

## **Terms of Reference for Regulatory Standards Committee**

### **1. Purpose**

1.1 The JPIE Board has ultimate responsibility as the custodians of the professional standards of JPIE qualifications. The Regulatory Standards Committee (RSC) has continuing oversight of and is directly accountable for the Awarding Organisation's:

- Performance and activities
- Compliance with the regulators' conditions of recognition.

1.2 The purpose of the RSC is to provide the JPIE Board with assurance and independent judgement that the Awarding Organisation remains compliant with the general conditions of recognition as stipulated by the regulators and to add value and guide the Awarding Organisation Directorate/Management in achieving its remit within the JPIE Strategy and Business Plan.

### **2. General regulation**

2.1 The RSC will meet four times a year, with additional meetings as necessary.

2.2 The committee's quorum shall be three.

2.3 Any member not attending or not contributing to three consecutive meetings within 24 months will be deemed to have resigned from the Committee at the Chair's discretion.

2.4 In consultation with the CEO, the Chair will nominate a JPIE Awarding Organisation staff member to provide administrative support and facilitate communication between the Committee and JPIE.

2.5 The Chair may invite any person, including members of JPIE staff or advisers, to attend any meeting or part of the committee meeting. Such persons shall attend as guests and shall not be members of the RSC.

### **3. Composition**

3.1 The RSC consists of a Chair and between four and six further members appointed by the JPIE Board for their academic and professional expertise in regulating an Awarding Organisation.

3.2 Committee members will be drawn from appropriate academic or professional association backgrounds and have relevant knowledge/experience of regulations about the design, development, and delivery of qualifications.

3.3 The JPIE Board appoints the Chair of the RSC.

#### **4. Functions**

The roles and responsibilities of RSC are to:

- 4.1 Monitor and evaluate the Awarding Organisation's policies, processes, and procedures.
- 4.2 Review the Awarding Organisation's Annual Qualification Report
- 4.3 Review the Awarding Organisation's Annual Internal Audit Report
- 4.4 Review the Awarding Organisation's Annual Statement of Compliance
- 4.5 Prepare an annual report to the JPIE Board, including any recommendations regarding the Awarding Organisation's ability to comply with the regulators' general conditions of recognition.

#### **5. Powers**

- 5.1 In all matters, the role of the RSC shall be advisory unless the JPIE Board makes a specific delegation of power.

#### **6. Reporting**

- 6.1 The JPIE Board will receive a report from the Chair of the RSC on its activities four times a year.
- 6.2 The JPIE Board has the right to request a report on the standards and performance of any JPIE qualification they may require to execute their duties. To facilitate this, the JPIE Board will ensure that the Awarding Organisation is a standing agenda item in its meetings.
- 6.3 The Committee will review its effectiveness, these terms of reference, and its membership annually, providing appropriate reports to the JPIE Board.