

# LMETB RAA National Examination Board (NEB)/RAP Policy and Procedures

# POLICY VERSION CONTROL

<b>Policy Title</b>	LMETB RAA National Examination Board which is the name given to the RAP for National Apprenticeship Programmes (Results Approval Panel Policy and Procedures)
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Document Title/Reference	NEB/ RAP Panel Policy & Procedures
<b>Purpose</b>	<p>The purpose of this procedure is to detail how LMETB will ensure that appropriate decisions are taken with regard to the outcomes of the assessment, verification and authentication processes in programs leading to QQI awards. The Results Approval Panel (RAP) confirms the fairness, transparency and consistency of the assessment process and ensures the validity of the assessment results.</p> <p>This procedure does not apply to Craft Apprenticeship programmes as SOLAS are the Coordinating Provider for all pre-2016 apprenticeships.</p> <p>This procedure applies to post 16 new NAP to include the RAA Apprenticeship Programme.</p> <p>Please refer to Appendix 1 for a Flow chart summarising the procedure for the RAA Programme.</p>
<b>Scope</b>	<p>LMETB's results approval process applies to all assessment of learners leading to QQI and other certification bodies' awards in all further education and training (FET) provision or by organisations funded by LMETB to provide further education and training.</p>
<b>Contents</b>	<ol style="list-style-type: none"> <li>1. Preparing for the <a href="#">National Examination Board Meeting (RAP Panel Meeting)</a></li> <li>2. The <a href="#">National Examination Board /Results Approval Panel Meeting</a></li> <li>3. After the <a href="#">National Examination Board/Results Approval Panel Meeting</a></li> <li>4. Role of the Observer in second provider <a href="#">National Examination Board/Results Approval Panel Meeting</a></li> </ol>
<b>Contextual Guidelines</b>	<p>QQI Core Guideline 6; The assessment framework incorporates procedures and systems for the security and integrity of the assessment process.</p>
<b>Related Policy</b>	<p>LMETB's RAA Assessment Appeals Procedure  <a href="#">Draft LMETB RAA Internal Verification Policy</a>  <a href="#">Draft LMETB RAA External Verification Policy</a></p>

<b>Audience &amp; Communication</b>	<p>Applicable to LMETB FET staff.</p> <p>LMETB will be open and transparent and will communicate its policy and procedure on the <a href="#">National Examination Board</a> /Results Approval Process both formally and on its website and informally through interactions with the learning community members.</p>
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<b>Policy Owner &amp; Implementation</b>	<p>The policy owner is the CE of LMETB. It is the responsibility of the CE to ensure the policy is implemented.</p> <p>The policy is managed by the QA Governance Management Committee (QAGMC), QA Office, representatives from <b>LMETB as the Coordinating Provider and from Collaborating Providers</b> submitting results to the <b>National Examination Board /Results Approval Panel (RAP)</b>, RAP Panel (including Chair and Secretary), <b>TSO/QA Office</b>.</p>
<b>Key Implementation Mechanisms</b>	<p>Draw up overview of procedures and processes associated with <b>National Examination Board/ RAP</b> Create checklists and other relevant documents</p>
<b>Monitoring, Evaluation and Continuous Improvement</b>	<p><b>This policy will be reviewed at the end of the Pilot RAA Programme.</b> The policy will be evaluated every three years by the <b>TSO, QA Office and QAGMC in conjunction with National Programme Manager for RAA in AMTCE, LMETB.</b></p>
<b>Revision History, Commencement Date &amp; Date of Next Review</b>	<p>Commencement Date: 2024</p> <p>Date of next review: Revised</p> <p>September</p> <p>Date of next review</p> <p>Revised February</p> <p><b>Date of next review 2025 following RAA Pilot Programme</b></p>

