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Foreword

Limerick College of Further Education (LCFE) is a constituent college of City of Limerick VEC (CLVEC). The College achieved FETAC provider status in 2006. This QA Policies & Procedures Manual represents quality practices at LCFE, which are in line with the quality system documented at registration. It is the 'driver' of the quality system at LCFE; the backdrop against which all FETAC certified programmes are delivered. The 9 policy areas and 44 procedures, as laid down by the Qualifications (Education and Training) Act 1999 and FETAC guidelines for provider registration, are addressed. In addition, the Manual incorporates LCFE's main templates, forms and detailed procedure documents. These guide and capture evidence of QA procedure implementation, as the college delivers its FETAC certified programmes. Additional related documents, in this regard, such as the College Prospectus, the Learner Handbook and the Staff Handbook are published separately. These are subject to review and revision on an annual basis.

Introduction

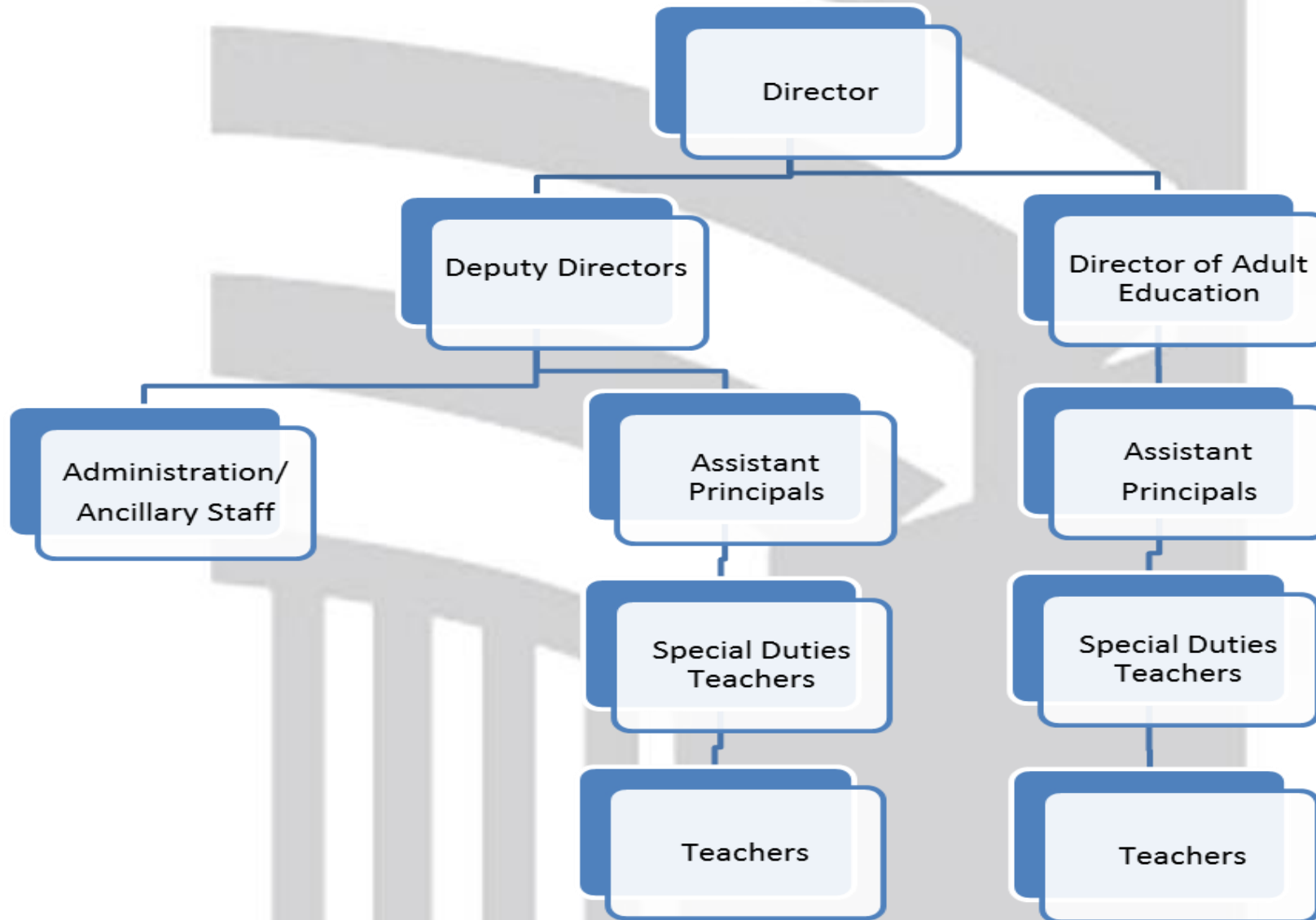
This application, for FETAC Quality Assured Provider status, is made by the City of Limerick Vocational Education Committee (CLVEC) in respect of its provision at Limerick College of Further Education. This Quality Assurance System applies to LCFE only. All Policy Statements included have been agreed at the CLVEC level and across all FETAC provision by the Committee.

The guidelines provided by FETAC have been used to develop the LCFE Quality Assurance System. The System has been progressed through an intensive consultative process with all staff. The key steps to this process were as follows:

1. Introductory briefing meetings held at an outside venue and attended by all staff
2. An audit of existing policies and procedures in place
3. The drafting of relevant policy statements and procedures in full consultation with all staff
4. Feedback sessions through group meetings on draft policies
5. Posting of final draft document on Staff Share for all staff
6. Circulation of document to the CEO for comments

The policies and procedures included in the LCFE QA System will apply across all Learning programmes at the College, which are certified by FETAC.

LCFE Organisation Chart



Limerick College of Further Education - Profile

Limerick College of Further Education is a long-established, state-funded and administered further education college. It is one of seven centres of education run by City of Limerick VEC and was known until 2008 as *Limerick Senior College*.

LCFE offers Further Education courses (Post Leaving Certificate) in a variety of disciplines and caters for approximately 1,200 full-time and 2,500 part-time learners. It is situated in the South-East of the city, a short distance from the city centre. The College supports its teaching and learning with state-of-the-art equipment reflecting industry standards and local industry needs.

The College aims to provide high quality internationally recognised educational programmes, delivered in a modern dynamic environment by a highly qualified and committed team of teachers.

The majority of our courses are validated by FETAC (Further Education and Training Awards Council). FETAC was established in 2001, with the objective of making and promoting awards, validating programmes, monitoring and assuring the quality of programmes and determining standards.

The College is a strong advocate of Further Education and Training and this is reflected in everything it does. LCFE had a major role to play in the education and training of the people of the Mid-West Region.

LCFE – Mission, Vision and Values

Mission Statement

Limerick College of Further Education (LCFE) is committed to providing quality-assured further education and training programmes and services in a multi-cultural context. We strive to respond to the ever-changing needs of our potential and existing learners, thus assisting those who want to progress within Further Education, from Further to Higher Education and those wishing to up-skill for the workplace. This commitment is supported by a professional staff, learner support services and investment in up-to-date facilities.

Vision Statement

Limerick College of Further Education (LCFE) aspires to be the leading provider of further education and training through its innovative, relevant and high-quality programmes delivered by a committed staff and excellent support services.

Values

Our values determine how we operate within an educational and administrative setting and influence our interaction with learners, staff and stakeholders. College staff adheres to a number of established values, subject to constant revision. The list below, based on consensual values, is not exhaustive:

- Excellence
- Professionalism
- Equality and Fairness
- Integrity
- Respect
- Openness / Transparency
- Inclusiveness
- Caring / Supportive / Encouraging

LCFE Quality Assurance – A Dynamic System

LCFE is committed to ‘continuous quality improvement in the delivery of programmes and services’¹ to its customers. As quality systems are by nature dynamic and subject to ongoing review and enhancement, this manual documents the current status of the college’s quality system. Evidence of the ever changing nature of the system is captured in the *Version No.* and *Date* on each procedure template and related documents. It is also recorded in the manual’s introductory *Revision History* pages.

The review and enhancement of programmes, the monitoring of procedures and the self-evaluation of programmes and services are the essential ingredients of an effective quality system in education and training. Consequently, each programme at LCFE is subject to regular review with input from learners, teaching staff and other related stakeholders. The College is committed to completing an annual self evaluation of programmes and services on a rotational basis across different Schools/Departments. In addition, the internal monitoring of procedures is ongoing, both formally and informally, through the network of college meetings held throughout the academic year. The authentication of assessment results also informs the procedure monitoring process, as it is designed to capture any ‘gaps’ and non conformances that may exist around assessment practice at the College.

The LCFE quality system is not only subject to ongoing internal review and improvement, as described above, but is also subject to the periodic external monitoring by FETAC. In addition, the registration status of the College is subject to consideration by FETAC on a five year cycle.

¹ Strategic Plan 2009 – 2012

LCFE Quality Assurance Policies and Procedures - Revision History

| | Policy Title | | Procedures to address | Doc hyperlink | Status | Revised | Approved By | Share ✓ |
|----|--|------|---------------------------------------|----------------------|----------------|------------------------|-------------|---------|
| B1 | Communications | | Policy Statement | CO | V 1.0 | 16/03/2008 | | |
| | | B1.1 | Communication with Learners | | | | | |
| | | B1.2 | Communication with Staff | | | | | |
| | | B1.3 | Communication with other stakeholders | | | | | |
| B2 | Equality | | Policy Statement | | | | | |
| | | B2.1 | Equality Training | | | | | |
| | | B2.2 | Equality Planning | | | | | |
| B3 | Staff Recruitment and Development | | Policy Statement | SRD | V 1.0 | Nov 2011 | | |
| | | B3.1 | Staff Recruitment and Allocation | SRA | V 1.0 | Nov 2011 | | |
| | | B3.2 | Staff Induction | SI | V 2.1 | 04/02/2013 | | |
| | | B3.3 | Staff Development | SD | V 1.0 | 03/09/2012 | | |
| B4 | Access, Transfer and Progression | | Policy Statement | ATP | V 1.0 V 1.1 | April 2008 May 2013 | | |
| | | B4.1 | Information Provision | | | | | |
| | | B4.2 | Learner Entry Arrangements | | | | | |
| | | B4.3 | Recognition of Prior Learning | | | | | |
| | | B4.4 | Facilitating Diversity | | | | | |
| B5 | Programme Development, Delivery and Review | | Policy Statement | PDDR | V 2.0 | February 2009 | | |
| | | B5.1 | Need Identification | | | | | |
| | | B5.2 | Programme Design | | | | | |
| | | B5.3 | Programme Approval | | | | | |

