



lmetb

*Bord Oideachais agus
Oiliúna Lú agus na Mí*
Louth and Meath Education
and Training Board



DROGHEDA INSTITUTE OF FURTHER EDUCATION



NINE POLICIES & PROCEDURES REQUIRED FOR QQI REGISTRATION

Vs 6 2012



INDEX OF POLICIES and PROCEDURES

1. Communications
2. Equality
3. Recruitment and Development
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COMMUNICATIONS POLICY

Drogheda Institute of Further Education, reflecting the communications policy of Louth Meath Education & Training Board, is committed to establishing and maintaining a system of communication which will enable learners, teachers and other stakeholders obtain, receive, share and exchange information as appropriate to their needs.

DROGHEDA INSTITUTE OF FURTHER EDUCATION

Procedure Title:	B1.1 Communication with Learners	Version: 6	Date: Feb 2012
Purpose: To enable prospective and current students make informed choices and to communicate their experiences of the programme			
Staff Involved: All Staff			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Provide prospective students with information on courses through a well-planned sequence of: presentations to schools and community groups; Open Days at Institute; attend at related public events, eg Higher Options Conference;	Principal, Deputy Principal, Guidance, Co-ordinators and Teachers	Posters, Flyers, Prospectus, Advertisements, Application Forms, Publicity Material, Schedule of visits to schools and adult education centres, conferences, Interviews	

Provide information to current students through Student Diary, Induction Day, Study Skills Seminars, Student Council, a clear outline of the course, assessment criteria, assignment/examination schedule	Co-ordinators/Guidance Department with Course Teams	Module Descriptors, Timetables, Noticeboards, including electronic, Student Diary, Induction Day Programme Outline
Provide opportunities for learners to give feedback on their experience of the programme through learner questionnaires, student council, board of management representative	Co-ordinators and/or Guidance Department, Student representatives	Evaluation sheets and questionnaires; Minutes of annual programme review; Records of meetings between Student Council and Staff Liaison person, Student Representatives on Board of Management
Monitoring Procedure B1.1		
Monitor	Frequency	Monitoring Method(s)
	On-going on an informal basis and formally annually	Review of procedures using monitoring form

DROGHEDA INSTITUTE OF FURTHER EDUCATION

Procedure Title:	B1.2 Communication with Staff	Version: 6	Date: Feb 2012
Purpose: To describe how information is communicated to staff			
Staff Involved: All Staff			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Provide a range of opportunities for communication with staff including Staff Meetings, Assistant Principal Team Meetings, Course Team Meetings, Subject team meetings, Staff Noticeboards, Moodle Intranet, text messaging	All Staff	Agendas and Minutes of Meetings Assignment Calendar, Noticeboards, text messaging, group emails, moodle intranet	
Provide staff development days	Principal and VEC	Schedule of CPD days provided	
To provide Staff Handbook	Deputy Principal	Staff Handbook	

To display Timetable and Examinations Schedule	Assistant Principal responsible for Timetables	Timetables, Examination Schedules (including one for students requiring additional support)	
Monitoring Procedures			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
	Informally on an ongoing basis and formal Annually	Review of procedures using Monitoring Form	
DROGHEDA INSTITUTE OF FURTHER EDUCATION			
Procedure Title:	B 1.3 Communication with other stakeholders	Version: 6	Date: February 2012
Purpose: To provide information on the programmes and services available in DIFE to relevant stakeholders			
Staff Involved: All staff			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	

Provide information to stakeholders using a range of formats including Website, Prospectus, Advertising, Open Days, Exhibitions, NEFHEA, Presentations to external groups, Press Releases, Photographs (Awards Night, etc)	All staff	Prospectus, Website, Advertisements, Powerpoint presentations
To hold Board of Management Meetings	Principal as Secretary to BoM	Minutes, list of members
Liaison with local employers	Management; Co-ordinators; administration;	List of Employers/Visits/Letters/Work Placement Reports/information leaflets
Liaise with County Louth VEC	Principal, Deputy Principal, Staff Representatives, Student Representatives, Principal and Deputy Principal Meetings	emails, minutes of meetings
Monitoring Procedure		
Monitor (Job Title)	Frequency	Monitoring Method(s)

	Informally on an ongoing basis and formal Annually	Review of procedures using Monitoring Form
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POLICY ON EQUALITY

Drogheda Institute of Further Education is committed to providing and promoting, through all of its processes, practices and structures, an environment where all individuals are treated with respect and dignity in terms of race, gender, disability, religion, age, sexual orientation, family status, marital status and membership of the Traveller community.

