

O' FIAICH INSTITUTE OF FURTHER EDUCATION

Louth and Meath Education and Training Board

(Formerly Louth VEC)

Quality Assurance Policies and Procedures

Vs 3 2012

1. Communications Policy

O' Fiaich Institute of Further Education is committed to fostering, encouraging and facilitating effective, inclusive two way communication mechanisms, which enable learners, staff and stakeholders to access, obtain, receive and exchange information

O' FIAICH INSTITUTE OF FURTHER EDUCATION

Procedure Title:	1.1 Communications with Learners	Version 3	Date: 20/12/2011
-------------------------	---	------------------	-------------------------

Purpose: To establish open, transparent and consistent communication with learners & prospective learners.

Staff involved: Subject Teachers and Coordinators

Method(s) used to carry out this	Who does it	Evidence generated by this procedure
1. Prospective Students: Prospectus, Open Days, Advertising, School visits, flyers, VEC website.	Coordinators, Director of Further Education	Prospectus, Advertisements for courses and Open Day, website, flyers entries in diary.
2. Student Organiser	Director of Further Education in conjunction with coordinators	Student Organiser
3. Code of Practice	Subject Teachers/ Director of Further Education	Code of Practice/ Student Signatures
4. Assignment Calendar	Coordinator	Assignment Calendar
5. Students email Website Group Texting Moodle Social Networking Sites	All Teachers Students and prospective students Deputy Principal Subject Teachers Subject Teachers	Sent e-mails Hits on the website Text messages Electronic evidence Electronic evidence
6. Talks from 3 rd Level Colleges	Guidance Counsellors	Sign-in sheets
7. Progress Report	Subject Teachers/ Coordinators	Progress feedback by e-portal, interview, email etc.

Monitoring

Monitor (Job Title)	Frequency	Monitoring Method(s)
2. Director of Further Education	As required	Collect and file evidence
2&3. Director of Further Education	Annually	Consultation and documentation
4 & 5. Co-ordinators	As required	Collect and file documentation
6. Guidance Counsellors	As required	Collect and file evidence
7 Co-ordinators	Annually (at Christmas)	Collect and File

O' FIAICH INSTITUTE OF FURTHER EDUCATION

Procedure Title:	1.2 Communications with Staff	Version 3	Date: 20/12/2011
Purpose:	To establish open, transparent and consistent communication with staff.		
Staff involved:	All staff		
Method(s) used to carry out this	Who does it	Evidence generated by this procedure	
1. Staff Meetings, Coordinators meeting, Staff Development Days, E-mail of Staff Handbook	Director of Further Education/ Principal	Agenda, minutes, action plan	
2. Notice Board, Pigeon Holes.	All Teachers	Notices	
3. Assignment Calendar	Coordinator	Assignment Calendar	
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
Director of Further Education/ Principal	As required	Minutes	
Director of Further Education	As required	Consultation and documentation	
Coordinator	Annually	Collect and file	

O' FIAICH INSTITUTE OF FURTHER EDUCATION

Procedure Title:	1.3 Communications with other Stakeholders	Version 3	Date: 20/12/2011
-------------------------	---	------------------	-------------------------

Purpose: To establish open, transparent and consistent communication with stakeholders such as employers and third level institutions.

Staff involved: Course coordinators, Teachers, Director of Further Education, Principal

Method(s) used to carry out this	Who does it	Evidence generated by this procedure
1. Compilation of Prospectus	Director of Further Education in conjunction with Co-ordinators	Prospectus giving information on courses and institute regulations.
2. Compilation of Website	Multimedia teacher, in conjunction with Director of Further Education and co-ordinators	Interactive Website with online application form
3. Liaison with local employers and Social Partners	Management, Co-ordinators, Teachers	Visits/ Letters/ Work Placement Reports/ Information leaflets.
4. Prospective Students: Prospectus, Open Days, Advertising, School visits, flyers, VEC website.	Coordinators, Director of Further Education	Prospectus, Advertisements for courses and Open Day, website, flyers, entries in diary.

Monitoring

Monitor (Job Title)	Frequency	Monitoring Method(s)
1 and 2. Director of Further Education	As required	Check prospectus and web-site
3. Coordinators	As required	Collect and file evidence
4. Director of Further Education	As required	Collect and file evidence

2. Equality Policy

In its structures, practices and procedures, O' Fiaich Institute of Further Education strives to create and maintain an environment, which accommodates and welcomes diversity. We are committed to equality of opportunity for all – staff, learners and stakeholders and thus take due cognisance of the legislative developments in this area – Equal Legislation 2000 – 2011, and all relevant employment legislation.

