

			-Map current QA Systems being used -Identify training and support needs by September 2016 The current QA Framework (March 2012) will be reviewed to embed the Outcomes Framework by January 2017	
Practice Development System (PDS)	PDS initiated	Practice and organisational support to sector available based on assessed need	PDS within EA established by September 2016	PfY 4.13.1

2.2 The Practice and Development Group will establish a Business Plan to ensure that these targets are met within the timeframe provided and report accordingly to the Statutory Planning Group (SPG).

Membership

3.1 The Practice and Development Group is a Fixed Term Sub-Group developed by the Education Authority, which reports, through the SPG, to the Director of Children and Young People's Services, Dr Clare Mangan. The group will report as required to the Regional Advisory Group (RAG) and relevant papers will be provided on the Education Authority Website for RAG Members once approved.

3.2 The Sub-Group should have a minimum of eight members to include the following:-

- Education Authority four members including Chair and Secretary of the Sub-Group
- Regional Voluntary Youth Organisations four members including one from the Irish Medium Sector
- Children and Young People to be determined
- DE/ETI

3.3 Where applicable, members will be nominated by the Education Authority whilst Voluntary Sector Representatives will be nominated through a single representative organisation. It is important that Voluntary Sector nominations present the breadth of interest across the Voluntary Sector and who have relevant skills and expertise in the specific areas noted in 2.1. The organisation identified will put in place a mechanism for a two-way flow of communication between those members appointed through to the wider Voluntary Youth Sector.

3.4 Members are expected to bring their views and experience without prejudice, whilst approaching business in the spirit of collaboration, cohesion and mutual understanding.

Chairperson

- 4.1 The Sub-Group will be chaired by a Senior Official of the Education Authority. The Chairperson will be responsible for co-ordinating Agenda Items, managing the Agenda and leading discussions at the meetings whilst ensuring that the actions within the Business Plan are achieved.

Secretariat

- 5.1 The Secretariat for the Sub-Group will be provided by the Education Authority and is responsible for issuing a schedule of meetings, arranging meetings, preparing the Agenda and ensuring that papers are circulated to the group at least seven days in advance of the meeting. They will also take and circulate Minutes of meetings.

Involvement of Children and Young People

- 6.1 The Sub-Group will ensure that children and young people are included in the membership of the group and take an active role within the design and completion of key actions. This should be detailed within the Business Plan.

Stakeholder Engagement

- 7.1 The Sub-Group will ensure that effective Stakeholder Engagement is incorporated into the Business Plan to ensure that the key actions are achieved. This should be detailed within the Business Plan.

Monitoring and Reporting

- 8.1 The Chairperson will report to the SPG on a monthly basis and as required to the RAG. On completion of the key actions, final approval will be sought from the Children and Young People's Services Committee (Education Authority).