
Terms of Reference: Foundation Education Portfolio Board (FPB)

Date of Approval:	June 2013, Academic Council
Last Reviewed:	June 2013
Date for Review:	September 2015
Version:	V2.0
Chair:	Head of Foundation Education
Secretary:	Deputy Registrar

Context

Reporting to the Education Enhancement & Strategy Committee, the Foundation Education Portfolio Board (FPB) is responsible for overseeing the Access Course, the Introduction to Osteopathic Science Course and the Bridging Course. The Board's role, overseen by the Chair, is to ensure coherence in foundation level education at the University College of Osteopathy (UCO). The committee will maintain an overview of curriculum content, structure, organisation, assessment, learning resources and delivery of the teaching timetable.

The FPB is also a sub-committee of the Board of Examiners. Its purpose is to review interim (provisional) examination and coursework results and approve them for publication. An important function of the FPB is the consideration of the reliability of recorded grades for all units within the remit of the FPB. If it seems that a particular assessment within a unit shows an anomalous range of grades (which may further lead to irregularity or aberration within the unit grades), the FPB should consider the reason for the apparent anomaly, and what adjustment to those grades might be appropriate. Any proposed adjustments should then be discussed with the external moderator and the next meeting of the Board of Examiners. The profiles of the students should also be considered in turn, identifying students 'at risk' with appropriate recommendations made concerning referral and actions to be undertaken to support such students.

Terms of Reference

- 1) To oversee the provision of foundation education.
- 2) To ensure the continued development of all courses in a structured and coherent manner.
- 3) To consider and approve minor changes to existing curriculum and assessment structures requested by the Course Teams.
- 4) To review interim (provisional) examination and coursework results and approve them for publication.
- 5) To formulate timetables to show delivery and also assessment for consideration by the Education Enhancement & Strategy Committee.
- 6) To consider course changes from all foundation courses and assess the impact if any on other courses. Following consideration, feeding back on the proposed changes to course teams is required.

Terms of Reference: Foundation Education Portfolio Board (FPB)

- 7) To ensure that recommendations of the QAA, Laser, University of Bedfordshire and the GOsC and any other internal reviews are implemented appropriately.
- 8) To provide the Education Enhancement & Strategy Committee with summary reports on changes to all programmes on an annual basis.
- 9) To identify and plan resource allocation for the delivery of all foundation education for consideration by the Education Enhancement & Strategy Committee as part of the annual budgeting cycle.
- 10) To monitor the actions arising from course annual monitoring reports.
- 11) To approve assessors which should be incorporated into the scrutiny process and annual reporting cycle.

Frequency of meetings

Once per term, with electronic discussion as required.

Rolling agenda items

- To minute items arising from electronic discussions, that is, there should be minutes reflecting members' electronic discussions which are determined to be significant by the Chair.
- Monitor actions arising from the Annual Monitoring Reports for all Foundation Courses.

Composition and conditions of membership

Head of Foundation Education (Chair)

At least one representative from each of the individual Foundation Course Teams

Deputy Registrar (Secretary)

Registrar (For the Interim Examination Consideration only)

Other members of staff will be invited to attend the FPB on an 'as required' basis.

Quorum

Meetings will be quorate provided the Chair (or alternate Chair) and 50% of other members are present.

Reporting and Sub-CommitteesReports to:

Education Enhancement & Strategy Committee

Receives reports from:

Access Course Team

IOS Course Team

Terms of Reference: Foundation Education Portfolio Board (FPB)

Amendment Record

Date of Amendment	Type & Summary of Amendment	Amendment Approved By
Aug 2017	Administrative - Amendments to update institution name change from British School of Osteopathy to University College of Osteopathy.	PRAG Chair

AGREED