



Terms of reference for UK Quality Code Advice and Guidance writing groups and expert readers

Purpose of the group

The writing group for each section of the Advice and Guidance is drawn from, and acts on behalf of, the sector. It provides expert advice to QAA on one of the Advice and Guidance sections and is responsible for writing the content. Each Advice and Guidance section will align to one of the 12 Sector-Agreed Principles of the 2024 Quality Code, with the Key Practices acting as sub-headings. The Advice and Guidance will essentially 'unpack' the Principles and Key Practices.

Remit

The writing group will:

- discuss and agree what needs to be included in the Advice and Guidance that supports the Principles and Key Practices, reflecting the current landscape and existing practice, and determining what will be useful to those using the Quality Code
- evaluate existing resources such as the Advice and Guidance from the 2018 Quality Code and decide what should be retained
- write content for the new Advice and Guidance, using a collaborative workspace (SharePoint)
- share and discuss progress at four online meetings (see dates at Annex 1).

QAA officers will:

- oversee the production and publication of the Advice and Guidance and appoint one or more members of staff to act as liaison who will provide advice, guidance and support to the writing group
- provide a template for creation of the Advice and Guidance
- provide a shared workspace for the writing group (QAA SharePoint site)
- provide advice on style and content throughout the drafting process
- facilitate discussion and provide logistical support for the online meetings
- edit final drafts for style and consistency
- offer briefings for members.

Membership and appointment

QAA is responsible for selecting writing group members and expert readers. Our aim is for groups to represent, and cover the diversity of, providers across the UK. Members of writing groups will be drawn from the QAA Membership community, as well as sector bodies and professional, statutory and regulatory bodies where relevant.

Members of the writing group will comprise quality assurance and enhancement practitioners along with those with expertise in the particular topic to which the Advice and Guidance relates - for example, strategic planners or data analysts for the data topic, or admissions officers for guidance focused on admissions. Groups will have at least one student member. We anticipate some sections of the Advice and Guidance will be longer than others and the size of the groups recruited will reflect the nature of the Sector-Agreed Principle.

The role of writing group member

Writing group members will be expected to discuss and draft the Advice and Guidance, working collaboratively, and to be active throughout the process. Members will need to attend the induction and four meetings (see dates at Annex 1). Members will be involved in discussions about what to write and work together to agree how responsibility for the writing is divided between the group.

Being part of a writing group offers a fantastic opportunity to expand networks and professional contacts and to work collaboratively with colleagues from across the UK and from different parts of the sector to produce a resource that will be widely recognised inside and beyond the UK sector.

We anticipate being a part of the writing group will involve 12-20 hours (including meetings depending on the length of the guidance) between June 2025 and May 2026 for Principles 4, 5, 7, 10, 11 and 12 and September 2025 and May 2026 for Principles 3, 6 and 9.

The role of expert reader

The main role of expert reader happens at the end of the drafting process. The expert reader will objectively read through a late draft of the Advice and Guidance (having not been involved directly in the drafting process). Feedback on the draft will be provided initially to the QAA officer and then to the whole group at the final meeting. The expert reader can attend the induction session should they wish to do so, and is required to attend meeting 4 to discuss the feedback offered (see dates at Annex 1).

Expert readers will need to be ready to provide commentary on the draft within 7 working days of receipt. This role will be quite intensive towards the end of the process between late March and April 2026. This role would be well suited to colleagues who have a strong knowledge of the topic and the quality assurance of activities that surround it.

It is likely that this role will involve approximately 8-12 hours (including meetings and depending on the length of the guidance). Being an expert reader offers an opportunity to influence the content and usability of the document, as well as boosting professional networks and contacts.

Expectations and duration of roles

Members of the writing group are invited to attend an induction event. The event will include: information outlining the approach to writing; the cross-cutting themes of the Quality Code that need to be considered during writing such as equality, diversity and inclusion; the proposed schedule for developing the Advice and Guidance section; and the opportunity to share any concerns or questions prior to starting writing.

Members of the writing group will be asked to attend four online meetings (via Microsoft Teams) held during working hours (9am to 5pm) between June 2025 and March 2026. These meetings will usually be no longer than two hours (see Annex A).

Names and titles of group members will be acknowledged in the Advice and Guidance. The writing group will disband following publication, but opportunities will be available to engage in QAA dissemination activities.

Annex A: Meeting dates for Tranche 2 of Advice and Guidance development

Please visit [UK Quality Code for Higher Education 2024 - Sector-Agreed Principles](#) for further information about the principles

Meetings may be liable to change depending on progress of the writing and editing

	Principle 3	Principle 4	Principle 5	Principle 6	Principle 7	Principle 9	Principle 10	Principle 11	Principle 12
Induction	11/09/2025 10:00-11:30	11/06/2025 10:00 –11:30	11/06/2025 10:00–11:30	11/09/2025 10:00-11:30	11/06/2025 10:00 –11:30	11/09/2025 10:00-11:30	11/06/2025 10:00 –11:30	11/06/2025 10:00 –11:30	11/06/2025 10:00 –11:30
Meeting 1	18/09/2025 10:00 –12:00	17/06/2025 10:00 –12:30	17/06/2025 10:00 –12.30	23/09/2025 10:00– 2:00	18/06/2025 10:00-12:00	23/09/2025 10:00-12:00	19/06/2025 10:00-12:00	16/06/2025 14:00-16:00	19/06/2025 14:00-16:00
Meeting 2	13/11/2025 10:00 –12:00	09/09/2025 10:00 –12:00	10/09/2025 14:00–16:00	18/11/2025 10:00–12:00	09/09/2025 10:00-12:00	20/11/2025 10:00-12:00	12/09/2025 10:00-12:00	08/09/2025 14:00-16:00	11/09/2025 14:00-16:00
Meeting 3	20/01/2026 10:00 –12:00	13/01/2026 10:00 –12:00	14/01/2026 14:00–16:00	22/01/2026 10:00-12:00	13/01/2026 10:00 –12:00	27/01/2026 10:00-12:00	15/01/2026 10:00-12:00	12/01/2026 14:00-16:00	15/01/2026 14:00-16:00
Meeting 4	14/04/2026 10:00-12:00	10/03/2026 10:00 -12:00	11/03/2026 14:00–16:00	16/04/2026 10:00-12:00	10/03/2026 10:00-12:00	21/04/2026 10:00-12:00	12/03/2026 10:00-12:00	16/03/2026 14:00-16:00	12/03/2026 14:00-16:00

****Please note the first meeting of Principles 4 and 5 will be held together.***

****Induction meetings for Principles 4, 5, 7, 10, 11 and 12 will be held together and those for 3, 6 and 9 will also be held together.***

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