| | Policy Title | | Procedures to address | Doc hyperlink | Status | Revised | Approved By | Share ✓ |
|-----------|--|--------|--|----------------------|----------------|--------------------------|-------------|---------|
| | | B5.4 | Programme Planning | | | | | |
| | | B5.5 | Programme Delivery | | | | | |
| | | B5.6 | Learner Records | | | | | |
| | | B5.7 | Provision and Maintenance of resources | | | | | |
| | | B5.8 | Health & Safety | | | | | |
| | | B5.9 | Review Cycle of existing programmes | | | | | |
| B6 | Fair and Consistent Assessment of Learners | | Policy Statement | FCAL | V 2.0 V 3.0 | Sept 2008 06/02/2012 | | |
| | | B6.1 | Coordinated Planning of Assessment | CPA | V 2.0 V 3.0 | Sept 2008 18/11/2011 | | |
| | | B6.2 | Information to Learners | IL | V 2.0 V2.1 | Sept 2008 13/11/2012 | | |
| | | B6.3 | Security of Assessment related Processes & Materials | SAPM | V 2.1 | October 2011 | | |
| | | B6.4 | Reasonable Accommodation | RA | V 1.0 V 2.1 | March 2009 04/02/2013 | | |
| | | B6.5 | Consistency of Marking between Assessors | CMA | V2.0 | Sept 2008 | | |
| | | B6.6 | Assessment performed by Third Parties | APTP | | | | |
| | | B6.7.1 | Internal Verification | IV | V 3.1 | 14/03/2012 | | |
| | | B6.7.2 | External Authentication | EA | V 3.1 | 02/05/2012 | | |
| | | B6.8 | Feedback to Learners | FL | V 2.2 | 09/10/2012 | | |

| | Policy Title | | Procedures to address | Doc hyperlink | Status | Revised | Approved By | Share ✓ |
|-----------|--|-------|--|----------------------|---------------|-------------------------|-------------|---------|
| | | B6.9 | <i>Learner Appeals</i> | LA | V2.0 V 2.0 | Sept 2008 17/11/2011 | | |
| | | B6.10 | <i>Results Approval</i> | RA | V 3.1 | 17./11/2011 | | |
| | | B6.11 | <i>Corrective Action</i> | CA | V 2.0 | 18/11/2011 | | |
| B7 | Protection for Learners | | Policy Statement | | | | | |
| | | B7.1 | <i>Cessation of Programme</i> | CP | V 1.0 | 06/02/2013 | | |
| B8 | Sub-contracting / Procuring Programme Delivery | | Policy Statement | N/A | | | | |
| | | B8.1 | <i>Selection of second provider</i> | | | | | |
| | | B8.2 | <i>Contract arrangements</i> | | | | | |
| | | B8.3 | <i>Reporting arrangements</i> | | | | | |
| | | B8.4 | <i>Monitoring Arrangements</i> | | | | | |
| B9 | Self Evaluation of Programmes and Services | | Policy Statement | SEPS | V 3.1 | Jan 2012 | | |
| | | B9.1 | <i>Assignment of Responsibility</i> | | | | | |
| | | B9.2 | <i>Frequency</i> | | | | | |
| | | B9.3 | <i>Range</i> | | | | | |
| | | B9.4 | <i>Learner Involvement</i> | | | | | |
| | | B9.5 | <i>Selection of External Evaluator</i> | | | | | |
| | | B9.6 | <i>Methodology</i> | | | | | |

Templates, Forms & expanded Procedure Documents - Revision History

(Used to describe in detail specific procedures/processes and capture evidence of procedure implementation)

| | Policy Title | Code | Procedures to address | Doc hyperlink | Status | Revised | Approved By | Share ✓ |
|----|--|------------|--|---------------|----------------|----------------------|-------------|---------|
| B1 | Communications | C01 | <i>Pre-Course Information/Brochure Template</i> | | Ver 2 Ver 1 | 01/09/10 13/08/10 | | ✓ |
| | | C02 | <i>Registration/Application Form</i> | | | | | |
| | | C03 | <i>Learner Handbook</i> | | | | | |
| | | | <i>Teacher Handbook</i> | | | | | |
| | | C05 | <i>Learner Induction Checklist Brochure template</i> | C05 | | | | |
| B2 | Equality | E01 | | | | | | |
| | | | | | | | | |
| B3 | Staff Recruitment and Development | S01 | <i>Staff Induction Checklist</i> | | | | | |
| | | | | | | | | |
| B4 | Access, Transfer and Progression | A01 | <i>Registration/Application Form</i> | | | | | |
| | | | <i>Learner Contract</i> | | | | | |
| | | | | | | | | |
| B5 | Programme Development, Delivery and Review | P01 | <i>Safety Statement</i> | | | | | |
| | | | <i>Venue Checklist</i> | | | | | |
| | | | <i>Learner Programme Review Feedback Form</i> | | | | | |
| | | | <i>Teacher End of Programme Review Feedback Form</i> | | | | | |

| | Policy Title | Code | Procedures to address | Doc hyperlink | Status | Revised | Approved By | Share ✓ |
|-----------|--|------------|---|---------------|--------|---------|-------------|---------|
| B6 | Fair and Consistent Assessment of Learners | F01 | <i>Assignment/Project Brief template</i> | | | | | |
| | | | | | | | | |
| | | | <i>Submission of Projects/Assignments Procedure</i> | | | | | |
| | | | <i>Authorship Statement template</i> | | | | | |
| | | | <i>Submission List Template</i> | | | | | |
| | | | <i>Cross Moderation Schedule template</i> | | | | | |
| | | | <i>Cross Moderation Log</i> | | | | | |
| | | | <i>IV Procedure document</i> | | | | | |
| | | | <i>IV Checklist</i> | | | | | |
| | | | <i>Sampling Strategy template</i> | | | | | |
| | | | <i>IV Report template</i> | | | | | |
| | | | <i>EA Procedure document</i> | | | | | |
| | | | <i>EA Report template</i> | | | | | |
| | | | <i>Feedback to Learners Procedure</i> | | | | | |
| | <i>Appeals Procedure document</i> | | | | | | | |
| | <i>Appeals Request Form</i> | | | | | | | |
| | <i>Results Approval Procedure document</i> | | | | | | | |
| | <i>Results Approval Report template</i> | | | | | | | |

| | Policy Title | Code | Procedures to address | Doc hyperlink | Status | Revised | Approved By | Share ✓ |
|-----------|--|-------------|---|--------------------|--------|---------|-------------|---------|
| | | | <i>Conduct of examinations</i> | | | | | |
| B7 | Protection for Learners | | | | | | | |
| B8 | Sub-contracting / Procuring Programme Delivery | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| B9 | Self Evaluation of Programmes and Services | | <i>SE Methodology document</i> | | | | | |
| | | SE01 | <i>SE Checklist Template</i> | <u>SE01</u> | Ver 1 | 2005 | | |
| | | SE02 | <i>SE Report Template</i> | <u>SE02</u> | Ver 1 | 2005 | | |
| | | SE03 | <i>SE Programme Improvement Plan Template</i> | <u>SE03</u> | Ver 1 | 2005 | | |
| | | | | | | | | |
| | | | | | | | | |
| | Procedure Monitoring | PM01 | <i>Procedure Monitoring Template</i> | <u>PM01</u> | Ver 1 | 04/'11 | | |

B1: Communications Policy

City of Limerick VEC believes that Communication is about building and strengthening relationships between staff, learners, the general public and other partner organisations.

Good communication between these groups promotes teamwork, and is essential if Adult and Further Education in Limerick City is to grow to its full potential.

CLVEC is committed to putting in place systems that:

- promote the sharing of information, knowledge and best practices,
- actively listen to all parties and
- use feedback to shape the programmes and services we provide.

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| LCFE - Limerick College of Further Education | | Related Documents: B6.2, | |
| Policy Area: B1 | Communications | | |
| Procedure Title: | B1.1 Communication with Learners | Version: 2 | Date: Oct 2011 |
| Purpose: <i>To describe how two way communications with learners is achieved; how learners receive course information, provide feedback on their experiences and receive information on performance.</i> | | | |
| Staff Involved: Director, Deputy Directors, Director of Adult Ed., LCFE post holders and teaching staff. | | | |
| Method(s) used to carry out this procedure | Who does it | Evidence generated by this procedure | |
| <p>Annual prospectus published, in various formats, informs comprehensively on all courses.</p> <p>Comprehensive learner induction process in place. Reviewed annually with pre induction briefing for all staff.</p> <p>Learners invited to provide feedback throughout their course; learner survey, one to one meetings, group meetings, etc.</p> <p>Ongoing feedback to learners from teachers throughout their course, both formal and informal.</p> <p>Regular meetings between management and student union.</p> <p>Regular contact with learners through email.</p> | <p><i>Deputy Directors</i></p> <p><i>Director Ad Ed</i></p> <p><i>QA Coordinator</i></p> <p><i>Head of School/Dept</i></p> <p><i>Course Coordinator</i></p> <p><i>Teaching Staff</i></p> | <p>Prospectus, Website,</p> <p>Learner Handbook</p> <p>Learner induction presentation</p> <p>Learner induction checklist (verified by staff)</p> <p>Learner induction pack</p> <p>Learner contract</p> <p>Attendance records</p> <p>Feedback from learners; action plan</p> <p>Records of feedback to learners</p> <p>Agenda, minutes of associated meetings; action plan</p> <p>VLE, shared drive, social networking sites, text messages, email</p> | |

| Internal Monitoring of Procedure | | |
|--|---|---|
| Monitor (Job Title) | Frequency | Monitoring Method(s) |
| Directors & Senior Mgt team in liaison with staff. | On-going (informal), Annual (formal) | Ongoing informal monitoring of procedures. Annual formal monitoring facilitated by a Procedure Monitoring Template and action plan. |

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| LCFE - Limerick College of Further Education | | <u>Related Documents:</u> | |
| Policy Area: B1 | Communications | | |
| Procedure Title: | B1.2 Communication with Staff | Version: 2 | Date: Oct 2011 |
| Purpose: <i>To describe the two way communications between management and staff including the planning, delivery and evaluation of programmes, the Centre's QA system and developments at FETAC.</i> | | | |
| Staff Involved: Director, Deputy Directors, Director of Adult Ed., LCFE post holders and teaching staff. | | | |
| Method(s) used to carry out this procedure | Who does it | Evidence generated by this procedure | |
| Regular meeting around course planning, development, review, feedback/evaluation, learner progress, etc.: Weekly all staff/management meeting Monthly senior management meeting Regular Head of School/Dept/Course team meetings New Staff Induction Regular contact with staff through eMail. | <i>Director</i> <i>Deputy Directors</i> <i>Director Ad Ed</i> <i>QA Coordinator</i> <i>Head of Dept/School</i> <i>Course Coordinator</i> | Agenda, minutes of associated meetings; action plan VLE, shared drive, staff share, social networking sites, text messages, email, staff post boxes, notice boards Staff handbook Staff induction process/pack Staff induction checklist (verified) Prospectus, Website | |
| Internal Monitoring of Procedure | | | |
| Monitor (Job Title) | Frequency | Monitoring Method(s) | |