O' FIAICH INSTITUTE OF FURTHER EDUCATION

Procedure Title:	2.1 Equality Training	Version 3	Date: 12/01/2012
Purpose: To ensure that staff are aware of equality issues. To promote equality and diversity in all aspects of college life			
Staff involved: All staff			
Method(s) used to carry out this	Who does it	Evidence generated by this procedure	
Compilation of Equality Policy	All staff	Equality Policy, Multicultural Day(s), Code of Practice, Student Charter, Student Council, Provision of Personal Assistants, Provision of Assistive Technology.	
Staff Training on Equality	Management / VEC	Equality Awareness Training Record of In-service.	
Quality Assurance Team Meetings	Quality Assurance Team	Agendas and Minutes of Meetings	
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
Management	Annually	Collect and file evidence	

O' FIAICH INSTITUTE OF FURTHER EDUCATION

Procedure Title:	2.2 Equality Planning	Version 3	Date: 12/01/2012
-------------------------	------------------------------	------------------	-------------------------

Purpose: To endeavour to promote equality in all aspects of college life. To make education accessible to all students and staff

Staff involved: All Members of Staff

Method(s) used to carry out this	Who does it	Evidence generated by this procedure
Disabled Access (doors, rooms, equipment, ramps, lift)	Principal	Laptops with software, Disabled Toilet, Doors Widened, Lift installed.
Personal Assistant	Principal	Staff Records

Monitoring

Monitor (Job Title)	Frequency	Monitoring Method(s)
Principal	Annually	Maintenance Records, Stock Books
Deputy Principal	Annually	Staff Returns

3. Policy on Staff Recruitment and Development

O' Fiaich Institute of Further Education will be bound by the Staff Recruitment Policies and Procedures as laid down by the Department of Education and Skills and Co. Louth VEC. It will promote and foster recruitment practices which reflect equality of opportunity, whilst giving due cognisance to relevant qualifications and/or experience.

Co. Louth VEC will promote, encourage and facilitate staff development through induction and in service training. Staff participation in externally run training programmes will be encouraged and accommodated, having due regard to the Staff Development Plan and the operation of the education centre.

O' FIAICH INSTITUTE OF FURTHER EDUCATION

Procedure Title:	3.1 Staff Recruitment and Allocation	Version 3	Date: 12/01/2012
Purpose:	To ensure that the staff recruitment policy will meet the developing needs of the programmes		
Staff involved:	All Members of Staff		
Method(s) used to carry out this	Who does it	Evidence generated by this procedure	
Assessment of Need	Senior management, staff members	Minutes of meetings	
Advertisement/ Interviewing for Vacant Position	V.E.C	Copies of Advertisements, interview schedule, decisions, VEC notification.	
Records of Staff Qualifications	V.E.C	Copies of Qualifications	
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
Principal	As required	Review of Applications	
VEC Administrator	As required	Verification by Department of Education and Skills (DES)	
VEC Administrator	As required	File qualifications	

O' FIAICH INSTITUTE OF FURTHER EDUCATION

Procedure Title:	3.2 Staff Induction	Version 3	Date: 12/01/2012
-------------------------	----------------------------	------------------	-------------------------

Purpose: To introduce new staff to the Policies and Procedures of the Institute

Staff involved: School Management

Method(s) used to carry out this	Who does it	Evidence generated by this procedure
Induction Meeting	Management	Staff handbook, Student Organiser
Assignment of Mentor	Management	Record in diary

Monitoring

Monitor (Job Title)	Frequency	Monitoring Method(s)
Deputy Principal Director of Further Education	As required	Update staff handbook, Update student organiser
Deputy Principal	As required	Keep record of mentors

O' FIAICH INSTITUTE OF FURTHER EDUCATION

Procedure Title:	3.3 Staff Development	Version 3	Date: 17/01/2012
-------------------------	------------------------------	------------------	-------------------------

Purpose: To ensure that skills and approaches to teaching are updated.