DROGHEDA INSTITUTE OF FURTHER EDUCATION

Procedure Title:

B2.1 Equality Training

Version: 6

Date: Feb 2012

Purpose: To ensure that staff are aware of equality issues and provided with training to promote equality

Staff Involved: All Staff

Method(s) used to carry out this procedure

Who does it

Evidence generated by this procedure

To provide Staff Training on Equality Legislation and best practice

Principal

Schedule of Inservice, Training Material

Monitoring Procedure

Monitor (Job Title)

Frequency

Monitoring Method(s)

Informally on an ongoing basis and formal Annually

Review of procedures using Monitoring Form

DROGHEDA INSTITUTE OF FURTHER EDUCATION

Procedure Title:

B2.2 Equality Planning

Version: 6

Date: Feb 2012

Purpose: To develop an equality action plan based on an equality audit

Staff Involved: All Staff

Method(s) used to carry out this procedure

Who does it

Evidence generated by this procedure

To conduct an audit of current provision with respect to equality

QA

Audit Report

To develop an Equality Action Plan

QA

Equality Action Plan

Monitoring

Monitor (Job Title)

Frequency

Monitoring Method(s)

Informally on an ongoing basis and formally Annually

Review of procedures using Monitoring Form

POLICY ON RECRUITMENT AND DEVELOPMENT

It is the policy of Drogheda Institute of Further Education to approach recruitment and development of staff using best practice in order to attract, select, appoint and facilitate the development of all staff in a fair, equal and merit-based process. Staff training and development will be undertaken in a systematic way according to the needs of individual programmes and services.

DROGHEDA INSTITUTE OF FURTHER EDUCATION

Procedure Title:	B3.1 Recruitment and Allocation	Version: 6	Date: Feb 2012
Purpose: To ensure that there is an effective recruitment system in place in order to provide required personnel			
Staff Involved: VEC, BoM, Principal			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Identify staff needs	Principal	General Staff Meetings, Co-ordinators' Meetings, Subject Meetings, one-to-one as requested	
Follow normal VEC recruitment process (see CLVEC Recruitment Procedures)t	LMETB	Request to VEC for additional staff. Follow CLVEC recruitment procedures (see CLVEC Recruitment Procedures). Advertisement, Applications, Recruitment Documentation	
Monitoring Procedure			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
	Informally on an ongoing basis and formally Annually	Review of procedures using Monitoring Form	

DROGHEDA INSTITUTE OF FURTHER EDUCATION

Procedure Title:	B3.2 Staff Induction (LMETB and Individual Colleges)	Version: 6	Date: Feb 2012
Purpose: To ensure that new staff have adequate training to be competent and confident in their new role			
Staff Involved: Principal, Deputy Principal, Individual Staff Members			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
New teachers participate in LMETB Induction Programme. New teacher has induction meeting with Course Co-ordinator.	LMETB	LMETB Induction Programme, List of Participants.	
New teacher has induction meeting with DP.	DP	Staff Induction Checklist, Staff Handbook, Dates of Meetings	
New teacher has induction meeting with Course Co-ordinator	Course Co-ordinators	Record of first meeting (Staff Induction Checklist); Minutes of meetings	
Monitoring Procedure			
Monitor (Job Title)	Frequency	Monitoring Method(s)	

	Informally on an ongoing basis and formally Annually	Review of procedures using Monitoring Form
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DROGHEDA INSTITUTE OF FURTHER EDUCATION			
Procedure Title:	B3.3 Staff Development	Version: 6	Date: Feb 2012
Purpose: To ensure that structures are in place whereby staff can access training, development and support			
Staff Involved: All staff			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Conducting Training Needs Analysis	Organised by Principal	Questionnaire for Staff; List of Training Needs identified	
Annual Training Plan	Principal	Annual Training Plan	
Provision of Staff Development	Principal	Records of Training Provided to Staff; Handouts from Training Session; Attendance Sheets	
Monitoring Procedures			

Monitor (Job Title)	Frequency	Monitoring Method(s)
	<p style="text-align: center;">Informally on an ongoing basis and formally Annually</p>	<p style="text-align: center;">Review of procedures using Monitoring Form</p>

POLICY ON ACCESS, TRANSFER AND PROGRESSION

The aim of Drogheda Institute of Further Education is to provide enrichment and opportunity for its students by encouraging life-long and life-wide learning through facilitating access, supporting transfer and promoting progression.

DROGHEDA INSTITUTE OF FURTHER EDUCATION

Procedure Title:	B 4.1 Information Provision	Version: 6	Date: Feb 2012
Purpose: To facilitate successful participation appropriate information is provided.			
Staff Involved: Administration/Guidance Counsellor/All staff			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Provision of Institute Prospectus	All staff	Prospectus	
Provision of information on the Institute Website	All staff	Interactive Website with online application form	
Provision of Student Diary, Information on Calendar, Assessment, Examinations Timetable, Provision of information at Induction Day	All staff	Student Diary for each registered student. Assessment Calendar, Examinations Timetable, Induction Day Presentation by Course Co-ordinators	