## Section 1: Preparing for the NEB/RAP Panel Meeting

Section	Methods used to carry out procedure	Who is responsible?	Evidence
1.1	Decide on dates for <b>National Examination Board/RAP meeting</b> based on QQI certification deadlines <b>and communication with Collaborating Providers for the RAA programme</b> . A schedule of <b>NEB/RAP</b> meetings is drawn up for the year, <b>it will be communicated to all collaborating providers and added to the RAA MS Teams folder</b> .	QA Office and Training Services QA Office	Schedule of RAP meetings
1.2	<p>Invite a quorum of four people from the following list to sit on the <b>NEB/RAP</b> Panel:</p> <ul style="list-style-type: none"> <li>• Adult Education Officer</li> <li>• Internal Verifier</li> <li>• Assistant Training Services Manager</li> <li>• <b>AMTCE Centre Manager</b></li> <li>• Chief Executive</li> <li>• <b>National Programme Manager/Coordinating Provider</b></li> <li>• <b>Programme Leader (Collaborating Provider)</b></li> <li>• Training Services Manager</li> <li>• <b>Solas Authorised Officer</b></li> <li>• Director of FET</li> <li>• TSO/QA Officer/</li> <li>• Assistant TSO</li> <li>• Subject matter expert</li> <li>• Designated observer</li> </ul> <p>Members of the convened <b>NEB/RAP</b> must have significant knowledge and experience of the quality assurance processes involved in <b>National Apprenticeship programmes such as the RAA</b>.</p> <p>One cannot be both a presenter of results to the <b>NEB/RAP</b> and a <b>NEB/RAP</b> member, involved in approving results pertaining to their own centre, on the same occasion.</p>	QA Office	Emails, notices
1.3	<p>Convene a <b>NEB/RAP</b> meeting to meet the deadlines of QQI's certification calendar and to consider the certification demands by LMETB and Collaborating Providers.</p> <p>Contact all RAA Collaborating Provider Programme Leaders, RAA programme coordinators/managers and QA personnel <b>with date, time, and location of the NEB/RAP meeting</b>.</p>	QA Office	Emails, notices
1.4	Appoint a Chairperson to the <b>NEB/RAP</b> , <b>this will be the National Programme Manager for RAA</b> . The secretary will be a member of the QA team and may also advise the <b>NEB/RAP</b> if called upon	QA Office	Emails, notices

1.5	<p>For Training Services only – <a href="#">the results from second provider programmes such as the RAA apprenticeship programme is the responsibility of the AMTCE TSO/QA office</a>. All collation of documents, the preparation of the results for upload to the QQI Business System (QBS) and the presentation of results to the <a href="#">NEB/RAP</a> meeting are undertaken by the <a href="#">AMTCE TSO/QA office</a>. This office has the right to delegate authority for the conduct of <a href="#">NEB/RAP processes to the QA office in collaborating providers</a>.</p>	Training Services QA Office	Internal Communication
1.6	<p>Collate the necessary documentation for submitting to the <a href="#">NEB/RAP</a> meeting. This documentation may include but is not limited to:</p> <ul style="list-style-type: none"> <li>• Authentication Report by Learner Group Result Sheet</li> <li>• F12 Course summary assessment sheet</li> <li>• Internal Verification (IV) Report</li> <li>• External Authentication (EA) Report</li> <li>• <a href="#">LMETB and Collaborating Providers summary of results and authentication processes for the NEB/RAP</a></li> </ul>	QA Office	Checklists
1.7	<p><a href="#">LMETB and Collaborating Providers</a> must prepare a short presentation which will be delivered to the panel to include information on the following:</p> <ul style="list-style-type: none"> <li>• Number of portfolios presented for authentication at each level and overall total</li> <li>• Total for major awards (summarized from Provisional Learner Group Results sheets)</li> <li>• <a href="#">An overview of the distribution of grades for award at Level 6</a></li> <li>• Examples of good practice as identified by the External Authenticator.</li> <li>• Issues/concerns as identified during the authentication process.</li> <li>• Areas for improvement(s) as identified by the External Authenticator.</li> <li>• <a href="#">Actions to be undertaken by LMETB, as Coordinating Provider and/or by Collaborating Providers to address IV or EA recommendations</a></li> <li>• Suggestions for improving LMETB's RAA assessment- related procedures.</li> </ul>	QA Coordinator / Oral Presenter	Notes taken by RAP members