| | | |
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| Directors & Senior Mgt team in liaison with staff. | On-going (informal), Annual (formal) | Ongoing informal monitoring of procedures. Annual formal monitoring facilitated by a Procedure Monitoring Template and action plan. |
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| LCFE - Limerick College of Further Education | | <u>Related Documents:</u> | |
| Policy Area: B1 | Communications | | |
| Procedure Title: | B1.3 Communication with other Stakeholders | Version: 2 | Date: Oct 2011 |
| Purpose: <i>To describe the two way communications with interested parties/agencies/partners on FET provision at LCFE.</i> | | | |
| Staff Involved: Director, Deputy Directors, Director of Adult Ed., LCFE post holders and teaching staff. | | | |
| Method(s) used to carry out this procedure | Who does it | Evidence generated by this procedure | |
| <p>Annual prospectus published; outlining all courses and an introduction to learning at LCFE.</p> <p>Current three-year Strategic Plan documents the goals and objectives of the College, in line with its mission, vision and values.</p> <p>Comprehensive network of stakeholders established.</p> <p>Ongoing liaison with DES, CLVEC, industry, schools, guidance counsellors, professional bodies, validating bodies, Institutes of Technology etc.</p> <p>Annual public events; open day, exhibitions, displays, shows, launches, etc.</p> | <p><i>Director</i></p> <p><i>Deputy Directors</i></p> <p><i>Director Ad Ed</i></p> <p><i>QA Coordinator</i></p> <p><i>Head of School/Dept</i></p> <p><i>Course Coordinator</i></p> <p><i>Teaching Staff</i></p> | <p>Prospectus, website, DES circular letters, correspondence/email with CLVEC</p> <p>Three-Year Strategic Plan</p> <p>Agenda, minutes of associated meetings; action plan</p> <p>Schedule of public events, visits to schools, exhibitions, open days, etc.</p> <p>Records of correspondence with professional/validating bodies.</p> <p>Press releases</p> <p>Records of engagement with local and national media</p> <p>Records of correspondence with 3rd level Institutions</p> | |

| Internal Monitoring of Procedure | | |
|--|---|---|
| Monitor (Job Title) | Frequency | Monitoring Method(s) |
| Directors & Senior Mgt team in liaison with staff. | On-going (informal), Annual (formal) | Ongoing informal monitoring of procedures. Annual formal monitoring facilitated by a Procedure Monitoring Template and action plan. |

B2: Equality Policy

CLVEC is committed to creating an environment where people feel safe and free from discrimination and harassment, and where they can be themselves, while respecting others.

CLVEC will do this by:

- promoting awareness and understanding of differences
- removing barriers to full participation
- providing support mechanisms for staff and learners to voice their concerns about equality issues, without fear.
- providing equal opportunities to staff and learners in terms of gender, marital status, family status, sexual orientation, religion, age, disability, race, membership of the traveller community and their economic status.
- complying with all relevant legislation.

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| LCFE - Limerick College of Further Education | | <u>Related Documents:</u> | |
| Policy Area: B2 | Equality | | |
| Procedure Title: | B2.1 Equality Training | Version: 2 | Date: Oct 2011 |
| Purpose: <i>To describe how the principle of equality is promoted within LCFE.</i> | | | |
| Staff Involved: Director, Deputy Directors, Director of Adult Ed., LCFE post holders and teaching staff. | | | |
| Method(s) used to carry out this procedure | Who does it | Evidence generated by this procedure | |
| <p>LCFE/CLVEC has a documented position on Equality & Diversity.</p> <p>Equality & Diversity highly profiled across all provision at LCFE.</p> <p>Staff/learner induction includes briefing on Equality & Diversity.</p> <p>Equality & Diversity training for staff scheduled as need arises.</p> <p>Learner/staff feedback</p> | <p><i>Director</i></p> <p><i>Deputy Directors</i></p> <p><i>Director Ad Ed</i></p> <p><i>QA Coordinator</i></p> <p><i>Head of School/Dept</i></p> <p><i>Course Coordinator</i></p> <p><i>Teaching Staff</i></p> | <p>Policy documents</p> <p>Staff/learner induction checklist (verified)</p> <p>Induction packs, prospectus</p> <p>Schedule of training</p> <p>Records of Equality training</p> <p>Complaints procedure</p> <p>Records of feedback/complaints/actions</p> <p>Agenda, minutes of associated meetings; action plan</p> | |
| Internal Monitoring of Procedure | | | |
| Monitor (Job Title) | Frequency | Monitoring Method(s) | |

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| Directors & Senior Mgt team in liaison with staff. | On-going (informal), Annual (formal) | Ongoing informal monitoring of procedures. Annual formal monitoring facilitated by a Procedure Monitoring Template and action plan. |
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| LCFE - Limerick College of Further Education | | Related Documents: | |
| Policy Area: B2 | Equality | | |
| Procedure Title: | B2.2 Equality Planning | Version: 2 | Date: Oct 2011 |
| Purpose: <i>To describe how LCFE plans to achieve its equality objectives based on an audit of practice and an action plan.</i> | | | |
| Staff Involved: Director, Deputy Directors, Director of Adult Ed., LCFE post holders and teaching staff. | | | |
| Method(s) used to carry out this procedure | Who does it | Evidence generated by this procedure | |
| <p>LCFE Equality Team established.</p> <p>Annual equality audit completed with associated action plan.</p> <p>Budget allocation for implementation of action plan.</p> <p>Time line for action plan implementation established.</p> <p>Learners have opportunity to complete an Equality/Diversity needs analysis.</p> <p>Staff feedback/evaluation through network of staff meetings.</p> | <p><i>Director</i></p> <p><i>Deputy Directors</i></p> <p><i>Director Ad Ed</i></p> <p><i>QA Coordinator</i></p> <p><i>Head of School/Dept</i></p> <p><i>Teaching Staff</i></p> | <p>Audit results/reports, action plan</p> <p>Budget requests/allocation</p> <p>Agenda, minutes of associated meetings; action plan</p> <p>Budget Allocation for Equality Planning</p> <p>Learner/staff feedback</p> | |
| Internal Monitoring of Procedure | | | |
| Monitor (Job Title) | Frequency | Monitoring Method(s) | |
| Directors & Senior | On-going (informal), | Ongoing informal monitoring of procedures. Annual formal | |

| | | |
|---------------------------------|-----------------|--|
| Mgt team in liaison with staff. | Annual (formal) | monitoring facilitated by a Procedure Monitoring Template and action plan. |
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B3: Staff Recruitment and Development Policy

City of Limerick VEC considers its staff to be its most valuable resource and aims to attract, recruit, develop and retain the best people.

CLVEC is committed to creating a culture that motivates and supports staff to engage in their own professional development because it believes that their competence and commitment is crucial to the achievement of the organisations strategic goals.

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| LCFE - Limerick College of Further Education | | Related Documents: | |
| Policy Area: B3 | Staff Recruitment and Development | | |
| Procedure Title: | B3.1 Staff Recruitment and Allocation | Version: 2 | Date: Oct 2011 |
| Purpose: <i>To describe the LCFE staff recruitment process in line with all relevant legislation.</i> | | | |
| Staff Involved: Director, Deputy Directors, Director of Adult Ed., CEO, VEC staff | | | |
| Method(s) used to carry out this procedure | Who does it | Evidence generated by this procedure | |
| <p>All staff recruited through formal CLVEC HR processes.</p> <p>LCFE human resource needs identified based on staff turnover and needs arising from on-going course review and development.</p> <p>Director liaises with Human Resources at CLVEC Head Office on staffing needs.</p> <p>Posts advertised and recruited by CLVEC in liaison with Director of LCFE.</p> | <p><i>CEO</i></p> <p><i>Director</i></p> <p><i>Deputy Directors</i></p> <p><i>Director Ad Ed</i></p> | <p>Annual plan of programmes</p> <p>Records of liaison with CLVEC</p> <p>Agenda, minutes of associated meetings; action plan</p> <p>DES Allocation</p> <p>Job advertisements</p> <p>Recruitment criteria</p> <p>Recruitment records</p> <p>Associated correspondence</p> <p>Staff contracts/PTT System</p> <p>Personnel file</p> | |
| Internal Monitoring of Procedure | | | |
| Monitor (Job Title) | Frequency | Monitoring Method(s) | |

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| Director, CEO | On-going (informal), Annual (formal) | Ongoing informal monitoring of procedures. Annual formal monitoring facilitated by a Procedure Monitoring Template and action plan. |
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| LCFE - Limerick College of Further Education | | Related Documents: | |
| Policy Area: B3 | Staff Recruitment and Development | | |
| Procedure Title: | B3.2 Staff Induction | Version: 2 | Date: Oct 2011 |
| Purpose: <i>To describe the induction process for staff.</i> | | | |
| Staff Involved: Director, Deputy Directors, Director of Adult Ed., LCFE post holders and teaching staff. | | | |
| Method(s) used to carry out this procedure | Who does it | Evidence generated by this procedure | |
| Comprehensive staff induction process in place, including briefing/training on equality/diversity, H & S and the LCFE quality assurance system. Mentoring system in place for new staff. | <i>Director Deputy Directors Director Ad Ed FETAC Coordinator Head of School/Dept Course Coordinator Teaching Staff</i> | Schedule of staff induction Staff induction pack Staff handbook Quality system briefing document Staff induction checklist (verified) Agenda, minutes of associated meetings; action plan List of new staff and mentors assigned Mentoring records Updated CPD records | |
| Internal Monitoring of Procedure | | | |
| Monitor (Job Title) | Frequency | Monitoring Method(s) | |

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| Directors & Senior Mgt team in liaison with staff. | On-going (informal), Annual (formal) | Ongoing informal monitoring of procedures. Annual formal monitoring facilitated by a Procedure Monitoring Template and action plan. |
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| LCFE - Limerick College of Further Education | | Related Documents: | |
| Policy Area: B3 | Staff Recruitment and Development | | |
| Procedure Title: | B3.3 Staff Development | Version: 2 | Date: Oct 2011 |
| Purpose: <i>To describe how staff training needs are identified and CPD training is arranged.</i> | | | |
| Staff Involved: Director, Deputy Directors, Director of Adult Ed., LCFE post holders and teaching staff. | | | |
| Method(s) used to carry out this procedure | Who does it | Evidence generated by this procedure | |
| <p>CPD encouraged and facilitated line with the strategic plan of the college, driven by both professional and personal needs of all staff at LCFE.</p> <p>CPD needs identified through needs analysis system via network of in-house meetings.</p> <p>Schedules established and budget allocated.</p> <p>Online CPD information system captures records of attendance and feedback, evaluations, etc.</p> | <p><i>Director</i></p> <p><i>Deputy Directors</i></p> <p><i>Director Ad Ed</i></p> <p><i>QA Coordinator</i></p> <p><i>Head of School/Dept</i></p> <p><i>Course Coordinator</i></p> <p><i>Teaching Staff</i></p> | <p>LCFE policy on CPD</p> <p>Agenda, minutes of associated meetings; action plan</p> <p>Training Needs Analysis with action plan</p> <p>CPD schedules</p> <p>Attendance records/feedback/evaluation</p> <p>Updated CPD records</p> | |
| Internal Monitoring of Procedure | | | |
| Monitor (Job Title) | Frequency | Monitoring Method(s) | |

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| Directors & Senior Mgt team in liaison with staff. | On-going (informal), Annual (formal) | Ongoing informal monitoring of procedures. Annual formal monitoring facilitated by a Procedure Monitoring Template and action plan. |
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B4: Access, Transfer and Progression Policy

City of Limerick VEC recognises that all learners are unique and aims to facilitate them to become lifelong learners. This will be achieved by:

- actively reaching out to new learners.
- guiding and supporting learners to make informed choices.
- tracking each individual's progress throughout his/her learning journey.
- supporting learners who wish to transfer or progress to other programmes.
- recognising the prior learning of learners.

