priorities, or new risks associated with qualification provision and planning.
* Maintain oversight of contractual arrangements with sub-contractors, partners and employers involved in the delivery and assessment of apprenticeships.
* Contribute to the planning and management of External Quality Reviews/Inspections of the In2assessments EPA provision, at all times remaining compliant with relevant Government legislation.

**Course Management tasks**

* To review the qualification and module documentation on an annual basis in order to ensure currency and identify and consider any proposed changes.
* Responsibility for the management of all appropriate action plans relating to Apprenticeships.
* Identify needs for staff development required to maintain and enhance the academic standards of the qualification and apprentice experience.

**Qualification Moderation tasks**

* To work with external examiners and identify areas for improvement and further development.
* To consider statistics relating to pass rates, progression, and retention, to identify areas for development or issues that require escalation to Ofqual.
* To receive and review feedback from apprentices, to identify actions, and to ensure that changes, developments, and improvements are reported back to apprentices.
* Unfair Practice cases:

• review aggregate data to identify any specific areas of concern.

• receive for information the details of individual cases of apprentices being withdrawn

**End Point Assessment (EPA)**

* Ensure contractual and operational arrangements are in place for EPA.
* To receive reports on student progress and readiness of students to be put forward for the endpoint assessment as per requirements for each of the apprenticeship standards and to identify where further support and development work is required.
* Monitor achievement statistics for EPA outcomes and identify any areas for improvement.

**Statutory Requirements**

Ensure all statutory requirements and data returns are completed, held and where relevant submitted as identified below:

**a.** Monthly Individual Learner Returns (ILR) to the Education Skills & Funding Agency (ESFA)

**b.** Record of completion held for each apprentice

**c.** Evidence confirming that each apprentice meets the Gateway requirements for End Point Assessment (EPA)

**d.** Evidence of payments made to the End Point Assessment Organisation (EPAO) for conducting the EPA

**The membership of the Governing Committee will commit to:**

• attending all scheduled In2assessment Governing Committee meetings

• wholeheartedly championing In2assessments within and outside of work areas

• sharing all communications and information across the In2assessments- Governing Body and Management Team

• making timely decisions and taking action so as to not hold up any project undertaken by the management team

• notifying members of the Governing Body/ Management Team, as soon as practical, if any matter arises which may be deemed to affect the development of In2assessments

• attending all meetings and if necessary, nominate a proxy.

**Members of the Governing Committee will expect:**

• that each member will be provided with complete, accurate and meaningful information in a timely manner

• to be given reasonable time to make key decisions

• to be alerted to potential risks and issues that could impact the project, as they arise

• open and honest discussions, without resort to any misleading assertions

• ongoing ‘health checks’ to verify the overall status and ‘health’ of the In2assessments.

**Meetings**

All Governing Committee meetings will be headed by the externally appointed chair for In2assessments

A meeting quorum will be 4 members of the Governing Committee

Decisions made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice). If not possible, advisory group chair makes final decision

Meeting agendas minutes will be provided by Barry Kaufman-Hill, this includes:

• preparing agendas and supporting papers

• preparing meeting notes and information.

Meetings will be held quarterly for the length of time required to cover the set agenda via remote online video calls.

If required Governing Committee meetings will be arranged outside of these times at a time convenient to all members.

**Amendment, Modification or Variation**

This Terms of Reference may be amended, varied or modified in writing after consultation and agreement by the Governing Body of In2assessements.