## Section 2: The NEB/RAP Meeting

Section	Methods used to carry out procedure	Who is responsible?	Evidence
2.1	<p>The Role of the <b>NEB/RAP</b> Chairperson is to:</p> <ul style="list-style-type: none"> <li>• Ensure that the quorum (minimum of 4) is present before commencing an NEB/RAP meeting</li> <li>• Ensure that members sign and date the confidentiality statement</li> <li>• Ensure that the meeting functions efficiently and effectively</li> <li>• Provide adequate time for discussion.</li> <li>• Ensure that decisions are taken in the context of the requirements of the awarding body and LMETB's procedures and that they are recorded.</li> <li>• Cast the final vote where consensus cannot be reached.</li> <li>• Ensure that the panel has contact details for all presenters for the duration of the meeting, if required.</li> </ul>	Chairperson	Confidentiality Statement
2.2	<p>Open the NEB/RAP meeting with a short address, which will include the following:</p> <ul style="list-style-type: none"> <li>• The proceedings of the panel are confidential, and individuals must not be identified</li> <li>• The meeting should be conducted in a professional manner.</li> <li>• The <b>NEB/RAP</b> may recommend changes be made to LMETB's quality assurance procedures as a result of their work</li> </ul>	Chairperson	Address by Chairperson  RAP Report
2.3	<p>Remind the panel of their role for the presentations:</p> <ul style="list-style-type: none"> <li>• Listen to and review the presentations that will be made by <b>LMETB and Collaborating Providers</b>.</li> <li>• Note examples of good practice, issues/concerns, areas for improvement(s) and suggestions for improving LMETB's RAA assessment-related procedures for later discussion.</li> </ul>	Chairperson  Panel Members	Direction from Chairperson  NEB/RAP Report
2.4	<p>Each centre will deliver a short presentation. The presentation will generally be delivered by the National Programme Manager/Programme Leader, TSO, or a person designated on any of these centers' behalf.</p> <ul style="list-style-type: none"> <li>• Clarification can be sought by the panel members.</li> <li>• A short discussion may ensue through the Chairperson.</li> </ul>	Oral Presenters	Oral Presentations  NEB/RAP Notes

2.5	The Secretary must record information required to complete the RAP Report.	NEB/RAP Panel	NEB/RAP Notes
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2.6	On completion of the presentations:	Chairperson	Direction from Chairperson
	<ul style="list-style-type: none"> <li>TSO/NPM collects the folders of assessment documentation i.e. IV and EA reports and NEB/RAP Centre Summary Report from each centre.</li> </ul>		
2.7	<p>The Chairperson reminds the panel members of operational procedures:</p> <p>Please note: The presenters may stay for the duration of the RAP meeting but cannot approve results from their own centre</p> <ul style="list-style-type: none"> <li>Decisions and recommendations made should only be based on the evidence and information provided to NEB/RAP.</li> <li>Requirements of the awarding body and LMETB's assessment procedures must be observed during all proceedings.</li> </ul>	Chairperson	Reminders from Chairperson
2.8	<p>The panel may review the relevant documentation presented:</p> <ul style="list-style-type: none"> <li>F12 Document</li> <li>The internal verification reports.</li> <li>The external authentication reports.</li> <li>NEB/RAP Centre Summary</li> </ul> <p>The panel must also review and discuss the relevant content of the presentations.</p> <p>RAA Apprenticeship Programme - the presentation of the findings of the IV and EA reports to the NEB/RAP by LMETB and Collaborating Provider TSO/QA offices will constitute the formal review of the documentation by the NEB/RAP. LMETB AMTCE TSO/QA Office will make the IV and EA reports available to the NEB/RAP if requested.</p> <p>Designated responsibility to the TSO/QA office assumes that this office:</p> <ul style="list-style-type: none"> <li>Has responsibility for implementing and monitoring the functions of quality assurance for all training services programmes</li> <li>Works, at all times, in a way that does not threaten the integrity of the assessment process or standards</li> <li>Is staffed by appropriately competent personnel to ensure the effective interpretation and communication of quality assurance standards</li> <li>Is independent of programmes and practitioners</li> <li>Is supported by and has communication with LMETB's QA Office</li> </ul>	NEB/RAP Panel and Training Services QA Office	NEB/RAP Report