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| LCFE - Limerick College of Further Education | | Related Documents: | |
| Policy Area: B4 | Access, Transfer and Progression | | |
| Procedure Title: | B4.1 Information Provision | Version: 2 | Date: Oct 2011 |
| Purpose: <i>To describe how access, transfer and progression information on courses and services is made available to both current and prospective learners.</i> | | | |
| Staff Involved: Director, Deputy Directors, Director of Adult Ed., LCFE post holders and teaching staff. | | | |
| Method(s) used to carry out this procedure | Who does it | Evidence generated by this procedure | |
| <p>LCFE has a documented Admissions Policy and associated procedures. It also has a Fee Payments and Refunds Policy and an Admissions Appeal procedure.</p> <p>Annual prospectus published, in various formats, informs on all courses including ATP information.</p> <p>Schedules of public events.</p> <p>All applicants interviewed; any issues around ATP dealt with.</p> <p>Opportunities for transfer and progression reinforced once course commences by programme team and the LCFE guidance service; Higher Links Scheme, Pilot Schemes and Local Arrangement</p> | <p><i>Director</i></p> <p><i>Deputy Directors</i></p> <p><i>Director Ad Ed</i></p> <p><i>Course Coordinator</i></p> <p><i>Teaching Staff</i></p> | <p>Admissions Policy</p> <p>Fee Payment and Refunds Policy</p> <p>Prospectus and website</p> <p>Learner handbook</p> <p>Schedule of Open Days/career exhibitions/school visits</p> <p>Correspondence with guidance counsellors</p> <p>Correspondence with applicants/learners</p> <p>FAQ section on web site</p> | |
| Internal Monitoring of Procedure | | | |

| Monitor (Job Title) | Frequency | Monitoring Method(s) |
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| Directors & Senior Mgt team in liaison with staff. | On-going (informal), Annual (formal) | Ongoing informal monitoring of procedures. Annual formal monitoring facilitated by a Procedure Monitoring Template and action plan. |

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| LCFE - Limerick College of Further Education | | <u>Related Documents:</u> | |
| Policy Area: B4 | Access, Transfer and Progression | | |
| Procedure Title: | B4.2 Learner Entry Arrangements | Version: 2 | Date: Oct 2011 |
| Purpose: <i>To describe how LCFE will engage a fair and consistent approach to learner entry to courses.</i> | | | |
| Staff Involved: Director, Deputy Directors, Director of Adult Ed., LCFE post holders and teaching staff. | | | |
| Method(s) used to carry out this procedure | Who does it | Evidence generated by this procedure | |
| <p>Annual prospectus published in various formats, informs on all courses, including enrolment procedures and entry requirements for each course.</p> <p>Enrolment planning meetings and briefings; management/staff</p> <p>All application forms acknowledged and applicant informed of the next step in process.</p> <p>Interview schedules arranged.</p> <p>Set of entry criteria established for each course.</p> <p>Interview Criteria set and applicants ranked on these criteria.</p> <p>Applicant interviewed and informed of outcome.</p> <p>Appeals procedure in place for Admissions</p> | <p><i>Course Coordinator</i></p> <p><i>Teaching Staff</i></p> | <p>Enrolment procedure, prospectus, website</p> <p>Agenda, minutes of associated meetings; action plan</p> <p>Correspondence with applicant</p> <p>Interview checklist (verified)</p> <p>AMS Records</p> <p>Interview Form</p> <p>Offer lists, waiting lists – AMS records</p> <p>Registration and course commencement details letters</p> <p>Garda clearance, references (as appropriate)</p> <p>Learner feedback</p> | |
| Internal Monitoring of Procedure | | | |

| Monitor (Job Title) | Frequency | Monitoring Method(s) |
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| Directors & Senior Mgt team in liaison with staff. | On-going (informal), Annual (formal) | Ongoing informal monitoring of procedures. Annual formal monitoring facilitated by a Procedure Monitoring Template and action plan. |

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| LCFE - Limerick College of Further Education | | <u>Related Documents:</u> | |
| Policy Area: B4 | Access, Transfer and Progression | | |
| Procedure Title: | B4.3 Recognition of Prior Learning (RPL) | Version: 2 | Date: Oct 2011 |
| Purpose: To describe the arrangements in place around recognising prior learning for <u>access</u> to a programme. | | | |
| Staff Involved: Director, Deputy Directors, Director of Adult Ed., LCFE post holders and teaching staff. | | | |
| Method(s) used to carry out this procedure | Who does it | Evidence generated by this procedure | |
| <p>Annual prospectus published in various formats, informs on all courses, including the LCFE position on RPL for access to courses.</p> <p>LCFE committed to considering RPL for access to courses on a case by case basis:</p> <ul style="list-style-type: none"> • equivalent learning to stated entry requirements considered where appropriate. • prior certification processed with FETAC, viz credit towards a major award. • SLOs already achieved acknowledged ref. course delivery, but assessment to be completed fully, in all cases, as per course specification. | <p><i>Deputy Directors</i></p> <p><i>Director Ad Ed</i></p> <p><i>Course Coordinator</i></p> | <p>Prospectus, website</p> <p>Application form</p> <p>Records of requests around RPL retained and acknowledged in learner records</p> <p>Correspondence re RPL</p> <p>Learner record updated</p> <p>Learner feedback</p> | |
| Internal Monitoring of Procedure | | | |
| Monitor (Job Title) | Frequency | Monitoring Method(s) | |

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| Directors & Senior Mgt team in liaison with staff. | On-going (informal), Annual (formal) | Ongoing informal monitoring of procedures. Annual formal monitoring facilitated by a Procedure Monitoring Template and action plan. |
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| LCFE - Limerick College of Further Education | | <u>Related Documents:</u> | |
| Policy Area: B4 | Access, Transfer and Progression | | |
| Procedure Title: | B4.4 Facilitating Diversity | Version: 2 | Date: Oct 2011 |
| Purpose: <i>To describe how LCFE facilitates diversity and provides reasonable accommodation to individuals or groups with particular needs leading to successfully participate on courses.</i> | | | |
| Staff Involved: Director, Deputy Directors, Director of Adult Ed., LCFE post holders and teaching staff. | | | |
| Method(s) used to carry out this procedure | Who does it | Evidence generated by this procedure | |
| <p>Learners have opportunity to inform of any special learning needs in application form and at interview.</p> <p>Learners have opportunity to complete an Equality/Diversity needs analysis form post course commencement.</p> <p>Learner records updated with documentary evidence of professional assessments, as appropriate.</p> <p>Arrangements put in place for learners entitled to accommodations/adaptations, without compromising the the award standard.</p> <p>Programme team briefed.</p> <p>Comprehensive records retained in all cases.</p> | <p><i>Deputy Directors</i></p> <p><i>Director Ad Ed</i></p> <p><i>Course Coordinator</i></p> <p><i>Teaching Staff</i></p> | <p>Application form</p> <p>Records of interview</p> <p>Documentary evidence supplied by the learner</p> <p>Learner record</p> <p>Learner progress review notes</p> <p>Records of accommodations and adaptations in line with certified need</p> <p>Records of associated correspondence and staff briefings, minutes of course meetings</p> <p>English language support/course support</p> <p>Intercultural day</p> <p>Physical adaptations</p> | |

| Internal Monitoring of Procedure | | |
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| Monitor (Job Title) | Frequency | Monitoring Method(s) |
| Directors & Senior Mgt team in liaison with staff. | On-going (informal), Annual (formal) | Ongoing informal monitoring of procedures. Annual formal monitoring facilitated by a Procedure Monitoring Template and action plan. |

B5: Programme Development, Delivery and Review Policy

As a main provider in the Adult and Further Education sector, City of Limerick VEC recognises its distinct role in supporting the learning and development of individuals, communities and the wider society. The needs and aspirations of learners provide the starting point for planning and are central to all learning provision.

CLVEC policy is to:

- consult widely in the design and development of learning programmes
- be creative and innovative in delivery methods
- constantly reflect on and improve the quality of all aspects of provision

Policy Statement

City of Limerick VEC, in accordance with the Safety, Health and Welfare at Work Act 2005, aims to ensure that all steps necessary will be taken to eliminate risks as far as is reasonably practicable.

Control of risks and on-going policy of risk reduction will aim to ensure that Accident/Incident or Near Miss occurrences are avoided, thereby safeguarding the safety, health and welfare of Staff, Students, Contractors or Visitors who have reason to enter any CLVEC building.

Senior Management and Supervisory Staff in each CLVEC building have responsibility for implementing this policy. However, all staff are expected to co-operate in carrying out this policy and to take reasonable care for their own safety, health and welfare and that of others who may be affected by their acts or omissions while at work.

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| LCFE - Limerick College of Further Education | | <u>Related Documents:</u> | |
| Policy Area: B5 | Programme Development, Delivery and Review | | |
| Procedure Title: | B5.1 Need Identification | Version: 2 | Date: Oct 2011 |
| Purpose: <i>To describe how LCFE establishes course needs.</i> | | | |
| Staff Involved: Director, Deputy Directors, Director of Adult Ed., LCFE post holders and teaching staff. | | | |
| Method(s) used to carry out this procedure | Who does it | Evidence generated by this procedure | |

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| <p>Course team meet to document needs of each programme, research legislation, regulatory requirements, CLVEC Education Plan, CLVEC/LCFE ICT Strategy LCFE Strategic Plan, etc and engage external expertise as appropriate.</p> <p>Review related literature; current industrial, educational, social and economic reports/trends.</p> <p>Survey learner's interests.</p> <p>Liaise with career guidance counsellors.</p> <p>Liaison with local industry/commerce representatives, professional bodies and field experts.</p> <p>Engage with staff recommendations/observations/feedback.</p> <p>Monitor trends; enrolment, local skill needs, etc.</p> <p>Consider programme reviews/feedback from related existing programmes.</p> | <p><i>Deputy Directors</i></p> <p><i>Director Ad Ed</i></p> <p><i>Course Coordinator</i></p> <p><i>PR Officer</i></p> <p><i>Teaching Staff</i></p> | <p>Analysis/review of relevant reports/literature</p> <p>Agenda, minutes of associated meetings; action plan</p> <p>Reports from course meetings, staff meetings, etc</p> <p>Analysis of skill needs trends and enrolment patterns</p> <p>Specification of programme needs</p> <p>Programme review reports and action plans</p> <p>Fortás Report</p> |
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Internal Monitoring of Procedure

| Monitor (Job Title) | Frequency | Monitoring Method(s) |
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| Directors & Senior Mgt team in liaison with staff. | On-going (informal), Annual (formal) | Ongoing informal monitoring of procedures. Annual formal monitoring facilitated by a Procedure Monitoring Template and action plan. |

