



**Higher Education Services
Learning, Teaching and Assessment
Committee Terms of Reference**

July 2025

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FutureLearn Learning, Teaching and Assessment Committee

Terms of Reference

1.0 Responsibilities of the Committee

1.1 The Learning, Teaching and Assessment Committee's remit is to oversee the enhancement of the quality and effectiveness of educational practices within FutureLearn. It provides strategic oversight and guidance on curriculum development, teaching methods, and assessment strategies to ensure alignment with academic standards. The committee supports innovation in pedagogy, promotes best practices, and ensures that learning outcomes are met effectively and equitably for learners to succeed. It also monitors and evaluates assessment policies and practices to ensure fairness, consistency, and continuous improvement in teaching and learning. The committee promotes collaboration among faculty and supports professional development initiatives.

2.0 Composition of the Committee

Chair: Director of Academic Affairs	Academic Registrar
Vice President Higher Education Services (Deputy Chair)	Head of Programmes
Vice President Strategy	Learning design representative
Programme Leaders	Elected student representative
Technology representative	
Co-opted representatives	Secretary: Academic Quality Team Lead

2.1 It is the responsibility of all members of the committee to maintain confidentiality unless information is to be appropriately shared with other members of the represented teams when authorised to do so.

3.0 Terms of Reference

3.1 The learning, teaching and assessment committee is responsible for:

- Advising ASQC on the development of FutureLearn's education strategy, policy setting and regulatory infrastructure.
- Developing and implementing FutureLearn's learning, teaching and assessment strategy, and academic provision.

- Keeping under review the effectiveness of arrangements for managing academic standards and assuring the quality of student's educational opportunities, identifying areas of good practices or concern, and acting where necessary.
- Monitoring the policies and practices of external regulatory bodies ensuring FutureLearn responds to developments in learning, teaching, and assessment.
- Advising and reporting on the operations of the support teams to provide efficient and effective support to students.
- Identifying staff development needs to enhance the quality of learning, teaching, and assessment.
- Supporting and promoting pedagogical research and scholarly activity on the quality and design of FutureLearn's programmes.
- Keeping under review performance of programmes under B3 conditions. FutureLearn's modular, credit-based curriculum framework and associated assessment process, and the non-credit bearing provision.
- Recommending policy, procedures and guidance relating to ethics across FutureLearn.
- Implementing regulatory and sector standard updates to ethics policies and procedures.
- Making decisions on ethical issues surrounding research by students, academic and support staff, ensuring legal and regulatory requirements are complied with.
- Reviewing financial support packages available to students.
- Leading on the publication of the annual monitoring statement.
- Reviewing and acting on (where appropriate), learner characteristics, success rates and outcomes.
- Evaluating A&P projects and outreach referring any ethical issues to the ethics committee.
- Maintaining an A&P risk register and action plan.
- Receiving reports as appropriate from other subcommittees.
- Considering other issues related to education as may be referred to by ASQC.
- Establishing regular arrangements for the review of the Board's terms of reference and composition and effectiveness.

4.0 Accountabilities

4.1 The Learning, Teaching and Assessment Committee is accountable to the Senior Leadership Team and may refer matters to other subcommittees. The committee will report to ASQC on matters relating to the progress on the implementation of the strategy for learning, teaching and assessment, progress and actions associated with key education performance indicators (B3), proposals for new educational policies and frameworks, proposals for changes to academic governance structures within its remit, and any other priority matters referred to for action by the Managing Director of FutureLearn.

5.0 Administration

5.1 The Learning, Teaching and Assessment Committee will meet four times per year.

5.2 The terms of reference for the Learning, Teaching and Assessment Committee will be reviewed annually by the Senior Leadership Team.