Staff involved: All Members of Staff

Method(s) used to carry out this	Who does it	Evidence generated by this procedure
Formal review of institute requirements	Institute Management	Records of Review Meetings and record of training, development and support of needs identified.
On-going Professional Development	Relevant Agencies	Teachers Qualifications/ Record of Training
Review of staff needs: prioritising needs/ requests	Institute Management/ Training Officer	Records of Review Meetings, training records, staff evaluation

Monitoring

Monitor (Job Title)	Frequency	Monitoring Method(s)
Deputy Principal	As required	Filing of documentation
Deputy Principal	As required	Filing of Documentation
Principal / Deputy Principal	As required	Filing of documentation

4. Policy on Access, Transfer and Progression

O' Fiaich Institute of Further Education embraces the principles of Adult Education as being life-long and life-wide. In this regard, we recognise and acknowledge that current and prospective learners have diverse and varied life/educational experiences. We are committed to facilitating learner access, transfer and progression by:

- Providing accurate, relevant and appropriate information in a user friendly format.
- Designating key personnel to assist in advising and guiding learners to make informed decisions with respect to educational/ training course options.
- Due recognition and regard to be afforded to the QQI– national qualifications awarding body.

O' FIAICH INSTITUTE OF FURTHER EDUCATION

Procedure Title:	4.1 Information Provision	Version 3	Date: 17/01/2012
-------------------------	----------------------------------	------------------	-------------------------

Purpose: To make relevant information clearly available to ensure access, transfer and progression for learners.

Staff involved: Director of Further Education, Course Coordinators and Guidance Counsellors

Method(s) used to carry out this	Who does it	Evidence generated by this procedure
Prospectus	Director of Further Education/ Coordinators	Prospectus
Website	Multimedia Staff in conjunction with Director of Further Education and Coordinators	Website
Open Days/ Evenings Careers Exhibitions	Director of Further Education/ Coordinators	Questionnaire distributed to prospective students, newspaper advertisements for Open Day / Evening
Student Organiser	Director of Further Education	Student Organiser

Monitoring

Monitor (Job Title)	Frequency	Monitoring Method(s)
Principal	Annually	Review Prospectus
Principal	As required	Review Website
Director of Further Education	Annually	Analyse questionnaire responses,
Director of Further Education	Annually	Review/ update student organiser

O' FIAICH INSTITUTE OF FURTHER EDUCATION

Procedure Title:	4.2Learner Entry Arrangements	Version 3	Date: 17/01/2012
Purpose: To ensure an efficient selection process.			
Staff involved: Course Coordinators			
Method(s) used to carry out this	Who does it	Evidence generated by this procedure	
Statement of Entry Requirements	Course Co-ordinator	Prospectus/ Website	
Interview Selection Process (Two interviewers for all interviews)	Course Co-ordinator	Completed Application Forms/ Interview Records.	
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
Director of Further Education	Annually	Review Entry Requirements	
Course Co-ordinator and Co-interviewer	Annually	Cross reference selection criteria	

O' FIAICH INSTITUTE OF FURTHER EDUCATION

Procedure Title:	4.3 Recognition of Prior Learning	Version 3	Date: 23/01/2012
-------------------------	--	------------------	-------------------------

Purpose: To consider alternative qualifications and exemptions

Staff involved: Course Coordinators / FETAC Co-ordinator

Method(s) used to carry out this	Who does it	Evidence generated by this procedure
Examine Assessment Records/ State Examinations Results	Course Co-ordinator	Certificates
Consider References	Course Co-ordinator	References
Verify results with FETAC	FETAC Co-ordinator	E-mail from FETAC.

Monitoring

Monitor (Job Title)	Frequency	Monitoring Method(s)
Course Co-ordinator	Annually	Review of Assessment Records
Course Co-ordinator	Annually	Review of References
FETAC Co-ordinator	As required	Review e-mail from FETAC

O' FIAICH INSTITUTE OF FURTHER EDUCATION

Procedure Title:	4.4 Facilitating Diversity	Version 3	Date: 23/01/2012
Purpose: To ensure that there is equality of access for all			
Staff involved: All Staff			
Method(s) used to carry out this	Who does it	Evidence generated by this procedure	
Equality Statement	All staff	Equality Statement	
Availability of lift, ramps, widened doors etc for learners with mobility problems	Principal	Lift	
Mature Student Policy	Course Co-ordinator/ Director of Further Education	Prospectus/ Website/ Enrolment of mature students	
Seek funding for students with a disability	Director of Further Education	Copy of forms to HEA, letter(s) from HEA detailing funding provided, staff records of personal assistant / learning support employed	
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
Management	Annually	Review of Equality Statement	
Principal	Annually	Maintenance records	
Director of Further Education	Annually	Review documentation	
Director of Further Education	Annually	Check HEA forms and include all documentation	

5. Policy on Programme Development, Delivery and Review.

The principles which underpin the policy on programme development, delivery and review emanate from Co. Louth VEC's Mission Statement.