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| LCFE - Limerick College of Further Education | | <u>Related Documents:</u> | |
| Policy Area: B5 | Programme Development, Delivery and Review | | |
| Procedure Title: | B5.2 Programme Design | Version: 2 | Date: Oct 2011 |
| Purpose: <i>To describe how the course structure, delivery and assessment methodologies are designed.</i> | | | |
| Staff Involved: Director, Deputy Directors, Director of Adult Ed., LCFE post holders and teaching staff. | | | |
| Method(s) used to carry out this procedure | Who does it | Evidence generated by this procedure | |
| <p>Course team meet to design each programme; objectives, outline; learner profile; entry requirements, content, assessment, etc.</p> <p>Consult relevant stakeholders, staff, learners, external bodies and expertise.</p> <p>Consider programme reviews/feedback from related existing programmes.</p> <p>Research, negotiate and establish transfer and progression pathways.</p> <p>Outline timetable requirements and resources needed for programme delivery.</p> <p>Consider any special arrangements or resources needed to facilitate access for learners with special needs.</p> | <p><i>Deputy Directors</i></p> <p><i>Director Ad Ed</i></p> <p><i>Course Coordinator</i></p> <p><i>Teaching Staff</i></p> | <p>Agenda, minutes of associated meetings; action plan</p> <p>Records of submissions from stakeholders/external field experts</p> <p>Course resources; materials, staff support needs, etc</p> <p>Transfer and Progression Pathways</p> <p>Evaluations and reviews of related programmes</p> <p>Programme guidelines</p> <p>Statement of programme design</p> | |

| Internal Monitoring of Procedure | | |
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| Monitor (Job Title) | Frequency | Monitoring Method(s) |
| Directors & Senior Mgt team in liaison with staff. | On-going (informal), Annual (formal) | Ongoing informal monitoring of procedures. Annual formal monitoring facilitated by a Procedure Monitoring Template and action plan. |

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| LCFE - Limerick College of Further Education | | <u>Related Documents:</u> | |
| Policy Area: B5 | Programme Development, Delivery and Review | | |
| Procedure Title: | B5.3 Programme Approval pre submission for Validation | Version: 2 | Date: Oct 2011 |
| Purpose: <i>To describe how course approval is received from local management.</i> | | | |
| Staff Involved: Director, Deputy Directors, Director of Adult Ed., LCFE post holders and teaching staff. | | | |
| Method(s) used to carry out this procedure | Who does it | Evidence generated by this procedure | |
| <p>The course team present the programme design to LCFE senior management to achieve local approval, pre submission to the Programme Approval Committee of CLVEC and FETAC validation, where appropriate.</p> <p>All new programmes, under the CAS system, must be validated by FETAC before commencement.</p> | <p><i>Director</i> <i>Deputy Directors</i> <i>Director Ad Ed</i></p> | <p>Programme descriptor</p> <p>Agenda, minutes of associated meetings; action plan</p> <p>Team presentation to management</p> <p>Feedback from management</p> <p>Record of management approval</p> <p>Checklist (verified) against CLVEC guidelines for approval, as appropriate</p> <p>Checklist (verified) against FETAC guidelines for validation, as appropriate</p> <p>Course submitted to FETAC for validation, as appropriate</p> <p>FETAC course validation documentation</p> <p>Records of associated correspondence</p> | |

| Internal Monitoring of Procedure | | |
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| Monitor (Job Title) | Frequency | Monitoring Method(s) |
| Directors & Senior Mgt team in liaison with staff. | On-going (informal), Annual (formal) | Ongoing informal monitoring of procedures. Annual formal monitoring facilitated by a Procedure Monitoring Template and action plan. |

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| LCFE - Limerick College of Further Education | | Related Documents: | |
| Policy Area: B5 | Programme Development, Delivery and Review | | |
| Procedure Title: | B5.4 Programme Planning | Version: 2 | Date: April 2011 |
| Purpose: <i>To describe how an executable programme plan is developed.</i> | | | |
| Staff Involved: Director, Deputy Directors, Director of Adult Ed., LCFE post holders and teaching staff. | | | |
| Method(s) used to carry out this procedure | Who does it | Evidence generated by this procedure | |

| <p>Course team meet to document a course plan; agree budgets with senior management and outline timetables, schemes, schedules, resource requirements list, room allocation, etc.</p> <p>Timetables, schedules, resource requirements list and allocation, etc are distributed to those directly involved.</p> <p>Budget allocated by management.</p> <p>Requisition of equipment.</p> | <p><i>Course Coordinator</i></p> <p><i>Teaching Staff</i></p> | <p>Agenda, minutes of associated meetings; action plan</p> <p>Course plan, schemes of work, etc</p> <p>Timetables, assessment schedules</p> <p>emails, notice boards, etc.</p> <p>Resources requirements list</p> <p>Co-ordination and administration requirements and arrangements.</p> <p>Work experience schedules & placements</p> <p>Schedule of learner review meetings</p> <p>Programme specific learner briefing document</p> <p>Specialist equipment lists, invoices, stock system, etc</p> <p>Library, IT resources, ICT Strategy, etc.</p> |
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| Internal Monitoring of Procedure | | |
| Monitor (Job Title) | Frequency | Monitoring Method(s) |
| <p>Directors & Senior Mgt team in liaison with staff.</p> | <p>On-going (informal), Annual (formal)</p> | <p>Ongoing informal monitoring of procedures. Annual formal monitoring facilitated by a Procedure Monitoring Template and action plan.</p> |

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| LCFE - Limerick College of Further Education | | <u>Related Documents:</u> | |
| Policy Area: B5 | Programme Development, Delivery and Review | | |
| Procedure Title: | B5.5 Programme Delivery | Version: 2 | Date: Oct 2011 |
| Purpose: To describe how resources for the delivery of a course are coordinated. | | | |
| Staff Involved: Director, Deputy Directors, Director of Adult Ed., LCFE post holders and teaching staff. | | | |
| Method(s) used to carry out this procedure | Who does it | Evidence generated by this procedure | |

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| <p>Head of School/Dept/Course Co-ordinator liaises with Director/Deputy and the course team to organise resources, support materials, equipment, learner induction pack/presentation, evaluation forms, programme specific briefing document, etc.</p> <p>Programme team encouraged to engage in a variety of delivery styles (group work, demonstration, hands on, tutorial, multimedia, YouTube, VLE, shared drive, etc). Training scheduled, in this regard, as required.</p> <p>Regular course review meetings scheduled throughout programme delivery providing opportunity for programme team feedback.</p> <p>Learners invited to provide feedback throughout their course; learner survey, one to one meetings, group meetings, etc.</p> | <p><i>Course Coordinator</i></p> <p><i>Teaching Staff</i></p> | <p>Reading list, learner handbook, notes, multimedia resources, etc.</p> <p>Timetables and schedules</p> <p>Schedule of review meetings</p> <p>Learner feedback forms.</p> <p>Staff training schedule/records of CPD</p> <p>Learner progress review notes</p> <p>Agenda, minutes of associated meetings; action plan</p> <p>Summary of learner/staff feedback; action plan</p> <p>Contingency plan for staff absence, etc.</p> |
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Internal Monitoring of Procedure

| Monitor (Job Title) | Frequency | Monitoring Method(s) |
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| Directors & Senior Mgt team in liaison with staff. | On-going (informal), Annual (formal) | Ongoing informal monitoring of procedures. Annual formal monitoring facilitated by a Procedure Monitoring Template and action plan. |

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| LCFE - Limerick College of Further Education | | <u>Related Documents:</u> | |
| Policy Area: B5 | Programme Development, Delivery and Review | | |
| Procedure Title: | B5.6 Learner Records | Version: 2 | Date: April 2011 |
| Purpose: <i>To describe how learner records are retained.</i> | | | |
| Staff Involved: Director, Deputy Directors, Director of Adult Ed., LCFE post holders and teaching staff. | | | |
| Method(s) used to carry out this procedure | Who does it | Evidence generated by this procedure | |
| <p>Comprehensive records retained for each learner from application to certification.</p> <p>Learner records established once registration process completed.</p> <p>Record retained of learner progress, participation, feedback to and feedback from.</p> | <p><i>Deputy Directors</i></p> <p><i>Director Ad Ed</i></p> <p><i>Course Coordinator</i></p> <p><i>Teaching Staff</i></p> | <p>Application form, records of interview, learner contracts, special needs requests, feedback from teachers,</p> <p>Records of attendance</p> <p>Assessment results</p> <p>Learner records archive (basement)</p> <p>Certification records</p> <p>Records of related correspondence, emails, texts, etc.</p> | |
| Internal Monitoring of Procedure | | | |
| Monitor (Job Title) | Frequency | Monitoring Method(s) | |
| Directors & Senior Mgt team in liaison with staff. | On-going (informal), Annual (formal) | Ongoing informal monitoring of procedures. Annual formal monitoring facilitated by a Procedure Monitoring Template and action plan. | |

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| LCFE - Limerick College of Further Education | | <u>Related Documents:</u> | |
| Policy Area: B5 | Programme Development, Delivery and Review | | |
| Procedure Title: | B5.7 Provision and maintenance of learning facilities/resources | Version: 2 | Date: Oct 2011 |
| Purpose: <i>To describe how appropriate resources are provided, updated and maintained.</i> | | | |
| Staff Involved: Director, Deputy Directors, Director of Adult Ed., LCFE post holders and teaching staff. | | | |
| Method(s) used to carry out this procedure | Who does it | Evidence generated by this procedure | |

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| <p>CFE is committed to the ongoing review of programme facilities and resources as part of its commitment to maximising the learning experience, including that of learners with special educational needs; programme team meetings, senior management meetings, programme reviews</p> <p>The course planning process identifies the facilities and resource needs of each programme.</p> <p>Budget allocated for purchase, maintenance and renewal of facilities and resources</p> <p>Preventative maintenance plan/schedule in place</p> <p>Maintenance contracts established as appropriate</p> | <p><i>Director</i></p> <p><i>Deputy Directors</i></p> <p><i>Director Ad Ed</i></p> <p><i>Course Coordinator</i></p> <p><i>Teaching Staff</i></p> | <p>Agenda, minutes of associated meetings; action plan</p> <p>Budget allocation for resources</p> <p>Programme facilities & resource list</p> <p>Requisition of recourses/facilities</p> <p>Purchase orders, invoices, stock system</p> <p>Maintenance contracts</p> <p>Summary of learner/staff feedback; action plan</p> |
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Monitoring of Procedure

| Monitor (Job Title) | Frequency | Monitoring Method(s) |
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| Directors & Senior Mgt team in liaison with staff. | On-going (informal), Annual (formal) | Ongoing informal monitoring of procedures. Annual formal monitoring facilitated by a Procedure Monitoring Template and action plan. |

