



# Terms of reference for Quality Code Advice and Guidance writing groups and expert readers

## Purpose of the group

The writing group for each section of the Advice and Guidance is drawn from, and acts on behalf of, the sector. It provides expert advice to QAA on one of the Advice and Guidance sections and is responsible for writing the content. Each Advice and Guidance section will align to one of the 12 Sector-Agreed Principles of the 2024 Quality Code, with the Key Practices acting as sub-headings. The Advice and Guidance will essentially 'unpack' the Principles and Key Practices.

## Remit

The writing group will:

- discuss and agree what needs to be included in the Advice and Guidance that supports the Principles and Key Practices, reflecting the current landscape and existing practice, and determining what will be useful to those using the Quality Code
- evaluate existing resources and the Advice and Guidance from the 2018 Quality Code and decide what should be retained
- write content for the new Advice and Guidance, using a collaborative workspace (SharePoint)
- share and discuss progress at four online meetings (see dates at Annex 1).

QAA officers will:

- oversee the production and publication of the Advice and Guidance and appoint one or more members of staff to act as liaison who will provide advice, guidance and support to the writing group
- provide a template for creation of the Advice and Guidance
- provide a shared workspace for the writing group (QAA SharePoint site)
- provide advice on style and content throughout the drafting process
- facilitate discussion and provide logistical support for the online meetings
- edit final drafts for style and consistency
- offer briefings for members.

## Membership and appointment

QAA is responsible for selecting writing group members and expert readers. Our aim is for groups to represent, and cover the diversity of, providers across the UK. Members of writing groups will be drawn from the QAA Membership community, as well as sector bodies and professional, statutory and regulatory bodies where relevant.

Members of the writing group will comprise quality assurance and enhancement practitioners along with those with expertise in the particular topic to which the Advice and Guidance relates - for example, strategic planners or data analysts for the data topic, or admissions officers for guidance focused on admissions. Groups will have at least one student member. We anticipate some sections of the Advice and Guidance will be longer than others and the size of the groups recruited will reflect the nature of the Sector-Agreed Principle.

### The role of writing group member

Writing group members will be expected to discuss and draft the Advice and Guidance, working collaboratively, and to be active throughout the process. Members will need to attend the induction and four meetings (see dates at Annex 1). Members will be involved in discussions about what to write and work together to agree how responsibility for the writing is divided between the group.

Being part of a writing group offers a fantastic opportunity to expand networks and professional contacts and to work collaboratively with colleagues from across the UK and from different parts of the sector to produce a resource that will be widely recognised inside and beyond the UK sector.

We anticipate being a part of the writing group will involve 12-20 hours (including meetings depending on the length of the guidance) between September 2024 and June 2025.

### The role of expert reader

The role of expert reader happens at the end of the drafting process. The expert reader will objectively read through a late draft of the Advice and Guidance (having not been involved directly in the drafting process). Feedback on the draft will be provided initially to the QAA officer and then to the whole group at the final meeting. The expert reader will need to attend the induction session, meeting 1 (to be part of the discussion about what should be included) and meeting 4 to discuss the feedback offered (see dates at Annex 1).

Expert readers will need to provide commentary on the draft within 7 working days of receipt. This role will be quite intensive towards the end of the process between late April and May 2025. This role would be well suited to colleagues who have a strong knowledge of the topic and the quality assurance of activities that surround it.

It is likely that this role will involve approximately 8-12 hours (including meetings and depending on the length of the guidance). We anticipate needing three expert readers for each topic. Being an expert reader offers an opportunity to influence the content and usability of the document, as well as boosting professional networks and contacts.

## **Expectations and duration of roles**

Members of the writing group will be required to attend an induction event. The event will include: information outlining the approach to writing; the cross-cutting themes of the Quality Code that need to be considered during writing such as equality, diversity and inclusion; the proposed schedule for developing the Advice and Guidance section; and the opportunity to share any concerns or questions prior to starting writing.

Members of the writing group will be asked to attend four online meetings (via Microsoft Teams) held during working hours (9am to 5pm) between September 2024 and May 2025. These meetings will usually be no longer than two hours (see Annex A).

Names and titles of group members will be acknowledged in the Advice and Guidance. The writing group will disband following publication, but opportunities will be available to engage in QAA dissemination activities.

## **Annex A: Topics and meeting dates for Phase 1 of Advice and Guidance development**

Principle 1: Taking a strategic approach to managing quality and standards

Principle 2: Engaging students as partners

Principle 8: Operating partnerships with other organisations

### **Induction**

For all writing groups: Monday 2 September 2024 (10:00-11:00)

### **Meeting 1**

Principle 1: Wednesday 4 September 2024 (10:00-12:00)

Principle 2: Tuesday 3 September 2024 (10:00-12:00)

Principle 8: Thursday 5 September 2024 (10:00-12:00)

### **Meeting 2**

Principle 1: Monday 2 December 2024 (10:00-12:00)

Principle 2: Wednesday 4 December 2024 (10:00-12:00)

Principle 8: Tuesday 3 December 2024 (10:00-12:00)

### **Meeting 3**

Principle 1: Monday 3 March 2025 (10:00-12:00)

Principle 2: Wednesday 5 March 2025 (10:00-12:00)

Principle 8: Tuesday 4 March 2025 (10:00-12:00)

### **Meeting 4**

Principle 1: Monday 12 May 2025 (10:00-12:00)

Principle 2: Wednesday 14 May 2025 (10:00-12:00)

Principle 8: Thursday 15 May 2025 (10:00-12:00)

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