Provision of Guidance Service	Guidance Counsellor	Guidance Plan, Appointment System, List of visiting colleges, list of College Open Day Visits	
Organisation of Open Days, Exhibitions, School Visits, Advertising	All staff	Notices, Advertisements, Invitations, Receipt of application forms	
Monitoring Procedure			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
	Informally on an ongoing basis and formally Annually	Review of procedures using Monitoring Form	
DROGHEDA INSTITUTE OF FURTHER EDUCATION			
Procedure Title:	B 4.2 Learner entry arrangements	Version: 6	Date: Feb 2012
Purpose: To ensure there is a fair and consistent approach to programme selection and entry for all applicants.			
Staff Involved: All staff			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Clear statement of entry requirements	All staff	Prospectus and Website	
Implement agreed selection procedure	All staff	Admissions Policy and Procedure, and Interview Marking Template, Registration Form, letters of acceptance and letters of refusal	

Statement of Appeals Procedure		Principal	Appeals documents, record of all appeals	
Monitoring Procedure				
Monitor (Job Title)	Frequency	Monitoring Method(s)		
	Informally on an ongoing basis and formally Annually	Review of procedures using Monitoring Form		
DROGHEDA INSTITUTE OF FURTHER EDUCATION				
Procedure Title:	B 4.3 Recognition of Prior Learning*****	Version: 6	Date: Feb 2012	
Purpose:				
Staff Involved:				
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure		
		Individual Course Descriptions		
		Minutes of Meetings, recommendations		
Interviews held for incoming applicants to determine suitability and ascertain level of prior learning		Applications, written and verbal information given to applicants. Follow-up communication to successful applicants		
Monitoring Procedure				

Monitor (Job Title)	Frequency	Monitoring Method(s)	
		Collection of Material, attendance at meetings, collation of sampled material and records, reporting to senior management.	
DROGHEDA INSTITUTE OF FURTHER EDUCATION			
Procedure Title:	B 4.4 Facilitating Diversity	Version: 6	Date: Feb 2012
Purpose: Selection procedures, entry requirements and programme content/delivery can be adapted or specific supports made available to facilitate individuals/groups with particular needs to successfully participate, transfer and progress.			
Staff Involved: All teaching staff, special needs assistants			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
To identify learners with particular needs at application stage and through Assessment Interview	DP	Completed Applications, Assessment of Learner Needs document	
To implement procedure for providing additional supports for learners	DP	Procedure for providing additional supports for learners, Application to College, Application to HEA	

Provision of specific supports such as PAs which is dependent on successful grant application	DP	Confirmation of Grant, Recruitment Process and Appointment of Pas, Provision of learning aids as required, Material adapted as required and/or provided in accessible format
Provision of accessible premises	Principal	Premises designed to meet access requirements
Provision of training for staff in facilitation of diversity	Principal	Records of CPD
Accessing the services of disability agencies	Principal	Membership of Association for Higher Education Access and Disability
Provision of reasonable accommodation for learners with particular needs	Co-ordinators, Examinations Secretary, Examinations Timetabler, Personal Assistants	Requisition for reasonable accommodation in examinations
Monitoring Procedure		
Monitor (Job Title)	Frequency	Monitoring Method(s)
	Informally on an ongoing basis and formally Annually	Review of procedures using Monitoring Form

POLICY ON PROGRAMME DEVELOPMENT, DELIVERY AND REVIEW

Drogheda Institute of Further Education is committed to providing and supporting a range of learning opportunities which respond to the needs of further education students. It is the policy of the College to develop expertise in the design, delivery, evaluation and management of programmes and services.

DROGHEDA INSTITUTE OF FURTHER EDUCATION

Procedure Title:	B 5.1 Need Identification	Version: 6	Date: Feb 2012
Purpose: The programmes are developed to meet the identified needs of learners, and the needs of business and industry at local and national level			
Staff Involved: CLVEC, Principal, all teaching staff, employers and interested parties.			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Development team convened to design programme(s)	Principal and relevant staff	List of team members, records of team meetings	

<p>Conduct research into the need for programme(s) with a focus on: information on labour market skills gaps; national reports from The Expert Group on Future Skills Needs; third level entry requirements; local employers, Trades Council, Chamber of Commerce, qualification requirements for specific careers; national trends; guidance counsellors from schools within catchment area</p>	<p>Development Team</p>	<p>Applications to Department of Education and Skills for additional course(s)/places.</p> <p>Correspondence from relevant bodies.</p>
<p>Monitoring Procedure</p>		
<p>Monitor (Job Title)</p>	<p>Frequency</p>	<p>Monitoring Method(s)</p>
	<p>Informally on an ongoing basis and formally Annually</p>	<p>Review of procedures using Monitoring Form</p>

DROGHEDA INSTITUTE OF FURTHER EDUCATION

Procedure Title:	B 5.2 Programme Design	Version: 6	Date: Feb 2012
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Purpose: To ensure that the programme structure, delivery and assessment methodologies meet the needs of learners and the national standards required by validating bodies.