O' Fiaich Institute of Further Education aspires to offer a rich learning experience that is positive and affirming of all its learners. We offer a range of certified courses, based upon needs assessment and information available on best practice in the field of Adult and Continuing Education. Programmes are developed in accordance with the terms of the Louth & Monaghan VECs' Programme Approval Agreement (PAA). We are committed to structured review processes, which welcome and take due cognisance of the views of learners, tutors and stakeholders.

O' FIAICH INSTITUTE OF FURTHER EDUCATION			
Procedure Title:	5.1 Needs Identification (Needs for and of Programme)	Version 3	Date: 25/01/2012
Purpose: To ensure that the needs for and of all programmes are identified			
Staff involved: All Staff			
Method(s) used to carry out this	Who does it	Evidence generated by this procedure	
Identify need for programme using Questionnaire given to Students on Open Day and other available information including that gathered from school visits	Director of Further Education, Principal, Co-ordinators	Completed Questionnaire / Statistical Analysis, diary entries re school visits	
Input from Stakeholders and labour market justification	Course Co-ordinator /Director of Further Education	Letters/ Phone calls/ e-mails from employers.	
Researching programme specification, researching best practice, visiting other centres, finding out about validating bodies, needs analysis of staff.	Director of Further Education, Relevant Co-ordinator	File containing details of research	
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
Director of Further Education	As required	Collection and filing of documentation	

O' FIAICH INSTITUTE OF FURTHER EDUCATION

Procedure Title:	5.2 Programme Design	Version 3	Date: 25/01/2012
-------------------------	-----------------------------	------------------	-------------------------

Purpose: To design courses that meet the needs of the students and industry.

Staff involved: Principal, Deputy Principal, Director of Further Education, Course Co-ordinator

Method(s) used to carry out this	Who does it	Evidence generated by this procedure
Select suitable courses based on Examining Bodies Structure, Local Employment, Local Needs and National trends	Principal, Deputy Principal, Director of Further Education	Courses in prospectus/website. Courses run in Institution.
Development team convene to write programme	Relevant Subject Teachers	Agenda, Minutes, Action Plan, Programme Descriptor.

Monitoring

Monitor (Job Title)	Frequency	Monitoring Method(s)
Director of Further Education, Course Coordinator	Annually	Updating prospectus/ website/ courses/modules available.

O' FIAICH INSTITUTE OF FURTHER EDUCATION

Procedure Title:	5.3 Programme Approval	Version 3	Date: 25/01/2012
Purpose: To ensure that courses meet the criteria of the examining bodies			
Staff involved: Principal, Deputy Principal, Director of Further Education, Co-ordinators			
Method(s) used to carry out this	Who does it	Evidence generated by this procedure	
Review of Programme by Course Planning Team	Director of Further Education / Co-ordinators/ Teachers	Minutes of Meeting.	
Staff and Facility Audit	Management	Relevant Documentation/ Forms	
Checklist against Examining Bodies Guidelines	Director of Further Education	Completed Checklist	
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
Principal/ Deputy Principal/ Director of Further Education	As required	Check Documentation	

O' FIAICH INSTITUTE OF FURTHER EDUCATION

Procedure Title:	5.4 Programme Planning	Version 3	Date: 25/01/2012
-------------------------	-------------------------------	------------------	-------------------------

Purpose: To set out a schedule to ensure complete delivery of the course within the allocated time.

Staff involved: All staff

Method(s) used to carry out this	Who does it	Evidence generated by this procedure
Team meet to plan schedule, timetable, resources.	Principal, Deputy Principal, Director of Further Education, relevant co-ordinator	Agenda, minutes and action plan. Timetable.
Course Breakdown - Schemes	Teaching Staff	Schemes of Work/ Assignment Calendar
Schedule for CPD	Management	CPD takes place VEC Records

Monitoring

Monitor (Job Title)	Frequency	Monitoring Method(s)
Principal / Deputy Principal	Annually	Departmental Returns (DES)
Teaching Staff	Annually	Self Monitoring/ Inspectors
Deputy Principal	As required	Record of CPD

