

TERMS OF REFERENCE

September 2020

The Qualifications Working Group has been established by the Professional Development Committee to oversee and evaluate ARMA's Qualifications programme, and make recommendations for its improvement and development. The Group will report progress and outcomes, and make recommendations, to the Professional Development Committee, at the intervals specified below.

Scope of the Qualifications Working Group

The objective of this Working Group is to ensure that ARMA has a flourishing, innovative and relevant Qualifications programme that delivers to the standards set by ATHE as well as ensuring an outstanding student experience for our participating members. To achieve this, the Group will:

- Work together to review the ARMA suite of qualifications to ensure that they are relevant and up to date for the profession.
- Review content and presenters for each unit, suggesting improvements where desirable
- Review assignment questions for each unit from time to time, ensuring that they are clear and relevant
- Consider student feedback on the programme to ensure that quality is maintained and appropriate support is provided
- Review assessment and IV processes to ensure that quality is upheld, and that these are appropriate and proportionate for the purposes
- Review annual ATHE inspection report, and consider how to ensure that recommendations for improvement are delivered
- Review policies and procedures pertinent to the Qualifications programme
- Consider new delivery vehicles from time to time, to ensure that unit webinars and workshops deliver value for our students and address all accessibility issues where possible
- Work alongside and cooperate with other Committees and working groups to ensure synergy, complementarity and efficiency.

Authority

The Professional Development Committee will specify what it would like the Group to achieve, and associated delegated authority.

Membership

To deliver the objective/s, the Group will consist of the following members:

- Director of Qualifications
- A representative of the Professional Development Committee
- 6 individuals, selected based on the skills and experience required for the Working Group to be able to implement its stated objectives under Scope. Such persons do not necessarily require to have ARMA membership.
- The Chief Operating Officer
- Delivery Officer- Qualifications

The ordinary members will be appointed on a 3-year basis (with an option for a second term), following an open call to ARMA members and an evaluation of the areas of expertise required. Appointments will be phased to ensure a balance between continuity and change in membership.

Additional support may be secured from the Executive Office, and individuals may be co-opted as appropriate.

Meetings arrangements

The Qualifications Working Group will meet four times per year. The expected time commitment per month for members is approximately one to two days , and most of the meetings will be virtual.

Reporting

The Group will report to the Professional Development Committee each quarter.

Budget

The Professional Development Committee will specify appropriate budgets for each working group. For the Qualifications Working Group, this will cover travel, accommodation and subsistence for relevant meetings, although it is expected that most meetings will take place using MS Teams. The Professional Development Committee will review how this budget has been spent.

Review

Terms of Reference for all ARMA committees, and the effectiveness of each ARMA committee, will be reviewed on an annual basis. The date for the next review of this document and this Committee will be February 2022.