**Scheme for Registration Performance Panel Terms of Reference**

**Purpose**

To undertake annual reflection on the Scheme for Registration (the Scheme) performance data, and evaluate and approve College action plans relating to quality enhancement of the Scheme for Registration.

**Objectives**

* Review the performance at each stage of the Scheme including Stage One, Stage Two and the OSCE
* Review the performance of the cohort of assessors and advise on topics for assessor training
* Review the performance of the cohort of examiners, based on recommendations from the Final Assessment Panel
* Agree and approve actions to enhance the Scheme for Registration. Make and approve minor changes to the work-based assessment, on advice from the Lead and Senior assessors
* Review components of the Scheme with high / low failure rates and review action planning recommendations to remedy issues
* Review the progression of trainees through the Scheme Lead Assessor
* Review annual trainee, supervisor and assessor feedback and make recommendations for action
* Consider the relationship between trainees’ educational background and personal characteristics and performance on the Scheme
* Make recommendations to the Education and Standards Committee for actions relating to changes to the work-based assessment and / or the Scheme for Registration as a whole
* Advise on the content and development of the Scheme for Registration cohort report, with a specific focus on actions

**Frequency of Meetings and Lifespan of Panel**

The Panel will meet at least annually, but may be asked to meet more frequently if required.

Members may also be asked for their views electronically in between meetings.

Appointments will be for up to two consecutive three-year periods and arrangements will be put in place towards the end of the this period to ensure that there is a rolling membership.

**Authority**

The Panel will report to the Education and Standards Committee.

**Membership**

The Panel should include the following members:

* One member from the Education and Standards Committee (Chair)
* One member of the current Scheme for Registration Final Assessment Panel
* One member with experience as a Stage One and Stage Two assessor
* One optometrist with recent experience as a supervisor
* An optometrist who has qualified through the Scheme for Registration in the last three years.
* One representative from the Optometry Schools Council
* One non-optometrist member with experience of professional / qualifying education in another discipline
* The Scheme for Registration External Examiners

Other members may be co-opted as appropriate.

The following members of the College staff will attend:

* Director of Education
* Deputy Director of Education
* Lead Assessor
* Other members of the College staff may be invited to attend as appropriate

External members will be appointed following a recruitment process.