Staff Involved: All staff

Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure
Programme design occurs as part of the IVEA / CEEOA Shared Programme Development Process		

Monitoring Procedure

Monitor (Job Title)	Frequency	Monitoring Method(s)
	Informally on an ongoing basis and formally Annually	Review of procedures using Monitoring Form

DROGHEDA INSTITUTE OF FURTHER EDUCATION

Procedure Title:	B5.3 Programme Approval pre Submission for Validation	Version: 6	Date: Feb 2012
Purpose: To ensure that each Programme is checked and approved by Management prior to submission to FETAC for approval			
Staff Involved:			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Programme is developed under the Programme Approval Agreement	Senior Management	Correspondence with PAA	
Programme is submitted to Programme Approval Committee for evaluation and approval	Principal/QA	Draft Programme	
Programme is submitted to FETAC for validation	Principal/QA	Component Descriptors, Programme Validation	
Monitoring Procedure			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
	Informally on an ongoing basis and formally Annually	Review of procedures using Monitoring Form	

DROGHEDA INSTITUTE OF FURTHER EDUCATION

Procedure Title:	B5.4 Programme Planning	Version: 6	Date: March 2006
Purpose: To ensure that programmes developed are supported by appropriate time, staff, methodologies, and resources			
Staff Involved: Senior management, various planning teams			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Convert programmes into Timetables,	Various planning teams	Timetable, Schemes of Work	
Drawing up plans for delivery of individual components	Teachers	Component Plans	
Ensure that resources are made available for courses including materials, staffing and substitution	Principal and teachers	Timetable, Staff Allocation, materials and equipment	
Monitoring Procedure			
Monitor (Job Title)	Frequency	Monitoring Method(s)	

	Informally on an ongoing basis and formally Annually	Review of procedures using Monitoring Form	
DROGHEDA INSTITUTE OF FURTHER EDUCATION			
Procedure Title:	B5.5 Programme Delivery	Version: 6	Date: Feb 2012
Purpose: To ensure that teachers use appropriate methodologies and materials in the delivery of the programmes, and that delivery of programmes is reviewed regularly			
Staff Involved: Senior management, various planning teams			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Teachers have own individual schemes of work/lesson plans to enable delivery of course	All teaching staff	Individual schemes of work/lesson plans	
A range of appropriate methodologies, resources, materials and equipment are used in the delivery of the programmes	All teaching staff	Schemes of Work/lesson plans, Completed Learner Questionnaires	

Programmes are reviewed annually by staff and learners through student questionnaires and staff review meetings	Staff and learners	Collation of completed student questionnaire; review of meeting Agenda, Minutes and Action Plan
Teachers engage in CPD in relation to teaching methodologies	All staff	CPD Records
Substitution cover is provided as required	Principal	Substitution Records
Monitoring Procedure		
Monitor (Job Title)	Frequency	Monitoring Method(s)
	Informally on an ongoing basis and formally Annually	Review of procedures using Monitoring Form

DROGHEDA INSTITUTE OF FURTHER EDUCATION

Procedure Title:	B5.6 Learner Records	Version: 6	Date: Feb 2012
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Purpose: To maintain records of Learner participation and achievement

Staff Involved: All Staff

Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure
To retain comprehensive learner records from application to progress and certification	Administration, co-ordinators, teaching staff generally	Application form, interview form, offer lists, feedback from learners, feedback to learners, assessment records, certification records, records of appeals, attendance records, records of additional supports identified and provided

Monitoring

Monitor (Job Title)	Frequency	Monitoring Method(s)
	Informally on an ongoing basis and formally Annually	Review of procedures using Monitoring Form

DROGHEDA INSTITUTE OF FURTHER EDUCATION

Procedure Title:	B5.7 Provision and Maintenance of Learning Facilities/Resources	Version: 6	Date: Feb 2012
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Purpose: To ensure that sufficient resources are available to enable programme objectives be met subject to financial constraints

Staff Involved: Institute Management/All Staff

Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure
To identify learning facilities and resources required for course delivery	All staff	Agenda, Minutes of Meetings, Action Plan, Requisition Forms, Up-dated Stock Control
Regular meetings held at course and department level to include review of learner facilities and resources	All staff	Agenda, Minutes of Meetings, Action Plan, Annual Department Review

Monitoring Procedure

Monitor (Job Title)	Frequency	Monitoring Method(s)
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	Informally on an ongoing basis and formally Annually	Review of procedures using Monitoring Form
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DROGHEDA INSTITUTE OF FURTHER EDUCATION			
Procedure Title:	B 5.8 Health and Safety	Version: 6	Date: February 2012
Purpose: DIFE is committed to ensuring that all training is conducted in an environment which complies with health and safety legislation			
Staff Involved: Vocational Education Committee Safety Officer; Staff Health and Safety representative; all staff			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Drawing up Health and Safety Statement	CLVEC and Safety Officer	Safety Statement	
Report of visiting Health and Safety Officer	Visiting Health and Safety Officer	Regular Hazard Audits, Reports, Action Plans	
Health and Safety Exercises/Fire Drills and Evacuations	All staff	Reports/Recommendations/Action Plans	

