



THE ROYAL SCOTTISH PIPE BAND ASSOCIATION

**Pipe Band College
Terms of Reference**

Produced 2016

TERMS OF REFERENCE

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SECTION 1: Purpose of the Pipe Band College

The objects identified within the Articles of Association of the RSPBA place an onus on the Association to “sponsor, support and maintain its own pipe band college, and issue certificates in accordance with its instructional courses in accordance with the Rules.”

The purpose of the Pipe Band College is directed by the objects of the Association and exists to:

- Raise standards in piping, drumming and pipe band music at all levels within the Association
- Raise standards in the design, development and delivery of musical education programmes for pipers and drummers.
- Establish an Examinations Board on behalf of the Board of Directors which shall exist to quality assure all educational and training activities and award RSPBA certificates to students who have been successfully achieved in RSPBA Education and Training Programmes.
- On behalf of the Board of Directors, provide support and guidance to the RSPBA’s representatives on the Piping and Drumming Qualifications Board (PDQB), ensure adherence to PDQB operating procedures and organise student assessments for RSPBA and PDQB programmes.
- Plan, organise and manage the assessment of students and maintain accurate records of student assessments and record student attainments
- Raise standards in the recruitment, selection and training RSPBA/PDQB Assessors and Instructors and maintain accurate records of RSPBA approved Instructors and Assessors
- Design, develop and make available to RSPBA members, high quality piping and drumming tuition resources
- Provide advice to the Association on educational matters
- Engage with the Adjudicators Panel Management Board on matters of joint interest particularly in relation to Education and Training.

SECTION 2: The Piping and Drumming Qualifications Board (PDQB)

The RSPBA is one of the founder members of The Piping and Drumming Qualifications Board (PDQB). PDQB is the certificating body for a range of qualifications offered jointly by The Army School of Bagpipe Music and Highland Drumming, The Tri-Service Cadet Force, The College of Piping, The National Piping Centre, The Piobaireachd Society and **The Royal Scottish Pipe**

Band Association (RSPBA). Qualifications are currently available in Piping, in Pipe Band Drumming and in teaching these instruments.

The PDQB qualifications in Scottish Bagpipes and Scottish Pipe Band Drumming, which are validated and certificated jointly by the Scottish Qualifications Authority (SQA) and PDQB, are available nationally and internationally through the **RSPBA** which is one of the approved PDQB Examinations Centres.

The PDQB comprises two nominated representatives of each of the 5 partner organisations. **The RSPBA will agree annually its representatives to serve on PDQB. This decision will be made at the meeting immediately following the RSPBA Annual General Meeting. (Action)**

The objectives of PDQB are to:

- set standards for a unified qualifications structure for playing, teaching and assessing the Great Highland Bagpipe, Pipe Band Drumming, Pipe Bands and Drum Majors;
- jointly design, develop, quality assure, assess and certificate qualifications in the unified structure;
- approve centres for awarding qualifications in the unified structure;
- liaise with the Scottish Qualifications Authority regarding national accreditation of some of relevant PDQB qualifications and alignment to the Scottish Credit and Qualifications Framework (SCQF); and
- approve PDQB Assessors nationally and internationally.

As part of its commitment to PDQB, the Pipe Band College will provide annual training events for RSPBA nominated/PDQB approved assessors and RSPBA instructors.

SECTION 3: Membership of the Pipe Band College

The Pipe Band College will be chaired by the Education Officer.

The membership of the **Pipe Band College** shall consist of:

Education Officer, appointed by Board of Directors

The following positions will be appointed in accordance with the process outlined in articles 72-76 of the RSPBA Articles of Association

Post holders shall serve for a period of three years and shall thereafter be eligible for re-election provided that at the first annual general meeting of the Pipe Band College following acceptance of this proposal, one third of the post holders shall retire from office, and at the annual general meeting in every subsequent year one-third of the post holders shall retire from office. A retiring post holder shall be eligible for re-election.

Individuals will be invited to apply for the following posts and may be appointed by the Board of Directors following interview.

2 x Internal SQA/PDQB/ RSPBA verifiers: responsible for the internal moderation and verification of PDQB and RSPBA assessments

Piping Principal: responsible for raising standards of piping tuition and development of syllabuses, training resources and supporting geographical representatives in piping development.

Drumming Principal: responsible for raising standards of drumming tuition and development of syllabuses, training resources and supporting geographical representatives in drumming development

Summer School Principal: responsible for the planning organisation and development of piping and drumming summer school initiatives and supporting geographical representatives.

