

Committee Structure

Version number 1.2

Introduction

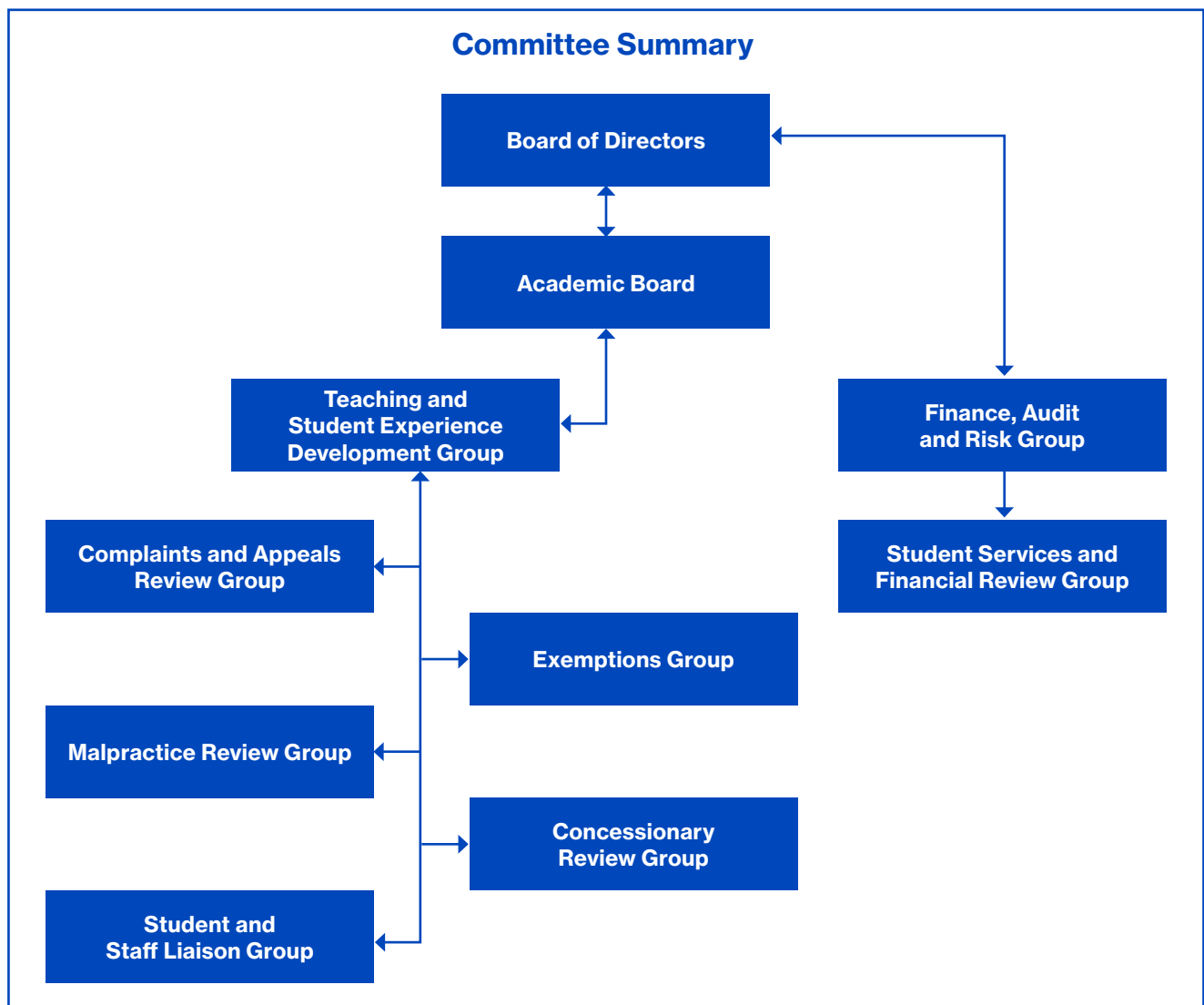
Law Training Centre has an embryonic governance structure made up of existing committees and the development of new committees, to provide a level of assurance as the company grows.

Each committee has a functionality in the structure which has the flexibility to grow and adapt as the company expands, bringing in more students and staff and developing new programmes.

The structure, detailed below, allows transparency and the work of committees to be scrutinised by the more senior committee.

The Board of Directors forms the most senior committee with oversight of both the academic provision through delegation to the Academic Board and the business provision through delegation to Finance, Audit and Risk. From the Academic Board, the Teaching and Student Experience Group enables the use of ad-hoc groups, each reporting into the more senior committee up to the Board of Directors.

Law Training Centre implements a coherent structure covering aspects of the business, allowing for an appropriate governance structure for the approval of new programmes and policies.



Main Committee Summary

Board of Directors

Chair

To be confirmed

Officer

To be confirmed

Members

Director of Strategy;
Director of Education.