Accident Report Book Retained		Relevant Staff Member	Accident Report Book	
Monitoring				
Monitor (Job Title)	Frequency	Monitoring Method(s)		
	Informally on an ongoing basis and formally Annually	Review of procedures using Monitoring Form		
DROGHEDA INSTITUTE OF FURTHER EDUCATION				
Procedure Title:	B5.9 Programme Review	Version: 6	Date: February 2012	
Purpose: To ensure delivery of programmes in line with best practice				
Staff Involved: All Staff				
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure		
Provide Template for Programme Review Meetings	QA Officer	Agenda, Minutes, Action Plan, Completed Template Document		
Programme Review conducted by each Department using the Review Template at the end of the year	Course Co-ordinators	Report		
Monitoring Procedure				

Monitor (Job Title)	Frequency	Monitoring Method(s)
	<p style="text-align: center;">Informally on an ongoing basis and formally Annually</p>	<p style="text-align: center;">Review of procedures using Monitoring Form</p>

POLICY ON FAIR AND CONSISTENT ASSESSMENT OF LEARNERS

Drogheda Institute of Further Education is committed to providing a fair and consistent assessment of all learners. They, therefore, commit to the following:

- a planned and co-ordinated approach to the delivery of its programmes
- a co-ordinated approach to assessment which ensures that appropriate methodologies and used and consistent standards maintained
- striving to ensure that procedures are consistent with national standards
- ensuring that assessments by third parties conform to internal assessment standards

- ensuring that information on assessment methods and assessment schedules are available to all students
- providing feedback to students through formative and summative assessment
- ensuring that all information, test papers, answer papers and final results are kept in a secure environment

DROGHEDA INSTITUTE OF FURTHER EDUCATION

Procedure Title:	B6.1 Co-ordinated Planning of Assessment	Version: 6	Date: February 2012
Purpose: To ensure that the assessment of each programme is planned in advance.			
Staff Involved: All Staff			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Conduct Department Meetings in order to agree a range of assessment techniques to include cross-curricular integration where possible, and plan an assessment schedule	All staff	Assessment Plan, Assessment Schedule, Agenda and Minutes of Meetings, Briefs, Exam Papers, Marking Schemes, Outline Solutions, Examinations Timetable	
Monitor (Job Title)	Frequency	Monitoring Method(s)	

	Informally on an ongoing basis and formally Annually	Review of procedures using Monitoring Form
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DROGHEDA INSTITUTE OF FURTHER EDUCATION			
Procedure Title:	6.2 Information to Learners	Version: 6	Date: February 2012
Purpose: To provide relevant information relating to the assessment process to all learners			
Staff Involved: All Staff			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
To provide in the student diary clear guidelines on student responsibilities, assessment methods, reasonable accommodations, repeats, appeals. Refer learners to Module Descriptors.	Information Team/Co-ordinators/Tutors/Examinations Secretary	Student Diary; Moodle; Module Descriptors	
Information on Assessment is provided to learners at General Induction and also at module induction		Induction Materials	

Learner Feedback system		Student Feedback Form
Compilation of Assessment Schedules/Examination Timetables	Timetabler with Co-ordinators, Tutors, Examinations Secretary	Assessment Schedules and Examination Timetables posted on Noticeboards – public spaces and classrooms; Moodle
Monitoring Procedure		
Monitor (Job Title)	Frequency	Monitoring Method(s)
	Informally on an ongoing basis and formally Annually	Review of procedures using Monitoring Form

DROGHEDA INSTITUTE OF FURTHER EDUCATION

Procedure Title:	B6.3 Security of Assessment Related Processes and Material	Version: 6	Date: February 2012
Purpose: To ensure the security and integrity of assignment/assessment related processes and materials			
Staff Involved: All staff			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Guidelines for Assessors relating to assessment materials, assessment processes, learner work and learner records	Examinations Secretary/Co-ordinators/Teachers	Examinations Guidelines and Procedures Document	
Programme Team Meetings	Co-ordinators/Course Team	Agendas and Minutes	
Procedure established to cover storage, author verification, security of examinations papers and supervision of examinations	Examinations Secretary/Co-ordinators	Examinations Guidelines/Procedure Document/Student Diary, Receipt System, Author Verification	
Ref 6.9 Examination Guidelines (Appeals)	Co-ordinators/Teachers/Examinations Secretary	Examination Guidelines/Institute Guidelines	

Compilation of internal verifiers and external authentication reports	All Assessors	Reports
Monitoring Procedure		
Monitor (Job Title)	Frequency	Monitoring Method(s)
	Informally on an ongoing basis and formally Annually	Review of procedures using Monitoring Form