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| LCFE - Limerick College of Further Education | | <u>Related Documents:</u> | |
| Policy Area: B5 | Programme Development, Delivery and Review | | |
| Procedure Title: | B5.8 Health and Safety | Version: 2 | Date: Oct 2011 |
| Purpose: <i>To describe how premises and facilities are maintained in compliance with H&S legislative requirements.</i> | | | |
| Staff Involved: Director, Deputy Directors, Director of Adult Ed., LCFE post holders and teaching staff. | | | |
| Method(s) used to carry out this procedure | Who does it | Evidence generated by this procedure | |
| <p>LCFE is committed to ensuring that all programmes are delivered in a safe environment and in compliance with all relevant legislation and regulatory requirements.</p> <p>Documented H&S statement.</p> <p>Regular H&S committee meetings.</p> <p>Regular Health and Safety Audit completed.</p> <p>Procedures documented around the use of specialist equipment.</p> <p>Staff complete a risk assessment in their area each year.</p> <p>Staff training scheduled as required.</p> | <p><i>Director</i></p> <p><i>Deputy Directors</i></p> <p><i>Director Ad Ed</i></p> <p><i>Course Coordinator</i></p> <p><i>Teaching Staff</i></p> | <p>Safety statement, Procedural Manuals</p> <p>Learner Handbook, staff handbook</p> <p>Records of accidents/incidents</p> <p>Agenda, minutes of associated meetings; action plan</p> <p>Record of H&S training, CPD records</p> <p>Signage, fire safety apparatus, First Aid Kits</p> <p>Record fire/evacuation drills, fire register</p> <p>Fire Alarm/Extinguisher, etc. maintenance contracts</p> <p>Hazard checklist/log, risk analysis (verified); action plan</p> <p>Records of safety check on equipment</p> | |

| Internal Monitoring of Procedure | | |
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| Monitor (Job Title) | Frequency | Monitoring Method(s) |
| Directors & Senior Mgt team in liaison with staff. | On-going (informal), Annual (formal) | Ongoing informal monitoring of procedures. Annual formal monitoring facilitated by a Procedure Monitoring Template and action plan. |

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| LCFE - Limerick College of Further Education | | <u>Related Documents:</u> | |
| Policy Area: B5 | Programme Development, Delivery and Review | | |
| Procedure Title: | B5.9 Programme Review | Version: 2 | Date: Occt 2011 |
| Purpose: <i>To describe how programmes are reviewed to ensure their continued relevance.</i> | | | |
| Staff Involved: Director, Deputy Directors, Director of Adult Ed., LCFE post holders and teaching staff. | | | |
| Method(s) used to carry out this procedure | Who does it | Evidence generated by this procedure | |
| <p>Learners invited to provide feedback on their experiences at LCFE through questionnaires, learner survey, group meetings, teacher meetings, student union, etc.</p> <p>Regular programme team meetings held which facilitate staff feedback on programme progress, delivery and review.</p> <p>Feedback from other stake holders also sought; employers, professional bodies, higher ed institutions, etc.</p> <p>All feedback and evaluations reviewed and appropriate action plans put in place, leading to programme enhancement as appropriate.</p> | <p><i>Deputy Directors</i></p> <p><i>Director Ad Ed</i></p> <p><i>Course Coordinator</i></p> <p><i>Teaching Staff</i></p> | <p>Agenda, minutes of associated meetings; action plan.</p> <p>Learner evaluations and summary reports</p> <p>Work experience reports</p> <p>Results authentication reports</p> <p>Records of associated correspondence</p> <p>Statistical analysis of results</p> <p>Course reviews reports and action plans</p> | |
| Internal Monitoring of Procedure | | | |

| Monitor (Job Title) | Frequency | Monitoring Method(s) |
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| Directors & Senior Mgt team in liaison with staff. | On-going (informal), Annual (formal) | Ongoing informal monitoring of procedures. Annual formal monitoring facilitated by a Procedure Monitoring Template and action plan. |

B6: Fair and Consistent Assessment of Learners Policy

City of Limerick VEC believes that assessment is a critical tool for:

- identifying learner strengths and needs
- recognising progress and achievements
- facilitating accreditation and progression

All learners will have access to a fair and open system of assessment, which is easily understood and recognises each individual's specific needs, goals and circumstances.

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| LCFE - Limerick College of Further Education | | Related Documents: | |
| Policy Area: B6 | Fair and Consistent Assessment of Learners | | |
| Procedure Title: | B6.1 Co-ordinated planning of assessment | Version: 2 | Date: Oct 2011 |
| Purpose: <i>To describe how assessment is planned prior to course commencement.</i> | | | |
| Staff Involved: Director, Deputy Directors, Director of Adult Ed., LCFE post holders and teaching staff. | | | |
| Method(s) used to carry out this procedure | Who does it | Evidence generated by this procedure | |
| <p>Each programme's assessment is planned by the team pre course commencement, including the integration of assessment across programmes.</p> <p>All assessment related information is delivered via a set of standard forms and templates (house style).</p> <p>Standard set of procedures developed around assessment and communicated to learners/staff.</p> <p>Training in assessment methodology etc., provided as required and part of course planning process.</p> <p>Assessment plans distributed to all concerned.</p> | <p><i>Directors</i></p> <p><i>Director of Adult Ed</i></p> <p><i>Examinations Officer(s)</i></p> <p><i>Course Coordinator</i></p> <p><i>Teaching Staff</i></p> | <p>Assignment briefs, examination papers, marking schemes, sample answers, records of training</p> <p>Programme Descriptor</p> <p>Integration of Assessment Plan</p> <p>Assessment plan</p> <p>Roles and responsibilities around assessment</p> <p>Shared drive, StaffShare, learner handbook, staff handbook, VLE</p> <p>Staff induction records</p> <p>Agenda, minutes of associated meetings; action plan</p> | |

| Internal Monitoring of Procedure | | |
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| Monitor (Job Title) | Frequency | Monitoring Method(s) |
| Directors & Senior Mgt team in liaison with staff. | On-going (informal), Annual (formal) | Ongoing informal monitoring of procedures. Annual formal monitoring facilitated by a Procedure Monitoring Template and action plan. |

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| LCFE - Limerick College of Further Education | | Related Documents: | |
| Policy Area: B6 | Fair and Consistent Assessment of Learners | | |
| Procedure Title: | B6.2 Information to learners | Version: 2 | Date: Oct 2011 |
| Purpose: <i>To describe how comprehensive assessment information is provided to learners.</i> | | | |
| Staff Involved: Director, Deputy Directors, Director Ad Ed, LCFE post holders and teaching staff. | | | |
| Method(s) used to carry out this procedure | Who does it | Evidence generated by this procedure | |
| Learner/programme specific induction informs on roles/responsibilities around assessment. Specific assessment requirements introduced/reinforced during course delivery. Clear assessment briefs/requirements issued setting out assessment requirements and learner responsibilities; deadlines, submission procedures, feedback mechanism etc. | <i>Course Coordinator Teaching Staff Examinations Officer(s)</i> | Learner Induction checklist (verified) Learner handbook Course specific information document Programme Descriptor Timetable Assessment Schedules Notices, emails, texts Assessment briefs Assessment timetable on public display/VLE | |
| Internal Monitoring of Procedure | | | |
| Monitor (Job Title) | Frequency | Monitoring Method(s) | |
| Directors & Senior | On-going (informal), | Ongoing informal monitoring of procedures. Annual formal | |

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| Mgt team in liaison with staff. | Annual (formal) | monitoring facilitated by a Procedure Monitoring Template and action plan. |
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| LCFE - Limerick College of Further Education | | <u>Related Documents:</u> | |
| Policy Area: B6 | Fair and Consistent Assessment of Learners | | |
| Procedure Title: | B6.3 Security of assessment related processes and material | Version: 2 | Date: Oct 2011 |
| Purpose: <i>To describe the practices in place to ensure the security and integrity of assessment.</i> | | | |
| Staff Involved: Director, Deputy Directors, Director of Adult Ed., LCFE post holders and teaching staff. | | | |
| Method(s) used to carry out this procedure | Who does it | Evidence generated by this procedure | |

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| <p>Assessment related materials securely stored pre/post assessment.</p> <p>Confidential process around the preparations of all assessment materials.</p> <p>Roles and responsibilities around assessment distributed.</p> <p>All examination papers previously 'unseen'.</p> <p>Strict protocol around issue/receipt of examination papers/scripts, etc.; verification by learners/teaching staff and designated post holder.</p> <p>All written examinations supervised by external invigilator.</p> <p>Briefing document for invigilator</p> <p>All projects/assignments declared by the learner.</p> | <p><i>Directors</i></p> <p><i>Director of Adult Ed</i></p> <p><i>Examinations Officer(s)</i></p> <p><i>Course Coordinator</i></p> <p><i>Teaching Staff</i></p> <p><i>Invigilator</i></p> | <p>Safe storage/logbook</p> <p>Assessment Submission form</p> <p>Roles and responsibilities</p> <p>Learner handbooks</p> <p>Staff handbooks</p> <p>Attendance/submission records</p> <p>Learner/staff verification</p> <p>Agenda, minutes of associated meetings; action plan</p> |
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Internal Monitoring of Procedure

| Monitor (Job Title) | Frequency | Monitoring Method(s) |
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| Directors & Senior Mgt team in liaison with staff. | On-going (informal), Annual (formal) | Ongoing informal monitoring of procedures. Annual formal monitoring facilitated by a Procedure Monitoring Template and action plan. |

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| LCFE - Limerick College of Further Education | | Related Documents: | |
| Policy Area: B6 | Fair and Consistent Assessment of Learners | | |
| Procedure Title: | B6.4 Reasonable accommodation | Version: 2 | Date: Oct 2011 |
| Purpose: <i>To describe how accommodations and adaptations are provided to learners with disabilities at assessment.</i> | | | |
| Staff Involved: Director, Deputy Directors, Director of Adult Ed., LCFE post holders and teaching staff. | | | |
| Method(s) used to carry out this procedure | Who does it | Evidence generated by this procedure | |
| <p>Opportunity for learners to inform of special learning needs in application form, at interview and post course commencement; Equality/Diversity needs analysis.</p> <p>Learner requests processed.</p> <p>Funding allocation from HEA</p> <p>Learner informed of special arrangements (without compromising the award standard)</p> <p>Training provided to teaching staff around the accommodation of diversity in the assessment of learners, as required.</p> | <p><i>Directors</i></p> <p><i>Director of Adult Ed</i></p> <p><i>Examinations Officer(s)</i></p> <p><i>Course Coordinator</i></p> <p><i>Teaching Staff</i></p> | <p>Learner Records</p> <p>Learner/Tutor requesting reasonable accommodation</p> <p>Diagnostic Assessment Reports</p> <p>Invigilator Records</p> <p>Record of accommodations & adaptations</p> <p>Learner handbook, Induction Checklist</p> <p>Records of associate correspondence</p> <p>Agenda, minutes of associated meetings; action plan</p> | |
| Internal Monitoring of Procedure | | | |
| Monitor (Job Title) | Frequency | Monitoring Method(s) | |

