



URDANG THEATRE AND DANCE SYLLABUS (DTDS)

QUALITY COMMITTEE TERMS OF REFERENCE

Issue and review

The date of issue of this policy is January 2023. This policy will be reviewed annually in January of each preceding year.

The role of the Quality Committee

Terms of reference

The quality committee is responsible for oversight of the quality of the syllabus. Responsibilities include:

- Customer service and output
- Delivery of examination sessions, workshop and visual/ written, materials
- Results and development of candidates over time and per level
- Quality of candidate, teachers, and centres
- Monitoring of feedback from centres, examiners, and partners
- Conflicts of interest
- Overseeing the completion of Annual Reviews
- Review of internal inspection and recruitment
- Producing reports on appeals and complaints to be sent to the management committee
- Any other quality issue that arises that requires committee investigation before being taken to the management committee

The quality committee maintains oversight by reviewing data and feedback collated from the DTDS administrative manager. The data is presented through the analysis of:

- Overall results per level/ grade and socioeconomic and demographic data
- Centre and licenced teacher results



- Output from centres and socioeconomic and demographic data
- Comparison of data between examiners for standardisation purposes
- Candidate results and journey
- Complaints and feedback forms, films from workshops
- Standardisation and awarding exercises and training
- The committee will agree the conclusions of analysis of the above and may handling of complaints and investigations regarding teaching, examining, licence applications and DTDS staffing and data presentation to be provided to the management committee.

Composition

Urdang International Syllabus Quality Committee		
Name	Role	Committee Role
Dr Nathan James (NJ)	Chief Examiner/ Head of Compliance	Chair
Jacqueline Hadlow-Moore (JHM)	Principal Examiner	Reporting MT
Sam Jackson (SJ)	Principal Examiner	Reporting Street/ Commercial
Karen Farrell	Head of Operations	Operational Advisor
Helen Turner (HT)	External Officer	EQA- Standardisation
Georgina Alexiou (GA)	Administration	Minutes/Examination Dept

Frequency

The committee will meet quarterly, and dates will be published in advance for the preceding year.



Agenda

The quality committee agenda is then reported to the management committee:

Chair- Dr. Nathan James Minutes: Georgina Alexiou		Reports from
1	Musical Theatre report and standardisation report	JHM
2	Street/ commercial report and standardisation report	NG
3	Centre Socio/ demographic data- EDI and data	GA
4	Results Data report	GA
5	Appeal Panel/ Investigation	NJ
6	Overall Event Standardisation Report/ Summary	HT-EQA
8	Complaints, malpractice and feedback report	GA
9	Operations report and agreement of new examiners	NJ
10	AOB and Summary for Management committee report	NJ

The committee works in reference to the policies below and reports to the management committee where necessary:

- Conflict of Interest Policy
- Customer Service Statement
- Complaints Policy
- Malpractice Policy
- Appeals Policy
- Recruitment Policy
- Equal Opportunities Policy



Standardisation Events

Standardisation events are run by the EQA, Chair and Principal Examiners annually to ensure that marking is consistent and understood. The outcomes of the standardisation events will be reported by the principal examiners and EQA's for the event.

Appeals Panel

Appeals will be brought to the Quality Committee for a decision. The DTDS manager will investigate the report and provide the required evidence to present for discussion. There will be one of three outcomes:

- Appeal agreed
- Appeal declined
- Appeal to be referred to the management committee to decide if the appeal is upheld or to be referred to RSL.

All stages of an appeal will be collated, recorded to the appeal file and reported by the DTDS manager.

Customer Service Issues, Complaints and Malpractice

Any potential issues or quality exercises will be executed and reported to the quality committee by the DTDS manager and/ or Principal Examiners, Chair following receipt of the Internal inspection report. The committee will discuss and direct actions in line with the relevant policies and report to the next management committee.

Equal Opportunities and EDI

These items will be checked annually by the EQA's utilising the expertise in their relevant fields. Recommendation reports will be sent to the managing committee.

Conflicts of interest

Conflicts of interest can take many forms and apply not only to Directors, staff and contractors engaged by DTDS, but also to partner organisations, centres delivering DTDS Centres and examination venues. DTDS takes responsibility for ensuring that it identifies and manages potential conflicts of interest where they apply to its directors, staff and contractors. Conflicts of interest is a standing agenda item on the quarterly



Quality Committee meeting agenda. Conflicts of interest declarations and logs are reviewed by the committee and any conflicts which pose a risk are discussed individually and actions agreed. These are recorded in the minutes of the meeting.

The monitoring of conflicts of interest:

- By the DTDS Management Committee
- By DTDS staff in relation to external and freelance third-party contractors including assessors, moderators, examiners, contractors, EQAs and SEQAs
- By DTDS/ RSL for partner organisations
- By DTDS/ RSL EQAs via centre monitoring visits
- By DTDS/ RSL for examination venues

Once a potential conflict is identified via an annual declaration or through periodic monitoring of conflicts of interest both within DTDS and with centres, DTDS will:

- Log the potential conflict
- Decide whether the potential conflict:
 - Does not pose a risk
 - Poses a risk if not managed appropriately
 - Poses a significant risk
- Escalate any conflicts posing a risk to the Quality Committee for a decision and action. In all cases, DTDS seeks to mitigate any potential conflicts before they pose a risk to the organisation or cause an Adverse Effect. Conflicts of interest will also be monitored through:
- Monthly reports to the Quality Committee of potential conflicts for discussion and action

Conflicts of interest checklist

Who	Identifiable by	Management	Monitoring
Directors	Annual declaration	Logged and noted	Via Quality Committee



Staff	Declaration on recruitment	Logged and noted	Line Managers and HR department
Contractors (examiners, EQAs, SEQAs, moderators etc)	Annual declaration	Through contractual obligations, logged and noted	Via Quality Committee and HR department
Centres	Own process for declaring internally – responsibility highlighted in centre agreement and monitoring	Centre monitoring visits and escalation from centres to DTDS of any actual conflicts	Via Quality Committee
Examination venues	Own process for declaring internally – responsibility highlighted in venue approval process	Monitoring by DTDS Exam Venue Manager	Via Quality Committee
Partner organisations	Own process for declaring internally – responsibility highlighted in partner annual return and monitoring	Monitoring of partners and annual return – escalation from partners of any actual conflicts	Via Quality Committee