	<ul style="list-style-type: none"> <li>• Is integrated in LMETB's QA governance structures</li> <li>• Has a role in the development of QA procedures, as appropriate</li> </ul>		
2.9	In the event that the panel requires further explanations or clarity, the Chairperson will authorize a panel member to contact the relevant person ( <a href="#">LMETB AMTCE or Collaborating Provider personnel</a> ) for clarification.	Chairperson	Phone Calls
2.10	<p>The <a href="#">NEB/RAP</a> will:</p> <ul style="list-style-type: none"> <li>• Make decisions regarding the outcome of the assessment, verification and authentication processes that are in line with the requirements of the awarding body and LMETB. Particular attention should be given to any recommended grade changes arising from the external authentication process.</li> <li>• Reach agreement on responses/actions required to be taken by <a href="#">LMETB and/or collaborating Providers</a></li> <li>• Strive to reach agreement by consensus. However, in the event that consensus cannot be reached the Chairperson (<a href="#">National Programme Manager</a>) will cast the final vote.</li> </ul>	NEB/RAP Panel Chairperson	
2.11	Record the observations and decisions of the panel in the NEB/RAP Process Report.	NEB/ RAP Secretary	NREB/RAP Report
2.12	<p>Concluding the <a href="#">NEB/RAP</a> Meeting:</p> <ul style="list-style-type: none"> <li>• Reach agreement to approve and sign-off on results.</li> <li>• Sign and date the relevant assessment documentation.</li> <li>• In the case of the Training Services, this will mean that the F12 forms are signed by the <a href="#">Chairperson and National Programme Manager</a>.</li> <li>• For <a href="#">LMETB and Collaborating centres</a>, the chairperson asks panel members to volunteer to propose and second the approval of results for each centre, inclusive of any grade changes.</li> <li>• The <a href="#">NEB/RAP</a> agrees to the submission to QQI awarding body of approved results by each Centre and the issuing of Statement of Results to <a href="#">apprentices</a></li> </ul>	NEB/RAP Panel	Direction from the Chairperson NEB/RAP Report Signed Results Sheets

	<p>At the conclusion of the <a href="#">NEB/RAP</a> meeting, LMETB and collaborating providers representatives at the meeting are asked to note the follow up actions that they are required to undertake.</p> <p>Centres will be reminded of, and expected to carry out, the following:</p> <ul style="list-style-type: none"> <li>• Ensure that any changes necessary are made to results on QBS (further education)</li> <li>• Submit results to QQI via QBS before the deadline</li> <li>• Issue the approved results to learners in a timely manner</li> <li>• Inform learners of their right to appeal. Appeals must be received within 1 week of the issue of the approved results. Refer to <b>LMETB's Assessment Appeals Procedures</b> for further information.</li> <li>• Confirm that they will disseminate information from the EA Report to the relevant Instructors/Tutors/Lecturers/Teachers/Contracted Trainers</li> <li>• Confirm that they will itemise quality issues arising from the authentication processes at their next staff meeting.</li> </ul>		NEBRAP Secretary	<p>Emails Statement /Letters to learners</p>
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### Section 3: After the NEB/ RAP Panel Meeting