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| Directors & Senior Mgt team in liaison with staff. | On-going (informal), Annual (formal) | Ongoing informal monitoring of procedures. Annual formal monitoring facilitated by a Procedure Monitoring Template and action plan. |
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| LCFE - Limerick College of Further Education | | Related Documents: | |
| Policy Area: B6 | Fair and Consistent Assessment of Learners | | |
| Procedure Title: | B6.5 Consistency of marking between assessors | Version: 2 | Date: Oct 2011 |
| Purpose: <i>To describe how consistency in marking between assessors is maintained.</i> | | | |
| Staff Involved: Director, Deputy Directors, Director of Adult Ed., LCFE post holders and teaching staff. | | | |
| Method(s) used to carry out this procedure | Who does it | Evidence generated by this procedure | |
| <p>Each programme's assessment is planned by the team pre course commencement.</p> <p>Assessment planning process includes training in assessment process and cross moderation/peer review as the need arises.</p> <p>Cross moderation engaged where appropriate to ensure consistency of assessment across programmes/modules.</p> | <p><i>Directors</i></p> <p><i>Director of Adult Ed</i></p> <p><i>Examinations Officer(s)</i></p> <p><i>Course Coordinator</i></p> <p><i>Teaching Staff</i></p> | <p>Assignment briefs, examination papers, marking schemes, sample answers</p> <p>Programme descriptor</p> <p>Guidelines for assessment</p> <p>Assessment plan</p> <p>Records of attendance at assessment training</p> <p>Agenda, minutes of associated meetings; action plan</p> <p>Record of attendance at CPD</p> <p>Checklists (verified)</p> <p>Cross Moderation/peer review Log with action plan (as required)</p> | |

| Internal Monitoring of Procedure | | |
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| Monitor (Job Title) | Frequency | Monitoring Method(s) |
| Directors & Senior Mgt team in liaison with staff. | On-going (informal), Annual (formal) | Ongoing informal monitoring of procedures. Annual formal monitoring facilitated by a Procedure Monitoring Template and action plan. |

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| LCFE - Limerick College of Further Education | | <u>Related Documents:</u> | |
| Policy Area: B6 | Fair and Consistent Assessment of Learners | | |
| Procedure Title: | B6.6 Assessment performed by third parties | Version: 2 | Date: Oct 2011 |
| Purpose: <i>To describe how fair and consistent assessment by third parties is maintained.</i> | | | |
| Staff Involved: Director, Deputy Directors, Director of Adult Ed., LCFE post holders and teaching staff. | | | |
| Method(s) used to carry out this procedure | Who does it | Evidence generated by this procedure | |
| <p>Assessment completed by third parties (employers, supervisors in the workplace, etc.) is carefully planned and documented by the programme team.</p> <p>Third party assessors are comprehensively briefed on assessment requirements and methodologies, e.g., employers during work experience.</p> | <p><i>Directors</i></p> <p><i>Director of Adult Ed</i></p> <p><i>Examinations Officer(s)</i></p> <p><i>Course Coordinator</i></p> <p><i>Teaching Staff</i></p> | <p>Records of communication(s) with third party assessors regarding assessment requirements, e.g., employers/work experience placements</p> <p>Written guidelines on assessment</p> <p>Records of meetings</p> <p>Completed assessment records</p> <p>Notes on work experience report</p> <p>Learner feedback</p> <p>Course Coordinator feedback</p> <p>Agenda, minutes of associated meetings; action plan</p> | |
| Internal Monitoring of Procedure | | | |

| Monitor (Job Title) | Frequency | Monitoring Method(s) |
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| Directors & Senior Mgt team in liaison with staff. | On-going (informal), Annual (formal) | Ongoing informal monitoring of procedures. Annual formal monitoring facilitated by a Procedure Monitoring Template and action plan. |

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| LCFE - Limerick College of Further Education | | <u>Related Documents:</u> | |
| Policy Area: B6 | Fair and Consistent Assessment of Learners | | |
| Procedure Title: | B6.7.1 Internal Verification | Version: 2 | Date: Oct 2011 |
| Purpose: <i>To describe how the consistent application of assessment procedures and the accuracy of results are verified.</i> | | | |
| Staff Involved: Director, Deputy Directors, Director of Adult Ed., LCFE post holders and teaching staff. | | | |
| Method(s) used to carry out this procedure | Who does it | Evidence generated by this procedure | |

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| <p>Documented Internal Verification (IV) process</p> <p>The Director, in liaison with the Deputy Directors, the Director of Adult Ed. and the Senior Management team, documents the Annual Internal Verification Plan</p> <p>IV appointed for each assessment period</p> <p>Briefing for Internal Verifiers</p> <p>An IV sampling strategy is documented for each award.</p> <p>Verification of data input, to FETAC system, by staff</p> <p>Each Internal Verifier prepares an IV report</p> <p>Review of IV process with action plan</p> <p>IV report retained at the College and made available to the External Authenticator, the Results Approval Panel, the FETAC Monitor and to FETAC on request</p> | <p><i>Directors</i></p> <p><i>Director of Adult Ed</i></p> <p><i>Examinations Officer(s)</i></p> <p><i>Course Coordinator</i></p> <p><i>Teaching Staff</i></p> | <p>IV procedure document</p> <p>IV checklist (verified)</p> <p>Annual IV Plan</p> <p>Provisional results</p> <p>Records of IV briefings</p> <p>Sampling strategy</p> <p>Verification of data input by staff</p> <p>Selected samples</p> <p>Sampling schedule</p> <p>IV reports</p> <p>Agenda, minutes of associated meetings; action plan</p> |
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Internal Monitoring of Procedure

| Monitor (Job Title) | Frequency | Monitoring Method(s) |
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| Directors & Senior Mgt team in liaison with staff. | On-going (informal), Annual (formal) post certification. | Ongoing informal monitoring of procedures. Annual formal monitoring facilitated by a Procedure Monitoring Template and action plan. |

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| LCFE - Limerick College of Further Education | | <u>Related Documents:</u> | |
| Policy Area: B6 | Fair and Consistent Assessment of Learners | | |
| Procedure Title: | B6.7.2 External Authentication | Version: 2 | Date: Oct 2011 |
| Purpose: <i>To describe the independent and authoritative confirmation of assessment in accordance with national standards.</i> | | | |
| Staff Involved: Director, Deputy Directors, Director of Adult Ed., LCFE post holders and teaching staff. | | | |
| Method(s) used to carry out this procedure | Who does it | Evidence generated by this procedure | |

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| <p>Documented External Authentication (EA) process</p> <p>The Director, in liaison with the Deputy Directors and Examination Officers documents the Annual External Authentication Plan.</p> <p>An EA sampling strategy is documented for each award</p> <p>External Authenticators appointed in line with appointment criteria.</p> <p>The External Authenticator moderates the local standard against the National Standard.</p> <p>Each External Authenticator produces and EA report, including observations and recommendations.</p> <p>EA reports retained at the College and made available to the Results Approval Panel, the FETAC Monitor and to FETAC on request.</p> | <p><i>Directors</i></p> <p><i>Director of Adult Ed</i></p> <p><i>Examinations Officer(s)</i></p> <p><i>Course Coordinator</i></p> <p><i>Teaching Staff</i></p> | <p>EA procedure document</p> <p>Annual EA Plan</p> <p>Criteria for appointment of External Authenticator</p> <p>EA profile (CV)</p> <p>Business arrangement with External Authenticator</p> <p>Records of EA briefing, EA sampling strategy, IV report</p> <p>provisional results, selected samples</p> <p>External Authentication report, including observations and recommendations</p> <p>Agenda, minutes of associated meetings; action plan</p> |
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Internal Monitoring of Procedure

| Monitor (Job Title) | Frequency | Monitoring Method(s) |
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| Directors & Senior Mgt team in liaison with staff. | On-going (informal), Annual (formal) post certification. | Ongoing informal monitoring of procedures. Annual formal monitoring facilitated by a Procedure Monitoring Template and action plan. |

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| LCFE - Limerick College of Further Education | | Related Documents: | |
| Policy Area: B6 | Fair and Consistent Assessment of Learners | | |
| Procedure Title: | B6.8 Feedback to learners | Version: 2 | Date: Oct 2011 |
| Purpose: <i>To describe how learners receive timely and constructive feedback throughout their course.</i> | | | |
| Staff Involved: Director, Deputy Directors, Director of Adult Ed., LCFE post holders and teaching staff. | | | |
| Method(s) used to carry out this procedure | Who does it | Evidence generated by this procedure | |
| <p>Standard approach to learner feedback by all teaching staff.</p> <p>Learners provided with timely and constructive formal and informal feedback throughout their course.</p> <p>Agreed timeframe within which feedback is given to learners where appropriate (post submission of projects/assignments).</p> <p>Learners informed of teacher/learner review meetings schedule.</p> <p>Evidence of feedback retained.</p> | <p><i>Directors</i></p> <p><i>Director of Adult Ed</i></p> <p><i>Examinations Officer</i></p> <p><i>Course Coordinator</i></p> <p><i>Teaching Staff</i></p> | <p>Agenda, minutes of associated meetings; action plan</p> <p>Assessment Submission List with "Feedback Given" column signed & dated by learner</p> <p>Learner review meetings schedule</p> <p>Review meeting forms</p> <p>Learner evaluation sheets and report</p> <p>Records of feedback to learners</p> | |
| Internal Monitoring of Procedure | | | |
| Monitor (Job Title) | Frequency | Monitoring Method(s) | |
| Directors & Senior | On-going (informal), | Ongoing informal monitoring of procedures. Annual formal | |

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| Mgt team in liaison with staff. | Annual (formal). | monitoring facilitated by a Procedure Monitoring Template and action plan. |
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| LCFE - Limerick College of Further Education | | Related Documents: | |
| Policy Area: B6 | Fair and Consistent Assessment of Learners | | |
| Procedure Title: | B6.9 Learner Appeals | Version: 2 | Date: Oct 2011 |
| Purpose: <i>To describe the appeals process whereby learners may appeal their approved (final) result.</i> | | | |
| Staff Involved: Director, Deputy Directors, Director of Adult Ed., LCFE post holders and teaching staff. | | | |
| Method(s) used to carry out this procedure | Who does it | Evidence generated by this procedure | |
| <p>Documented Appeals Process.</p> <p>Learners informed on opportunity to appeal final approved results at induction and throughout their course.</p> <p>Learners reminded of opportunity to appeal when final approved results are issued.</p> <p>Internal review of outcomes of learners' appeals.</p> | <p><i>Directors</i></p> <p><i>Director of Adult Ed</i></p> <p><i>Examinations Officer</i></p> <p><i>Course Coordinator</i></p> <p><i>Teaching Staff</i></p> | <p>Appeals Procedure document</p> <p>Learner handbook, website, learner induction</p> <p>Appeal request form</p> <p>Learner assessment evidence</p> <p>Records of learner appeals</p> <p>Records of appeal outcome, IV/EA reports</p> <p>Agenda, minutes of associated meetings; action plan</p> | |
| Internal Monitoring of Procedure | | | |
| Monitor (Job Title) | Frequency | Monitoring Method(s) | |
| Directors & Senior | On-going (informal), | Ongoing informal monitoring of procedures. Annual formal | |