Summary

To ensure impartiality and to give confidence of a robust approach to good governance to awarding bodies and accreditors, the Chair of the Board will be a senior member of the Management Team. The Board of Directors is the most senior committee in the organisation, and it is responsible for ensuring that the organisation operates within agreed parameters and Key Performance Indicators.

Academic Board

Chair

Director of Education

Officer

Head of Academics and Partnerships

Members

Qualification Managers
Student Services Team Leader.

Summary

The Academic Board is the most senior academic committee within the organisation. Its role is to oversee the academic provision within the organisation, to manage and report on the educational KPIs set by the Board of Directors and approve decisions and reports from its subcommittees.

Reporting

The Chair will complete a report to the Board of Directors on an annual basis.

Finance, Audit and Risk Group

Chair

Director of Strategy

Officer

Student Services Team Leader

Members

Director of Education;
Head of Academics and Partnerships;
Talent Development Manager;
Student Services and Finance Administrator.

Summary

The Finance, Audit and Risk Group will oversee the business elements of the organisation, in the same way AB deals with the academic KPIs, Finance, Audit and Risk will oversee the business KPIs relating to financial targets, audits and maintain the Risk Registers.

Reporting

The Chair will complete a report to the Board of Directors on an annual basis.

Teaching and Student Experience Development Group

Chair

Head of Academics and Partnerships

Officer

Student Services Team Leader

Members

Qualification Manager;
Tutor;
Senior E-Learning Specialist;
Academic Support Officer;
Digital Marketing and Communications Manager.

Summary

The Strategic Academic Management and Innovation Group will be the workhorse of the organisation's committee structure. Larger organisations will generally have two committees of this nature, a Quality Assurance Committee and an Education Committee (sometimes called a Learning and Teaching Committee or and Education and Student Life Committee). The Teaching and Student Experience Development Group is combines these two committees under one umbrella so that two meetings a year are dedicated to Quality Assurance matters, while two meetings a year are dedicated to Education matters.

Reporting

The Chair will complete a report to the Academic Board on an annual basis.

Ad-hoc Groups

The current group there are five ad-hoc groups in operation with the option for further groups to be introduced as required:

1. Complaints and Appeals Review Group

Chair

Director of Education

Officer

Student Services Team Leader

Members

Head of Academics and Partnerships; Qualifications Manager;
Talent Development Manager.

Summary

This group is the last stage of the Complaints and the Appeals processes and will be the last point of redress within the organisation. Upon reaching a decision, if the student is not satisfied, they have the options of going to the awarding body and/or Ofqual or the OIA.

Reporting

The Chair will submit a report to the Teaching and Student Experience Development Group on an annual basis.

2. Exemptions Group

Chair

Director of Strategy

Officer

Student Services Team Leader

Members

Head of Academics and Partnerships;
Qualification Manager.

Summary

This group is responsible for dealing with any requests for exemptions and implementations of updates.

Reporting

The Chair will complete a report to the Teaching and Student Experience Development Group on an annual basis.

3. Malpractice Review Group

Chair

Head of Academics and Partnerships

Officer

E-learning specialist

Members

Qualifications Manager;
Student Services Team Leader;
Tutor.

Summary

This group is responsible for dealing with any matters arising from student assessments and conduct.

Reporting

The Chair will complete a report to the Teaching and Student Experience Development Group on an annual basis.

4. Concessionary Review Group

Chair

Head of Academics and Partnerships

Officer

Student Services Team Leader

Members

Qualifications Manager;
E-learning specialist;
Academic support officer.

Summary

This group is responsible for dealing with any matters arising from requests for reasonable adjustments and special considerations.

Reporting

The Chair will complete a report to the Teaching and Student Experience Development Group on an annual basis.

5. Student and Staff Liaison Group

Chair

Talent Development Manager

Officer

Head of Academics and Partnerships

Members

Qualifications Manager;
Student Services Team Leader;
E-learning specialist;
Student Ambassador Group (Student representatives);
Digital Marketing and Communications Manager;
Legal Training Advisor.

Summary

This group is responsible for dealing with any learner feedback on the course provisions or student experience. The Student Ambassador Group consists of current and alumni students.

Reporting

The Chair will complete a report to the Teaching and Student Experience Development Group on an annual basis

6. Student Services and Financial Review Group

Chair

Director of Strategy

Officer

Student Services Team Leader

Members

Head of Academics and Partnerships;
Qualifications Manager;
Tutor.

Summary

This group is responsible for dealing with student requests for extensions, extenuating circumstances, and interruptions.

Reporting

The Chair will complete a report to the Finance, Audit and Risk Group on an annual basis.

Approved by	Eve Dullabh	Approval signature	<i>Eve Dullabh</i>
Date signed	07/2025		