O' FIAICH INSTITUTE OF FURTHER EDUCATION

Procedure Title:	5.5 Programme Delivery	Version 3	Date: 25/01/2012
Purpose: To ensure that the needs of the learners are met			
Staff involved: All Teaching Staff			
Method(s) used to carry out this	Who does it	Evidence generated by this procedure	
Varied Teaching methodologies	All Teaching Staff	Handouts, Assignments, Schemes of Work	
Course Evaluation Sheet completed by students	Course Co-ordinators	Course Changes – Updated prospectus	
Scheduled Department Course Review Meetings	Course Co-ordinators	Agenda, Minutes, Action Plan	
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
All Teaching Staff	As required	Analyse Results and Review Methodologies	
Course Co-ordinator	Annually	Analyse evaluation sheets	
Course Co-ordinator	As required	Check Minutes of Meetings	

O' FIAICH INSTITUTE OF FURTHER EDUCATION

Procedure Title:	5.6 Learner Records	Version 3	Date: 25/01/2012
Purpose: To record the learners' participation and achievement.			
Staff involved: All staff			
Method(s) used to carry out this	Who does it	Evidence generated by this procedure	
Storage of Application Forms	Office Staff	Application Forms	
Monitoring of Attendance Records	Course Co-ordinators / Director of Further Education	Register/ e-Portal Records/ Record of verbal warnings and written warnings given to students	
Academic Records	All Teaching Staff	Assignments/ Results/ Certificates	
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
Director of Further Education	As required	Check Application Forms	
Course Co-ordinator	Daily	Check class registers/ e-portal	
All Teaching Staff	On-going informal Post exams	Maintain records safely	

Procedure Title:	5.7 Provision and Maintenance of Resources	Version 3	Date: 25/01/2012
Purpose: To meet the needs of all students including those with special needs			
Staff involved: All Staff			
Method(s) used to carry out this	Who does it	Evidence generated by this procedure	
Disabled Access (doors, rooms, lift, equipment, ramps)	Principal	Laptops with Software, Disabled Toilet, Door Widened, Access Lift.	
Provision and Maintenance of Equipment	Principal/ All Teaching Staff	Log Book Listing Maintenance Required.	
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
Principal	As required	Check Maintenance Record/ Stock Books	
Appropriate Staff Member	As required	Check Log Books	

O' FIAICH INSTITUTE OF FURTHER EDUCATION

Procedure Title:	5.8 Health and Safety	Version 3	Date: 25/01/2012
Purpose: OFI is committed to providing a safe and healthy environment for learners and staff.			
Staff involved: All Staff			
Method(s) used to carry out this	Who does it	Evidence generated by this procedure	
Health & Safety Statement	Principal/ Assistant Safety Officer	Health & Safety Policy	
Accident Report Book	Reception	Entries in Accident Report Book	
Fire Drill/ Evacuation	Principal/Assistant Safety Officer/ All staff	Fire Drill/ Evacuation Record	
Check that all equipment is fit for purpose, including lift.	Specialist Person	Maintenance contracts as appropriate (fire alarm etc)	
Monitoring of Procedure			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
Assistant Safety Officer	As required	Update safety statement	
Management	As required	Check Accident Report Book	
Assistant Safety Officer	As required	Check Fire Drill/ Evacuation Record	

O' FIAICH INSTITUTE OF FURTHER EDUCATION

Procedure Title:	5.9 Review Cycle of Existing Programmes	Version 3	Date: 25/01/2012
Purpose: To ensure the continued relevance of course material and the high standard of students' work.			
Staff involved: All Staff and Students			
Method(s) used to carry out this	Who does it	Evidence generated by this procedure	
On-going formal review of existing programmes to ensure delivery of programmes at best practice	All Staff	Meetings – Agenda, Minutes, Action plan.	
Evaluation Sheets completed by students	Co-ordinators	Completed Evaluation Sheets	
External Authenticator's Report	External Authenticators	External Authenticators Report Forms	
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
Director of Further Education	Annually	Review programmes	
Course Co-ordinator	Annually	Review Evaluation Sheets	
Principal / Deputy Principal /Director of Further Education/ FETAC Co-ordinator	Annually	Review External Authenticators' Report Forms	

6. Policy on Fair and Consistent Assessment of Learners

O' Fiaich Institute of Further Education is committed to the operation of fair and consistent assessment practices for all learners who enter and participate in educational courses under its auspices. The assessment process aims to be clearly understood by both staff and learners. All aspects of the process aim to be transparent, respectful of learners and reflective of best practice in the fields of Adult and Continuing Education.