Section	Methods used to carry out procedure	Who is responsible?	Evidence
3.1	<p>Remove the assessment documentation following the meeting and ensure it is securely retained. This directive applies to both online and face-to-face <b>NEB/RAP</b> meetings.</p> <p>LMETB/ Collaborating provider centre should retain their own IV, EA and <b>NEB/RAP</b> Centre Summaries. LMETB's <b>TSO/QA</b> Office should retain all Centre Summaries in order to assist in the writing up of the <b>NEB/RAP</b> Process Report.</p>	QA Office	Secure Storage
3.2	<p>Complete the draft <b>NEB/RAP</b> Process report with decisions reached and recommendations and/or actions agreed and circulate to <b>NEB/RAP</b> members for confirmation. The draft <b>NEB/RAP</b> Process Report is signed by the Chairperson if the report is agreed by panel members.</p> <p>Individual <b>apprentices</b> or staff members must not be identified in the <b>NEB/RAP</b> Process Report.</p>	QA Office	Draft NEB/RAP Report
3.3	A consolidated <b>NEB/RAP</b> report based on NEB meetings and NEB Process Reports from RAA provision will be submitted to the Quality Assurance sub-committee after each results submission period. This consolidated report will outline the agreed areas of good practice, areas for improvement and aid in the identification of long-term trends in order to inform and progress LMETB's quality improvement agenda.	QA Office	QAGMC Meeting
3.4	Facilitate a discussion to agree recommendations or actions required by LMETB to reaffirm the integrity of assessment processes in the ETB.	QAGMC	QAGMC Meeting
3.5	Agree professional development events (in-service, information and feedback sessions, workshops) to build capacity in LMETB and Collaborating Providers as identified as a result of the authentication and/or NEB process.	QAGMC	Schedule of CPD N E B / RAP Report
3.6	Upload the consolidated <b>NEB/RAP</b> report to the QA RAA Teams/Moodle for access by all FET staff in LMETB.	QA Office	Consolidated NEB/RAP Report on Teams site

## Section 4: Role of the LMETB Observer for Training Centre Services in NEB/RAP Panel Meeting

Section	Methods used to carry out procedure	Who is responsible?	Evidence
4.1	<p>The LMETB Observer is typically an SME from the RAA industry. A representative from the SOLAS QA unit may attend the meeting in relation to the approval of apprenticeship results. His/her responsibilities during the NEB/RAP meeting include:</p> <ul style="list-style-type: none"> <li>• Operating in line with LMETB's results approval process and being familiar with the assessment process and LMETB's quality assurance requirements for training.</li> <li>• Providing support and advice, if required.</li> <li>• Carrying out the observer role without bias and with consideration to the confidential nature of the discussion.</li> <li>• Does not participate in the decision-making process.</li> <li>• Does not have voting rights on the approval of results.</li> </ul>	LMETB Observer	NEB/RAP Procedures

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<b>Date</b>	

## **CONFIDENTIALITY STATEMENT FOR RESULTS APPROVAL PANEL MEMBERS CONDUCTING RESULTS APPROVAL WORK FOR LMETB**

I agree to abide by the results approval procedures outlined in LMETB's results approval documentation.

I confirm that I understand that the proceedings of the panel are confidential. If, during the course of the meeting's discussions in furthering the quality assurance process that (a) the identity of a person involved in the assessment/authentication process becomes apparent to me, or that (b) information that is confidential or privileged or proprietary in nature is discussed, I will agree to keep this information confidential.

I understand that all documentation is the property of the panel and will be returned at close of meeting.

I agree to declare any conflicts of interest to the Chairperson in advance of the meeting, or as soon as they become apparent to me.

**I confirm that I have read and understand LMETB's Statement of Confidentiality for participation in the results approval process and agree to abide by this.**

**Signed:** \_\_\_\_\_

**Name (in BLOCK capitals):** \_\_\_\_\_

**Date:** \_\_\_\_\_

Appendix 1:

RAA Results Approval and Certification Process Flow chart