

TEF Advisory Group: Draft terms of reference

Introduction

1. The Office for Students (OfS) is responsible for developing and implementing a scheme to rate the quality of higher education delivered by higher education providers in the United Kingdom, as one of its duties set out in the Higher Education and Research Act (section 25).
2. The OfS adopted the Teaching Excellence and Student Outcomes Framework (TEF) as its ratings scheme, and intends to develop this scheme after the Independent Review of the TEF, the government's response to it, and the findings of the subject-level pilot exercise have been published.
3. Following these publications, the OfS board will determine the purpose of the future scheme, its key features and overall delivery timescale, and how it relates to other elements of the regulatory framework in England.
4. All higher education providers in England that are registered by the OfS and have at least 500 undergraduate students will be required to take part in the future scheme as a condition of registration. Registered providers in England with fewer than 500 students, and providers in Scotland, Wales and Northern Ireland, will be able to take part voluntarily.

Purpose and remit of the advisory group

5. The role of the advisory group is to provide expert advice to the OfS on the detailed design and implementation of the future scheme, within the overall framework determined by the OfS board. In providing its advice the group's primary considerations should be how the detailed design and implementation of the scheme can be optimised to:
 - a. Secure the incentives and behaviours the scheme is intending to stimulate, for the benefit of students.
 - b. Ensure the process is robust and produces credible and defensible outcomes.
 - c. Ensure the process is transparent and communicated clearly to students, providers and other stakeholders.
 - d. Ensure a level playing field across the sector in England and enable participation by providers across the UK.
 - e. Be delivered effectively, to the timescales agreed by the OfS board.
 - f. Meet any other key design principles to be determined by the OfS board.

6. The group will be asked to advise on a range of design and implementation issues, including but not limited to:
- the detailed definition of the assessment criteria
 - the detailed definition of the rating categories and format for additional feedback
 - specification of the evidence to be used in the assessment process, including metrics and submission requirements
 - the programme of guidance and support for participating providers and students
 - processes for quality assuring the submissions
 - the assessment methodology and procedures to be followed by panellists
 - the recruitment and selection of panel members
 - the programme of training, support and guidance for panel members
 - how the outcomes are disseminated
 - the project delivery plan
 - risks and mitigations
 - stakeholder engagement and communication plans.
7. The group will act as a task and finish group, operating for a fixed term. It will start after the OfS board has taken decisions on the overall framework, and it will end with the publication of the first set of outcomes from the new exercise.

Authority and reporting

8. The group will operate in a purely advisory capacity, reporting to OfS directors via the chair of the group.
9. Advice from the group will also be included in papers to the OfS board, where relevant to board decisions.

Membership

10. Members have been appointed to the group to provide a range of perspectives including from students, providers, panellists, employers and policy makers (Department for Education (DfE) and the OfS). Membership includes expertise in learning and teaching, the student experience and student outcomes, from difference types of providers across the UK.
11. Membership was selected to reflect the diversity of the student population that the scheme is intended to benefit. It is listed at **Annex A**.

12. In discharging its duties the group may invite expert advice or allow observers from relevant organisations to attend for relevant parts of its business.

Meeting arrangements

13. The group should normally meet three times per year, with occasional additional meetings at key stages in the process.

14. Only members of the group or other invited individuals may attend meetings.

15. Meeting papers will be shared with the devolved funding bodies in advance. This will be done in confidence

16. The TEF Manager and other members of the TEF team will attend and support all meetings.

17. Where it is not feasible to meet in person, the group may make use of telephone or video conferencing or conduct business by correspondence.

Confidentiality

18. To enable the group to provide informed and frank advice to the OfS, papers will be shared and discussions held on a confidential basis. Where appropriate papers or advice from the group may be published alongside or after the publication of OfS decisions.

Annex A: Group membership

Name	Role
Chris Millward (co-opted)	Chair Director for Fair Access and Participation, Office for Students
Chris Husbands (co-opted)	TEF Panel Chair Vice-Chancellor, Sheffield Hallam University.
Afua Acheampong (student representative)	Vice President Education, Nottingham Trent Students' Union 2018–2020
Gurpreet Dehal (co-opted)	OfS board member Trustee of multi-academy trust E-ACT Also holds non-executive positions with the Ministry of Defence and Equiti UK
Jon Forster (co-opted)	TEF metrics peer review group member Head of Department of Statistics, University of Warwick
Pauline Hanesworth	Head of Learning and Teaching, SRUC
Stephen Isherwood (employer representative)	Chief Executive, Institute of Student Employers
Janice Kay (co-opted)	Former Chair of the subject pilots. Provost and Senior Deputy Vice-Chancellor at the University of Exeter
Osama Khan	Vice-Provost Education, University of Surrey
Jessica Lichtenstein (employer representative)	Assistant Director for Education Operations, General Medical Council

Name	Role
Rebecca Lingwood	Provost, Brunel University London
Callum Perry (student representative)	Undergraduate Education Officer, University of East Anglia Students' Union President of Aurora Student Network
Becky Ricketts (student representative)	President, NUS Wales, 2020 – 2022 Group President, Trinity Saint David Students' Union 2019-20
Sue Rigby	Vice-Chancellor, Bath Spa University
Claire Taylor	Deputy Vice-Chancellor, Wrexham Glyndŵr
Steve Taylor	Dean of Higher Education, Warwickshire College Group
Ramita Tejpal	Director of Academic Quality, BPP University
Jack Thomlinson (co-opted, DfE representative)	Deputy Director, Higher Education Quality and Regulation, Department for Education