O' FIAICH INSTITUTE OF FURTHER EDUCATION

Procedure Title:	6.1 Co-ordinated Planning	Version 3	Date: 31/01/2012
Purpose:	To ensure a consistent, coordinated and planned approach to assessment.		
Staff involved:	All Staff		
Method(s) used to carry out this	Who does it	Evidence generated by this procedure	
Assignment Calendar	Course Co-ordinator	Assignment Calendar	
Developing a planned approach to each module so that there is a single standard	Subject Teachers	Minutes of Planning Meetings, similar examinations and assignments, but allowing for differentiation between different groups	
Cross Moderation	Subject Teachers	Recommendations of teachers carrying out cross moderation.	
Develop examination timetable and supervision timetable for teachers	Director of Further Education	Examination timetable and supervision timetable	
Examination Procedures for Students	Director of Further Education	Examination Procedures	
Guidelines for Teachers re examinations	Director of Further Education	Guidelines	
Internal verification	FETAC co-ordinator	Internal Verification Report	
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
Course Co-ordinator	Annually	Review Assignment Calendar	
Subject teachers	As required	Check similar standard	
Director of Further Education	As required	Review guidelines for teachers and procedures for students	
FETAC co-ordinator	As required	Check Internal Verification results	

O' FIAICH INSTITUTE OF FURTHER EDUCATION

Procedure Title:	6.2 Information to Learners	Version 3	Date: 31/01/2012
Purpose:	To facilitate learners to successfully participate in assessment.		
Staff involved:	All Staff		
Method(s) used to carry out this	Who does it	Evidence generated by this procedure	
Student Organiser including Assignment Submission Policy	Director of Further Education	Student Organiser	
Examination Procedures for students	Director of Further Education	Examination Procedures	
Assessment Briefs	Subject Teachers	Assignment briefs, Assignment Results	
Reports	Subject Teachers/ Coordinators	Reports	
Assignment Calendar	Course Co-ordinator	Assignment Calendar/ Assignment Results	
Exam Timetable	Director of Further Education	Examination Timetable distributed to students and displayed on notice boards.	
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
Director of Further Education	As required	Review student organiser / examination procedures	
Subject teachers / Course Co-ordinators	As required	Check Briefs/ Reports	
Course Co-ordinator	Annually	Review Assignment Calendar	
Director of Further Education	As required	Check Timetables	

O' FIAICH INSTITUTE OF FURTHER EDUCATION

Procedure Title:	6.3 Security	Version 3	Date: 31/01/2012
Purpose: To provide security and integrity of assessment materials, processes, learners work and records of assessment.			
Staff involved: Subject Teachers			
Method(s) used to carry out this	Who does it	Evidence generated by this procedure	
Guidelines for teachers on assessment procedures	Director of Further Education	Guidelines	
Receipt and Storage of Assessment Materials	Subject Teachers	Signed Submission sheets	
Examination Invigilation	Timetabled Teachers	Exam Timetable/ Supervision timetable/ Guidelines	
External Authentication	External Authenticator	External Authentication Report	
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
Director of Further Education	As required	Checking Guidelines	
Subject Teachers	As required	Store and review submission sheets if required	
Director of Further Education	As required	Check that examination hall is adequately supervised at all times	

O' FIAICH INSTITUTE OF FURTHER EDUCATION

Procedure Title:	6.4 Reasonable Accommodation	Version 3	Date: 31/01/2012
Purpose:	To ensure that assessment methodologies are adapted as necessary and reasonable for all. To insure that inclusive assessment methodologies are agreed and published.		
Staff involved:	All Staff		
Method(s) used to carry out this	Who does it	Evidence generated by this procedure	
Completion of Guidelines to cater for the needs of learners covered by the nine grounds of equality legislation	All Staff	Assessment /Examination Guidelines.	
Modified Exam Timetable	Director of Further Education	Modified Exam Timetable	
Personal Assistant	Personal Assistant	Staff records	
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
Director of Further Education	As required	Check Student Progress	
Deputy Principal	As required	Check Staff Records	

O' FIAICH INSTITUTE OF FURTHER EDUCATION

Procedure Title:	6.5 Consistency between Assessors	Version 3	Date: 31/01/2012
Purpose:	To ensure that assessments are marked in a fair and consistent manner		
Staff involved:	All Staff		
Method(s) used to carry out this	Who does it	Evidence generated by this procedure	
Cross moderation of material	All assessors	Sampling Grid	
Joint exam assessment as appropriate	Subject Teachers	Examination Papers	
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
External Authentication	Annually	External Authenticators' Reports	

O' FIAICH INSTITUTE OF FURTHER EDUCATION

Procedure Title:	6.6 Assessments Performances by Third Parties	Version 3	Date: 31/01/2012
-------------------------	--	------------------	-------------------------

Purpose: To ensure assessment performed by third parties is fair and consistent.