DROGHEDA INSTITUTE OF FURTHER EDUCATION

Procedure Title:

B6.4 Reasonable Accommodation

Version: 6

Date: February 2012

Purpose: To ensure that inclusive assessment methodologies are agreed and published and that special arrangements are put in place to facilitate candidates with special requirements

Staff Involved: All staff

Method(s) used to carry out this procedure

Who does it

Evidence generated by this procedure

To implement the guidelines on reasonable accommodation

Examinations Secretary/All Teachers

**Examination Guidelines/Procedures Document;
Record of modifications to assessment material and process, List of students with reasonable accommodation needs, Examinations Timetable for students with special requirements**

Compilation of learner verification evidence

Guidance Counsellor/Course Co-ordinators

Verification documents

Compilation of External Examiners' Reports

External Examiners

Reports

Monitoring

Monitor (Job Title)	Frequency	Monitoring Method(s)
	Informally on an ongoing basis and formally Annually	Review of procedures

DROGHEDA INSTITUTE OF FURTHER EDUCATION

Procedure Title:	B6.5 Consistency of Marking between Assessors	Version: 6	Date: February 2012
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Purpose: Ensuring that learner assessments are marked in a fair and consistent fashion

Staff Involved: Tutors; Internal Moderators

Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure
Implement Internal Verification System as outlined in the DIFE Assessment Guidelines. Training will be provided to all staff.	All teachers	DIFE Assessment Guidelines, Internal Verifiers' Reports,

Conduct Course and Subject Meetings to organise assessment	Teachers; Internal Verifiers; Quality Assurance Officer; Examinations Secretary; Principal	Minutes/Reported Comments/Recommendations
Cross moderation between teachers delivering the same module	All assessors	Minutes of Meeting
Monitoring Procedures		
Monitor (Job Title)	Frequency	Monitoring Method(s)
	Informally on an ongoing basis and formally Annually	Review of procedures using Monitoring Form

PROVIDER NAME

DROGHEDA INSTITUTE OF FURTHER EDUCATION

Procedure Title:	B6.10 Results Approval	Version: 6	Date: February 2012
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Purpose: To ensure that results are fully quality assured and signed off by the Centre prior to submission to FETAC for certification.

Staff Involved:

Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure
Establishment of Results Approval Panel, systems for submitting learner data and results	Principal	Results Approval Panel Report, Agenda and Minutes of Results Approval Panel Meeting, Internal Verification Report, External Authentication Report, Provisional Results Report

Monitoring

Monitor (Job Title)	Frequency	Monitoring Method(s)
	Informally on an ongoing basis and formally Annually	Review of procedures using Monitoring Form

DROGHEDA INSTITUTE OF FURTHER EDUCATION

Procedure Title:	B 6.6 Assessment Performed by External Parties	Version: 6	Date: February 2012
Purpose: To ensure fair and consistent assessment where employers and third party providers assess learners			
Staff Involved: Institute management/co-ordinators/tutors			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Briefing to employers	Institute Management/co-ordinators	Correspondence with employers, visits to work placement, completed supervisor's report	
Monitoring Procedure			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
	Informally on an ongoing basis and formally Annually	Review of procedures using Monitoring Form	

DROGHEDA INSTITUTE OF FURTHER EDUCATION

Procedure Title:	B6.7 (1) Internal Verification	Version: 6	Date: February 2012
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Purpose: To ensure that assessment procedures have been applied consistently across assessment activities through DIFE's Internal Verification

Staff Involved: All staff

Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure
To implement the Internal Verification System	All staff	Internal Verifier Report Internal Verifier Checklist Sampling Strategy Assessor's Checklist Results Approval Panel Report Provisional Results Report
Programme Team Meetings	Teams	Agendas and Minutes

Monitoring Procedure

Monitor (Job Title)	Frequency	Monitoring Method(s)
	Informally on an ongoing basis and formally Annually	Review of procedures using Monitoring Form

DROGHEDA INSTITUTE OF FURTHER EDUCATION

Procedure Title: B6.7 (2) External Authentication

Version 6

February 2012

Staff Involved: All staff

Method(s) used to carry out this procedure

Who does it

Evidence generated by this procedure

To implement DIFE External Authentication Procedures

External Authenticator

External Authenticator's Report
 Sampling Strategy
 Provisional Results Report
 Results Approval Panel Report
 Minutes of Results Approval Meeting

Monitoring Procedure

Monitor (Job Title)

Frequency

Monitoring Method(s)

