

# Institute Of Workplace and Facilities Management

## AWARDING COMMITTEE – TERMS OF REFERENCE

### 1. Purpose

The IWFM Board has the ultimate responsibility as the custodians of the professional standards of IWFM's qualifications as outlined in the Articles of Association. The purpose of the Awarding Committee is to provide the IWFM Board with assurance and independent judgement that the Awarding Organisation remains compliant with the general conditions / principles of regulation as stipulated by all regulators and to add value and to guide the Awarding Organisation's Directorate / Management in achieving its remit within the IWFM Strategy and Business Plan.

### 2. General Regulation

- 2.1 The Awarding Committee will normally meet twice a year, with additional meetings as necessary.
- 2.2 The quorum of the Committee/Group shall be three. In addition, a majority of those present must be appointed members of the committee. Invited Executive or staff (who can only be members of Extraordinary Committees) must be in a minority.
- 2.3 The Chair will, in consultation with the Responsible Office / Director of Professional Development /Head of Awarding or other nominated IWFM member of staff, nominate a member or members of the IWFM Awarding Organisation staff to provide managerial/administrative support and to facilitate communication between the Committee and IWFM.

### 3. Composition

- 3.1 The Committee consists of a Chair, and between 4 and 6 further members appointed by the Board for their academic and professional expertise in the regulation of an Awarding Organisation. Members of the Awarding Committee will be drawn from appropriate academic or professional association backgrounds and will also have relevant knowledge/experience of the appropriate regulators.
- 3.2 The Chair of the Awarding Committee is appointed by the IWFM Board. The proposed Chair of the Awarding Committee will be put forward by a panel comprising a member of the IWFM Executive and the existing Awarding Committee members. The Awarding Committee Chair will be an external specialist conversant with all regulators.

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- 3.3 In addition, the Responsible Officer / Director of Professional Development / Head of Awarding / or equivalent, has the right of attendance.
- 3.4 A member of the Committee / Group shall cease to be such if they fail to attend three consecutive meetings of the Committee/Group without the prior consent of the Chair of that Committee/Group

### **4. Functions**

The roles and responsibilities of the Awarding Committee are the following:

- 4.1 Monitor and evaluate the Awarding Organisation policies and processes.
- 4.2 Review the Awarding Organisations Qualification report or equivalent.
- 4.3 Review the Awarding Organisations Self-Evaluation report and Statement of Compliance, or equivalent. which will be provided to the committee in advance once completed. The Statement of Compliance must be signed by the Responsible Officer and submitted to the Chair of the Board for approval and signature before it is submitted to Ofqual.
- 4.4 Prepare a bi-annual report to the IWFM Board, including any recommendations regarding the Awarding Organisation's ability to maintain its compliance with the General Conditions of Recognition.

### **5. Powers**

- 5.1 In all matters the role of the Committee shall be advisory unless a specific delegation of power is made by the Board.

### **6. Reporting**

- 6.1 The Board will receive a bi-annual report of the IWFM Awarding Committee activities from the Chair.
- 6.2 The IWFM Board has the right to request any report on the standards of qualification, statistical performance indicators and reports on individual performance they may require in the execution of their duties. In order to facilitate this, the Board will ensure that the IWFM Awarding Organisation, is a standing agenda item in its meetings.