Staff involved: Work Experience Supervisors, Course Coordinators.

Method(s) used to carry out this	Who does it	Evidence generated by this procedure
Cover letters/ Guidelines to Work Experience Supervisors re completion of Supervisors' Report	Course Coordinator	Copies of Letters /Guidelines

Monitoring

Monitor (Job Title)	Frequency	Monitoring Method(s)
Course Co-ordinator	As required	Updated Cover Letter / Guidelines

O' FIAICH INSTITUTE OF FURTHER EDUCATION

Procedure Title:	6.7 Consistency with national Standards	Version 3	Date: 03/02/2012
-------------------------	--	------------------	-------------------------

Purpose: To provide a system which is fair and consistent for the assessment of learners, ensuring that guidelines and assessment criteria are in keeping with national standards.

Staff involved: All staff

Method(s) used to carry out this	Who does it	Evidence generated by this procedure
Subject teachers meetings to ensure consistent Assignment Briefs/ Examination Papers	Subject Teachers	Consistent Assignment Briefs/ Examination Papers
Adhering to Module Descriptors	Subject Teachers	Schemes of Work
Cross moderation of assessment material	Subject Teachers	Consistently marked assignments and examinations
External Authenticators' Reports	External Authenticator	External Authenticators' Report

Monitoring

Monitor (Job Title)	Frequency	Monitoring Method(s)
Subject Teacher	As required	Examination of documentation to ensure consistency
FETAC Co-ordinator / Director of Further Education /Principal	As required	Check External Authenticators' Reports

O' FIAICH INSTITUTE OF FURTHER EDUCATION

Procedure Title:	6.8 Feedback to Learners	Version 3	Date: 03/02/2012
Purpose: To provide accurate, constructive and timely feedback on learners work.			
Staff involved: All Staff			
Method(s) used to carry out this	Who does it	Evidence generated by this procedure	
Marking Sheets / Feedback Forms	Subject Teacher	Completed Marking Sheet /Feedback Form	
Class Tests	Subject Teacher	Results	
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
External Authenticator	As required	Check feedback	
Subject Teacher	As required	File results	

O' FIAICH INSTITUTE OF FURTHER EDUCATION

Procedure Title:	6.9 Learner Appeals	Version 1	Date: 03/02/2012
-------------------------	----------------------------	------------------	-------------------------

Purpose: To inform students of the appeals procedure set out by examining bodies

Staff involved: FETAC Co-ordinator, Subject Teachers

Method(s) used to carry out this	Who does it	Evidence generated by this procedure
Appeals procedure sent with Results	FETAC Coordinator	Completed Appeals Form / Possibly modified results

Monitoring

Monitor (Job Title)	Frequency	Monitoring Method(s)
FETAC Coordinator	As required	Check Updated Results

O' FIAICH INSTITUTE OF FURTHER EDUCATION

Procedure Title:	6.10 Return of Certification Data	Version 3	Date: 03/02/2012
-------------------------	--	------------------	-------------------------

Purpose: To ensure data on results sheet is accurate and verifiable

Staff involved: Subject Teachers

Method(s) used to carry out this	Who does it	Evidence generated by this procedure
Verify Entries	All Teachers	Completed Results Sheet

Monitoring

Monitor (Job Title)	Frequency	Monitoring Method(s)
External Authenticator	As required	Review Completed Results Sheet

O' FIAICH INSTITUTE OF FURTHER EDUCATION

Procedure Title:	6.11 Corrective Action	Version 3	Date: 03/02/2012
-------------------------	-------------------------------	------------------	-------------------------

Purpose: To provide an action plan should errors, accidents, misconduct or omissions arise which impose on the validity of the assessment.

Staff involved: Director of Further Education / All Teaching Staff

Method(s) used to carry out this	Who does it	Evidence generated by this procedure
Incident Report noting any irregularities in examination – appropriate action taken depending on incident	Invigilator	Written Report

Monitoring

Monitor (Job Title)	Frequency	Monitoring Method(s)
Director of Further Education	As required	Check report and take appropriate action

7. Policy on Protection of Learners

Ó Fiaich 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 where required.
- In the event of programme cessation students will be transferred where practicable.