Informally on an ongoing basis and formally Annually

Review of procedures using Monitoring Form

DROGHEDA INSTITUTE OF FURTHER EDUCATION

Procedure Title:	B 6.8 Feedback to learners	Version: 6	Date: February 2012
Purpose: To ensure individual learners receive appropriate and constructive feedback on their assessment which informs their participation on the programme and is appropriate to the nature of the assessment (formative or summative)			
Staff Involved: All staff			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Compile Teacher /Learner Meeting Schedules	All Staff	Record of Meetings	
Feedback for Learners on each assignment/project (Formative assessment)	All staff	Sample of comments	
Learner verification	Teachers and students	Questionnaires and evaluation sheets, Feedback back	
Monitoring Procedures			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
	Informally on an ongoing basis and formally Annually	Review of procedures using Monitoring Form	

DROGHEDA INSTITUTE OF FURTHER EDUCATION

Procedure Title:	B6.9 Learner Appeal	Version: 6	Date: February 2012
Purpose: To enable learners appeal an assessment process or assessment result which they consider to be unfair			
Staff Involved: All staff			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Complying with Appeals Procedure and examination guidelines	Examinations Secretary	Examination Guidelines; Record; Questionnaire	
Compiling Record of Learner Appeals	Examinations Secretary/Course Co-ordinator	Record	
Learner Verification	Course Co-ordinator/Guidance Counsellor/Teachers	Questionnaires	
Monitoring Procedures			
Monitor (Job Title)	Frequency	Monitoring Method(s)	

	Informally on an ongoing basis and formally Annually	Review of procedures using Monitoring Form
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DROGHEDA INSTITUTE OF FURTHER EDUCATION			
Procedure Title:	B6.11 Corrective Action	Version: 6	Date: February 2012
Purpose: To ensure that procedures are in place to deal with anything that impacts on the validity of the assessment process			
Staff Involved: All staff			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
*Assessment Corrective Action Plan	Examinations Secretary	Assessment Corrective Action Plan Record of Internal Verification of Assessment External Authentication Report Records of any corrective action taken Assessment event log	

Monitoring Procedure		
Monitor (Job Title)	Frequency	Monitoring Method(s)
	Informally on an ongoing basis and formally Annually	Review of procedures using Monitoring Form

POLICY ON PROTECTION FOR LEARNERS

As required under Part VII of the Qualifications Act, Drogheda Institute of Further Education is committed to providing appropriate protection for all its learners.

Information will be provided on the conditions under which a Programme can begin or end.

Appropriate criteria and methods for refunds will be set out.

In the event of programme cessation students will be transferred where practicable.

DROGHEDA INSTITUTE OF FURTHER EDUCATION

Procedure Title:	B7.1 Cessation of Programmes	Version: 6	Date: February 2012
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Purpose: To protect learners in the event of a programme ceasing before completion

Staff Involved: CEO, BOM, School Management

Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure
Notification of VEC	CEO/Principal	Letter
Alternative arrangements put in place	CEO/Principal	Timetable

Monitoring

Monitor (Job Title)	Frequency	Monitoring Method(s)
CEO/Principal	As required	Continuous review

POLICY ON SUB-CONTRACTING/PROCUREMENT AND DELIVERY

Where programmes or part thereof have been sub-contracted, or where there is involvement in delivering programmes developed by other organisations, Drogheda Institute of Further Education, is committed to the following:

- applying appropriate selection criteria in the process determining the provider of a programme
- having appropriate written contractual arrangements in place in relation to external programme delivery
- establishing a systematic method of reviewing and reporting on all aspects of the programme delivery
- ensuring that a monitoring procedure is in place to evaluate the delivery and arrangements outlined in the written Contract

DROGHEDA INSTITUTE OF FURTHER EDUCATION

Procedure Title:	B8.1 Selection of a Second Provider	Version: 6	Date: February 2012
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Purpose: To ensure that suitable providers are employed by selecting those who fulfil relevant criteria

Staff Involved: Principal/CEO/Co-ordinator

Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure
Assessment of need and search for suitable provider	Co-ordinator/Principal; CEO	Matching of needs with qualifications and experience of second provider
Advertisements, Interviews, Drawing up of contract in relation to content, delivery, assessment, etc.	CEO	Contract

Monitoring Procedures

Monitor (Job Title)	Frequency	Monitoring Method(s)
	As required/during contractual period	Comparison of Contractual Arrangements with output, Report of Principal, Feedback from second provider

DROGHEDA INSTITUTE OF FURTHER EDUCATION

Procedure Title:	B8.2 Contract Arrangements	Version: 6	Date: February 2012
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Purpose: To ensure that the agreed responsibilities of the second provider are fulfilled

Staff Involved: Principal

Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure
Specification of roles and responsibilities, and supervisory structure	Principal	Agreed Statement or Contract; Plan or Schedule of Content and Delivery

Monitoring Procedures

Monitor (Job Title)	Frequency	Monitoring Method(s)
CEO	Monitoring on regular basis and as required	Continuous review

DROGHEDA INSTITUTE OF FURTHER EDUCATION

Procedure Title:	B8.3 Reporting Arrangements	Version: 6	Date: February 2012
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Purpose: To ensure that second provider is delivering the course for which contracted

