



Terms of reference for UK 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 topics and is responsible for writing the content. Each Advice and Guidance topic 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 and content from the 2018 and 2012 Quality Code and decide what should be retained or reused
- 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 function 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 voice, 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 UK higher education sector 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, academics, students, and student representative bodies, along with those with expertise in the topic to which the Advice and Guidance relates - for example, strategic planners or data analysts, or admissions officers. 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 (attending group meetings and writing content). 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 and sub-groups.

Being part of a writing group offers a fantastic opportunity to expand networks and professional contacts and to collaborate with colleagues from across the UK and from various 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 June 2025 and May 2026 for Phase 1 and Sept 2025 to May 2026 for Phase 2.

The role of expert reader

The main 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 and then 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 March 2026 and May 2026. This role would be well suited to colleagues who have a strong knowledge of the topic and the quality assurance of the activities that surround it.

It is likely that this role will involve 8-12 hours (including meetings and depending on the length of the guidance). We anticipate needing a small of 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

Everyone (regardless of role) is required to attend an induction. This 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.

Writers will be required to attend four online meetings (via Microsoft Teams) held during working hours (9am to 5pm) between June 2025 and March 2026. These meetings will usually be no longer than two hours (see Annex A). Please ensure that you can attend these meetings prior to submitting an expression of interest.

Names and titles of group members will be acknowledged in the Advice and Guidance. There is an expectation that participants will be active within their roles as writers and readers, QAA reserves the right to omit anyone from the acknowledgements who has not played an active role in developing 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 Tranche 2, Phase 1 of Advice and Guidance development

Further information about the Principles of the UK Quality Code can be found here: [UK Quality Code for Higher Education 2024](#)

Topic	Induction	Meeting 1	Meeting 2	Meeting 3	Meeting 4
Principle 4: Using data to inform and evaluate quality	Tuesday 03/06/2025 10am – 12 noon	Wednesday 11/06/2025 10am – 12:30	Wednesday 10/09/2025 10am – 12 noon	Wednesday 14/01/2026 10am – 12 noon	Wednesday 25/06/2026 10am – 12 noon
Principle 5: Monitoring, evaluating, and enhancing provision	Tuesday 03/06/2025 10am – 12 noon	Wednesday 11/06/2025 10am – 12:30	Wednesday 10/09/2025 2pm – 4pm	Wednesday 14/01/2026 2pm – 4pm	Wednesday 25/06/2026 2pm – 4pm
Principle 7: Designing, developing, approving & modifying programmes	Tuesday 03/06/2025 10am – 12 noon	Tuesday 17/06/2025 10am – 12 noon	Tuesday 09/09/2025 10am – 12 noon	Tuesday 13/01/2026 10am – 12 noon	Tuesday 24/03/2026 10am – 12 noon
Principle 10: Supporting students to achieve their potential	Tuesday 03/06/2025 10am – 12 noon	Friday 13/06/2025 10am – 12 noon	Friday 12/09/2025 10am – 12 noon	Friday 16/01/2026 10am – 12 noon	Friday 27/03/2026 10am – 12 noon
Principle 11: Teaching, learning and assessment	Tuesday 03/06/2025 10am – 12 noon	Monday 16/06/2025 2pm – 4pm	Monday 08/09/2025 2pm – 4pm	Monday 12/01/2026 2pm – 4pm	Monday 23/03/2026 2pm – 4pm
Principle 12: Operating concerns, complaints, and appeals processes	Tuesday 03/06/2025 10am – 12 noon	Thursday 19/06/2025 10am – 12 noon	Thursday 11/09/2025 10am – 12 noon	Thursday 15/01/2026 10am – 12 noon	Thursday 26/03/2026 10am – 12 noon

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