O' FIAICH INSTITUTE OF FURTHER EDUCATION			
Procedure Title:	7.1 Cessation of Programme	Version 3	Date: 25/10/2012
Purpose:	To provide learners with a route to complete a programme in the event of a programme ceasing unexpectedly.		
Staff involved:	CEO, Principal, BOM, School Management		
Method(s) used to carry out this	Who does it	Evidence generated by this procedure	
Notification of VEC	CEO / Principal	Letter	
Alternative Arrangement put in Place	CEO / Principal	Timetable and Provision	
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
CEO / Principal	As Required	Continuous Review	

8. Policy on Sub-contracting / Procurement and Development

Where programmes or part thereof have been sub-contracted, or where there is involvement in delivering programmes developed by other organisations, Ó Fiaich 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

9. Policy on Self Evaluation of Programmes and Services

O' Fiaich Institute of Further Education is committed to the inclusion of Self Evaluation and Review mechanisms in each aspect of its programmes/service provision. The process of Self Evaluation is viewed as a positive measure, which encourages inclusion and facilitates the participation of all interested parties in each level of the service.

O' FIAICH INSTITUTE OF FURTHER EDUCATION

Procedure Title:	9.1 Assignment of Responsibility	Version 2	Date: 02/02/2007
Purpose:	To clarify who is responsible for Self-evaluation		
Staff involved:	Principal		
Method(s) used to carry out this	Who does it	Evidence generated by this procedure	
Assessment of Suitability	Principal	Designated Staff	
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
Principal	As courses evolve	Evaluation of Course Success, Demand and Competition	

O' FIAICH INSTITUTE OF FURTHER EDUCATION

Procedure Title:	9.2 Frequency	Version 2	Date: 02/02/2007
Purpose: To determine the frequency of self evaluation in order to maintain and improve standards			
Staff involved: Principal			
Method(s) used to carry out this	Who does it	Evidence generated by this procedure	
Meetings to Review Educational Trends and National Demands	Principal/ Appropriate Staff	Minutes of Meetings	
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
Principal	As required	Review of Meetings	

O' FLAICH INSTITUTE OF FURTHER EDUCATION

Procedure Title:	9.3 Range	Version 2	Date: 02/02/2007
Purpose: To group courses so as to maximise the use of time and resources			
Staff involved: Director of Further Education			
Method(s) used to carry out this	Who does it	Evidence generated by this procedure	
Identify similar Subject Areas	Director of Further Education/ Co-ordinators	List of Personnel involved in Evaluating a Range of Groups	
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
Nominated Coordinator	As required	Documentation of Evaluation	

O' FIAICH INSTITUTE OF FURTHER EDUCATION

Procedure Title:	9.4 Learner Environment	Version 2	Date: 02/02/2007
-------------------------	--------------------------------	------------------	-------------------------

Purpose: To encourage students to participate in self evaluation

Staff involved: All Teaching Staff

Method(s) used to carry out this	Who does it	Evidence generated by this procedure
Questionnaire at end of year	Teachers/ Students	Completed Evaluation Forms
Results Appeal System	Examining Bodies	Completed Appeals Forms

Monitoring

Monitor (Job Title)	Frequency	Monitoring Method(s)
Teaching Staff	Annually	Review Evaluation Forms
Examining Bodies Coordinator	As required	Verify Appeals

O' FIAICH INSTITUTE OF FURTHER EDUCATION

Procedure Title:	9.5 Selection of External Evaluator	Version 2	Date: 02/02/2007
-------------------------	--	------------------	-------------------------

Purpose: To choose an external evaluator who will give an objective evaluation of the course clusters/ individual courses.

Staff involved: Principal

Method(s) used to carry out this	Who does it	Evidence generated by this procedure
Identify Expertise and Experience of Potential External Evaluator	Principal	Selection of External Evaluator

Monitoring

Monitor (Job Title)	Frequency	Monitoring Method(s)
Principal	As required	Review of Evaluation Report

O' FIAICH INSTITUTE OF FURTHER EDUCATION

Procedure Title:	9.6. Methodolgoy	Version2	Date: 02/02/2007
Purpose:	To provide a consistent, standardised way of evaluating all programmes		
Staff involved:	External Evaluator in conjunction with Appropriate Staff		
Method(s) used to carry out this	Who does it	Evidence generated by this procedure	
Checklist for relevant Course Criteria	External Evaluator and Staff Members	Completed Report	
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
Principal	As required	Review Evaluation Checklist.	