Staff Involved: CEO, Principal, Provider

Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure
The compilation of Report(s) by second provider to Institute Management	Second Provider	Report(s)
Review by VEC	CEO, Principal	Report, contract, correspondence and minutes of meetings

Monitoring Procedure

Monitor (Job Title)	Frequency	Monitoring Method(s)
CEO, Principal	As required	Review terms of contract, programme content and delivery, assessment methods, results

DROGHEDA INSTITUTE OF FURTHER EDUCATION

Procedure Title:	B8.4 Monitoring Arrangement	Version: 6	Date: February 2012
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Purpose: To ensure that learners have a relevant course delivered appropriately to them

Staff Involved: All staff

Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure
Designing Contract; Team meetings (at times to include second provider); Learner verification	CEO, Principal	Contract, Agendas and Minutes, Learner Minutes of Meetings, Questionnaires/Evaluation Sheets

Monitoring Procedure

Monitor (Job Title)	Frequency	Monitoring Method(s)
CEO, Principal	Whenever required	Review of documentations, discussion with providers, evaluation of questionnaires

POLICY ON SELF-EVALUATION OF PROGRAMMES AND SERVICES

Drogheda Institute of Further Education is committed to ongoing and regular evaluation of its programmes by setting up appropriate evaluation structures such as:

- clear statements of the purpose and scope of programme evaluation
- ongoing improvements in staff and team consultation
- identification of clear mechanism of programme evaluation that will include all stakeholders in the programme
- outline where the responsibility for programme evaluation is placed
- meeting with stakeholders (including learners) at least once during the delivery of a programme
- organising the integration of recommendations regarding programme evaluation into ensuing programme delivery where possible and practicable
- organising an appropriate external evaluator for each programme

DROGHEDA INSTITUTE OF FURTHER EDUCATION

Procedure Title:	B9.1 Assignment of Responsibility	Version: 6	Date: February 2012
Purpose: To ensure the commitment of management through allocation of resources course co-ordinators and course/programme teams to enable internal evaluation			
Personnel Involved: Institute Management, Course Co-ordinators, Course/Programme Teams			

Procedure Title:	B9.2 Organising frequency of self-evaluation programmes within permitted cycle	Version: 6	Date: February 2012
Procedure: In view of the number of Programmes being presented by the Institute, and to ensure the minimum of disruption to students as well as the continuity of quality provision, the Institute self-evaluation of programmes will deal with multiples of related programmes within the five year cycle ensuring that each Programme will go through the self-evaluation process at least once within that cycle. Since this means that self-evaluation is continuous throughout the five year cycle that the effects will impact positively on Programmes not actually being evaluated in a particular year			
Personnel Involved: Institute Management, Course Co-ordinators, Course/Programme Teams			

Procedure Title:	B9.3 Decision on the range of Programmes evaluated during each Self-evaluation Programme	Version: 6	Date: February 2012
<p>Procedure: Programmes will be grouped, as far as possible and practicable, into related fields of learning. The aim is that the Course Programmes can be dealt with in five or six major areas but at the same time ensuring that each Programme is reported on separately as demanded by FETAC's Quality Assurance requirements. By grouping Course Programmes in this way all Programmes can self-evaluated within the five year cycle.</p>			
<p>Personnel Staff Involved: Institute Management, Course Co-ordinator, Course/Programme Teams</p>			

Procedure Title:	B9.4 To gauge learner views through their involvement in the self-evaluation process	Version: 6	Date: February 2012
Procedure: Compile the views of learners in relation to the Course Programmes			
Personnel Involved: Institute Management, Course Co-ordinator, Course/Programme Teams, Learners			

Procedure Title:	B9.5 The appointment of the External Evaluators	Version: 6	Date: February 2012
<p>Procedure: Appoint External Evaluators who can contribute to the development of Course Programmes through their expertise in the broad programme areas, and in the area of programme evaluation and review. They will also liaise closely with the Course Co-ordinators to achieve the best outcome. These appointments will take place with the assistance of the Board of Management and the Chief Executive Officer of the Vocational Education Committee.</p>			
<p>Personnel Involved: Institute Management, Course Co-ordinators, Course/Programme Teams, Learners, External Evaluators</p>			

Procedure Title:	B9.6 The Methodology to be used in carrying out the self-evaluation of Course Programmes	Version: 6	Date: February 2012
<p>Procedure: The Course Co-ordinators will co-ordinate each process. Use will be made of Review Reports (B5.9) and the Self-Evaluation Checklist to judge whether achievement is taking place and to enable the Self-Evaluation Report and Programme Improvement Plan to be drawn up.</p>			
<p>Personnel Involved: Institute Management, Course Co-ordinator, Course/Programme Teams, Learners, External Evaluators</p>			



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& Training Board*



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