

Access Recognition and Licensing Committee - Terms of reference

1 Remit

The Access Recognition and Licensing Committee (ARLC) will:

- a oversee QAA's framework for the recognition of Access to Higher Education courses, and associated arrangements (the QAA Recognition Scheme for Access to HE), and will make recommendations on its development to the QAA Board, or other authority, as appropriate
- b oversee the Access Validating Agency (AVA) initial licensing process, receive reports on licence application visits, and make recommendations to the QAA Board concerning the award of new AVA licences
- c oversee AVA monitoring and relicensing processes, receive relicensing reports, and make recommendations to the QAA Board concerning the renewal of AVA licences
- d oversee developments of the Access to HE qualification, with reference to the qualification's principal purpose of providing a preparation for study in higher education.

2 Membership

The ARLC comprises 11 members (with a possible further two by co-option), as follows:

- **two Board members** (at least one of whom should be the head of a higher education institution)
- **three members from the higher education sector** with appropriate experience and an understanding of Access to HE, at least one of whom should be the head of an institution receiving Access to HE students
- **three members from the further education sector** with appropriate experience and an understanding of Access to HE, at least one of whom should be the head of an organisation providing Access to HE courses
- **two other members** with appropriate experience for the work of the ARLC, who may come from further or higher education or who may have other experience which is relevant to the work of the ARLC
- **the Chief Executive** of QAA.

A maximum of two additional members may be co-opted to the ARLC. (Co-options may be used, for example, to include chairs of development groups who are not otherwise members of the ARLC, or to bring other relevant representation or additional expertise onto the ARLC.)

The ARLC's membership will reflect a range of the different types of organisations that deliver Access to HE courses and institutions that receive Access to HE students. Members will jointly hold the required knowledge and expertise, including knowledge of the operation of AVAs, to enable the ARLC to carry out its remit effectively. Current AVA officers and permanent employees of AVAs are not eligible to serve on the ARLC.

The Director of Reviews and other QAA officers will attend meetings to advise and support the ARLC.

3 The Chair

One of the two Board members, who shall be the head on a higher education institution, is appointed by the Board to act as the ARLC's Chair.

If the Chair is absent (or needs to withdraw) from the meeting, he/she designates a deputy from the ARLC for the meeting (or item) in question.

4 Appointment to the ARLC

All appointments and re-appointments are made by the Board.

Processes for the recruitment and selection of members will reflect QAA's commitment to transparency, equality and diversity.

On appointment to the ARLC, members' attention is drawn to the Board's *Code of Best Practice*, including the general expectation of the *Code* that 'members of Board committees [are] expected to work in the spirit of the expectations and duties placed on directors and trustees' and the specific expectations relating to the confidentiality of ARLC papers, materials and discussions.

5 Term of office

- Members are invited to serve on the ARLC for three years in the first instance. Members may be re-appointed for a further period of three years. Six years is the maximum permitted continuous period of office.
- A member who retires, or leaves the sector from which they were appointed, may remain on the ARLC for up to two years from the date of retirement (providing this does not exceed the standard term).

6 Quorum

The ARLC is quorate when five members are present, including the Chair (or his/her designated deputy).

7 Frequency of meetings

The ARLC will normally meet four times a year.

8 Report

The ARLC will report routinely to the Board through its minutes, and occasionally through such reports as the Board may request.

9 Review

The ARLC will review its terms of reference no less than once every three years to ensure its continuing effectiveness and fitness for purpose.