Geographical Representatives (Piping and Drumming): responsible for the locality planning and delivery of piping and drumming tuition. Geographical representatives will be 1 piper or 1 drummer who has attained at least SCQF 6 in either Piping or Drumming (or an equivalent) with extensive experience of instructing at a suitable level. **Representatives will be nominated by local branches under the following arrangement:**

North of Scotland
South of Scotland
West of Scotland
East of Scotland
Lothian and Borders
England
Northern Ireland

Geographical Representatives will hold these positions for a period of three years after which they will be eligible for re-election. It is recommended that branches will nominate individuals who will carry out the functions of this role. This task must be carried out and recommendations made to the Education Officer of the Pipe Band College prior to the College Annual General Meeting. This geographical arrangement will afford opportunities to jointly organise training courses and help to offset costs. To support this initiative, the Board of Directors will agree a sum of money to be made available to the geographical representatives. This money will be used to promote joint planning and delivery of training opportunities to raise standards of piping and drumming. Specific guidelines will be developed to ensure proper management and utilisation of the resource.

Membership of the Pipe Band College will require endorsement annually by the Board of Directors at the meeting immediately following the annual General Meeting.

Representative from Music Board

Representative from Adjudicators Panel Management Board

Section 4: Pipe Band College: Member Roles and Responsibilities

The specific roles of the **Pipe Band College** members are detailed below or in the appendices to the TOR:

Education Officer – Appendix 1

Internal SQA/PDQB/RSPBA Verifiers – Appendix 2

Piping Principal – Appendix 3

Drumming Principal – Appendix 4

Principal of RSPBA Summer School – Appendix 5

Geographical Piping and Drumming Representatives: - Appendix 6

Representative from Music Board

- Identify and communicate matters of joint interest to the Pipe Band College
- Ensure that education and training is directed towards supporting bands to improve and develop further skills to meet the musical requirements at the various grades in competitions format

Representative from Adjudicators Panel Management Board

- Identify and communicate matters of joint interest to the Pipe Band College
- Offer guidance and support to ensure that education and training is directed towards supporting bands to improve and develop further skills to meet the adjudication requirements at the various grades in competitions format

Section 5: The Royal Scottish Pipe Band Association Examinations Board

For consideration as the Pipe Band College gains momentum.

The RSPBA Examinations Board is responsible for the accreditation, assessment, and certification of all RSPBA qualifications. The Examinations Board would meet once or twice a year depending on the amount of Adjudicator Training and RSPBA internal education activities taking place throughout that year. The Examination Board would be an autonomous organisation in that it would be separate from both Pipe Band College and APMB to ensure its impartiality. The Examinations Board would consider the recommendations from both these groups in relation to success or failure of students or trainee adjudicators. However, individuals could be nominated by the College and APMB but should not be involved in either ADG Adjudicator Training Activity or delivery of internal RSPBA Educational Qualifications. This will ensure transparency, objectivity and fairness in the awarding of certificates.

The Examinations Board will:

- Have responsibility for issuing RSPBA certificates to candidates who have been successful in achieving success in RSPBA Educational Assessments and Adjudicator Training
- Agree required standards for achievement in RSPBA Educational Assessments and Adjudicator Training
- Advise on the development of qualifications within the RSPBA
- Advise and contribute to the development of Qualifications within the Piping and Drumming Qualifications Board
- Validate qualifications (make sure they are well written and meet the needs of learners and tutors)
- Review qualifications to ensure they are up to date

Members of the RSPBA Examinations Board will be appointed by the Board of Directors and will be endorsed annually by the Board of Directors at the meeting immediately after the AGM. It is recommended that the Examinations Board shall consist of:

- A piper of outstanding achievement and ability within a pipe band and solo setting
- A drummer of outstanding achievement and ability within a pipe band and solo setting
- 1 x Ensemble adjudicator
- A representative from the Board of Directors

Section 6: Retirement Policy

It is RSPBA policy that all individuals holding positions within the Association should retire on reaching age 70. Members of the Pipe Band College can apply in writing to the Board of Directors on or before 31st October annually, to be considered for continuation on a year-to-year basis until age 75. The onus is on the individual Pipe Band College member to submit his or her application for continuation. Each submission must contain a statement confirming continuing health and fitness. Annual requests for continuation beyond age 70 will be considered by the Pipe Band College on the basis of health and fitness, and decisions reached will be subject to the approval of the RSPBA Board of Directors. In the event of an application being refused, the applicant will be informed of the reasons in writing by the RSPBA Chief Executive. All members of the Pipe Band College reaching the age of 75 will retire automatically at the end of the year in which they attain the age of 75. Appeals against compulsory retirement before the age of 75 should be made in writing in accordance with the RSPBA's published complaints procedure.