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| Mgt team in liaison with staff. | Annual (formal) post certification. | monitoring facilitated by a Procedure Monitoring Template and action plan. |
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| LCFE - Limerick College of Further Education | | Related Documents: | |
| Policy Area: B6 | Fair and Consistent Assessment of Learners | | |
| Procedure Title: | B6.10 Results Approval | Version: 2 | Date: Oct 2011 |
| Purpose: <i>To describe how results are approved, fully quality assured and signed off on before being submitted to FETAC for certification.</i> | | | |
| Staff Involved: Director, Deputy Directors, Director of Adult Ed., LCFE post holders and teaching staff. | | | |
| Method(s) used to carry out this procedure | Who does it | Evidence generated by this procedure | |
| <p>Documented Results Approval process.</p> <p>The Director, in liaison with the Deputy Directors, the Director of Adult Ed. and the Senior Management team, documents the annual schedule of Result Approval Panel meetings.</p> <p>Results approval panels convened to approve results. An agenda for each meeting is prepared and schedule distributed.</p> <p>Provisional results, IV and EA reports to hand for each meeting. Any issues of concern are identified and corrective action commenced.</p> <p>Results are approved; request to FETAC for certification; results issued to learners flagging the opportunity to appeal.</p> | <p><i>Directors</i></p> <p><i>Director of Adult Ed</i></p> <p><i>Examinations Officer</i></p> <p><i>Course Coordinator</i></p> <p><i>Teaching Staff</i></p> | <p>Results approval procedure document</p> <p>Panels membership</p> <p>IV report, EA report, provisional results</p> <p>Results approval panel report</p> <p>Record of issues arising/action plan</p> <p>Certification request to FETAC</p> <p>Final/approved results</p> <p>Agenda, minutes of associated meetings; action plan</p> <p>Records of correspondence</p> | |

| Internal Monitoring of Procedure | | |
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| Monitor (Job Title) | Frequency | Monitoring Method(s) |
| Directors & Senior Mgt team in liaison with staff. | On-going (informal), Annual (formal) post certification. | Ongoing informal monitoring of procedures. Annual formal monitoring facilitated by a Procedure Monitoring Template and action plan. |

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| LCFE - Limerick College of Further Education | | Related Documents: | |
| Policy Area: B6 | Fair and Consistent Assessment of Learners | | |
| Procedure Title: | B6.11 Corrective Action | Version: 2 | Date: Oct 2011 |
| Purpose: <i>To describe how errors, omissions, deliberate acts by learners/staff, etc., which could impact on the validity or integrity of assessment are dealt with.</i> | | | |
| Staff Involved: Director, Deputy Directors, Director of Adult Ed., LCFE post holders and teaching staff. | | | |
| Method(s) used to carry out this procedure | Who does it | Evidence generated by this procedure | |
| All issues of concern relating to the validity and integrity of assessment are immediately reported to senior management/directors, investigated and an appropriate action plan put in place (errors, omissions, deliberate acts by learners/staff, etc.). Corrective Action Plan report compiled. | <i>Directors</i> <i>Director of Adult Ed</i> <i>Examinations Officer(s)</i> <i>Course Coordinator</i> <i>Teaching Staff</i> | Record of issues arising Agenda, minutes of associated meetings; IV report EA report RAP report Records of correspondence Corrective action plan Record of complaint Recommendations from panel/FETAC | |
| Internal Monitoring of Procedure | | | |
| Monitor (Job Title) | Frequency | Monitoring Method(s) | |
| Directors & Senior | On-going (informal), | Ongoing informal monitoring of procedures. Annual formal | |

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| Mgt team in liaison with staff. | Annual (formal) post certification. | monitoring facilitated by a Procedure Monitoring Template and action plan. |
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B7: Protection for Learners Policy

Section 43 of Qualifications (Education and Training) Act 1999 does not apply to CLVEC or LCFE. However, in the event of the early termination of a programme (3 months duration +), CLVEC will strive to provide alternative arrangements for its learners.

Procedure for Cessation of Courses Prior to Commencement

A course may be cancelled due to lack of learner numbers applying. The possibility of this happening is stated in the prospectus.

If a course is cancelled, the following procedures applies:

- the course coordinator will contact each applicant that has been interviewed/registered for the course
- the reason why the course was cancelled will be explained to the applicant
- the applicant will be offered their second choice of course or any alternative course which has vacant places that the applicant is eligible to apply for within the college
- if the applicant wishes to apply for a course in an alternative institution, the college will assist the applicant in any way possible to achieve this objective

B8: Sub-contracting/Procuring Programme Delivery Policy

LCFE does not sub-contract or externally source the delivery of any program.

Thus, this policy area is not applicable to LCFE.

B9: Policy Self Evaluation

As a learning organisation, CLVEC recognises the need for effective monitoring and self evaluation systems that:

- encourage reflective practice
- promote accountability to learners, staff and other stakeholders
- measure success towards stated objectives

CLVEC uses transparent, participative and appropriate methods to evaluate the quality and impact of its Programmes and Services, in order to inform on-going development and design of new initiatives.

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| LCFE - Limerick College of Further Education | | <u>Related Documents:</u> | |
| Policy Area: B9 | Self Evaluation of Programmes and Services | | |
| Procedure Title: | B9.1 Assignment of Responsibility | Version: 2 | Date: Oct 2011 |
| Purpose: <i>To ensure that responsibility is assigned to carry out a Self Evaluation in line with requirements.</i> | | | |
| Staff Involved: Director, Deputy Directors, Director of Adult Ed., LCFE post holders and teaching staff. | | | |
| Method(s) used to carry out this procedure | Who does it | Evidence generated by this procedure | |
| <p>The Director, in liaison with the Deputy Directors, the Director of Adult Ed. and the Senior Management team publishes an annual self evaluation plan.</p> <p>A Deputy Director, in liaison with the Senior Management team takes overall responsibility for the implementation of the annual self evaluation plan.</p> | <p><i>Director</i></p> <p><i>Deputy Directors</i></p> <p><i>Director Ad Ed</i></p> <p><i>QA Coordinator</i></p> <p><i>Asst QA Coordinator</i></p> <p><i>FETAC Coordinator</i></p> <p><i>Head of School</i></p> <p><i>Course Coordinator</i></p> | <p>Annual Self Evaluation Plan (Department/Area of study) to be evaluated each year.</p> <p>Agenda, minutes of associated meetings</p> <p>Allocation of resources</p> | |

| Internal Monitoring of Procedure | | |
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| Monitor (Job Title) | Frequency | Monitoring Method(s) |
| Directors & Senior Mgt team in liaison with staff. | On-going (informal), Annual (formal) after each SE | Ongoing informal monitoring of procedures. Annual formal monitoring facilitated by a Procedure Monitoring Template and action plan. |

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| LCFE - Limerick College of Further Education | | <u>Related Documents:</u> | |
| Policy Area: B9 | Self Evaluation of Programmes and Services | | |
| Procedure Title: | B9.2 Frequency | Version: 2 | Date: Oct 2011 |
| Purpose: <i>To outline the frequency for self-evaluation.</i> | | | |
| Staff Involved: Director, Deputy Directors, Director of Adult Ed., LCFE post holders and teaching staff. | | | |
| Method(s) used to carry out this procedure | Who does it | Evidence generated by this procedure | |
| <p>LCFE is committed to complete a self evaluation after the first year of FETAC certified provision and thereafter on a 5 year cycle across each department/school at the college.</p> <p>Senior management, in consultation with Heads of Schools/Depts , decides on the frequency of each department/school's self evaluation.</p> | <p><i>Director</i></p> <p><i>Deputy Directors</i></p> <p><i>Director Ad Ed</i></p> <p><i>QA Coordinator</i></p> <p><i>Asst QA Coordinator</i></p> <p><i>FETAC Coordinator</i></p> <p><i>Head of School</i></p> <p><i>Course Coordinator</i></p> | <p>Agenda, minutes of associated meetings; action plan</p> <p>Self Evaluation schedule</p> | |

| Internal Monitoring of Procedure | | |
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| Monitor (Job Title) | Frequency | Monitoring Method(s) |
| Directors & Senior Mgt team in liaison with staff. | On-going (informal), Annual (formal) after each SE | Ongoing informal monitoring of procedures. Annual formal monitoring facilitated by a Procedure Monitoring Template and action plan. |

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| LCFE - Limerick College of Further Education | | <u>Related Documents:</u> | |
| Policy Area: B9 | Self Evaluation of Programmes and Services | | |
| Procedure Title: | B9.3 Range | Version: 2 | Date: Oct 2011 |
| Purpose: <i>To describe how courses will be grouped together for Self Evaluation.</i> | | | |
| Staff Involved: Director, Deputy Directors, Director of Adult Ed., LCFE post holders and teaching staff. | | | |
| Method(s) used to carry out this procedure | Who does it | Evidence generated by this procedure | |

| <p>Senior management, in consultation with the relevant Head of department/school, decides the range of programmes to be considered for each self evaluation.</p> <p>Programmes may be strategically grouped into manageable clusters. Small areas of study may be merged and larger areas may be sub-divided for the process.</p> <p>Programmes from the same field of study, or having significant overlap, may be grouped together.</p> | <p><i>Director</i></p> <p><i>Deputy Directors</i></p> <p><i>Director Ad Ed</i></p> <p><i>QA Coordinator</i></p> <p><i>Asst QA Coordinator</i></p> <p><i>FETAC Coordinator</i></p> <p><i>Head of School</i></p> <p><i>Course Coordinator</i></p> <p><i>Teaching Staff</i></p> | <p>Agenda, minutes of associated meetings; action plan</p> <p>Range of courses to be self evaluated</p> |
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| Internal Monitoring of Procedure | | |
| Monitor (Job Title) | Frequency | Monitoring Method(s) |
| Directors & Senior Mgt team in liaison with staff. | On-going (informal), Annual (formal) after each SE | Ongoing informal monitoring of procedures. Annual formal monitoring facilitated by a Procedure Monitoring Template and action plan. |

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| LCFE - Limerick College of Further Education | | <u>Related Documents:</u> | |
| Policy Area: B9 | Self Evaluation of Programmes and Services | | |
| Procedure Title: | B9.4 Learner Involvement | Version: 2 | Date: April 2011 |
| Purpose: <i>To describe how current learners and past learners will be engaged in the Self Evaluation process.</i> | | | |
| Staff Involved: Director, Deputy Directors, Director of Adult Ed., LCFE post holders and teaching staff. | | | |
| Method(s) used to carry out this procedure | Who does it | Evidence generated by this procedure | |

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| <p>LCFE is committed to providing all stakeholders, including current and past learners, the opportunity to participate in each self evaluation conducted at the college, through a combination of interviews, group meetings, questionnaires, online/telephone surveys, learner evaluations/feedback, student rep meetings, focus groups, etc.</p> <p>The process will also be informed by the outcomes of related learner/staff/stakeholder feedback and programme reviews undertaken in the period leading up to a self-evaluation.</p> | <p><i>Director</i> <i>Deputy Directors</i> <i>Director Ad Ed</i> <i>QA Coordinator</i> <i>Asst QA Coordinator</i> <i>FETAC Coordinator</i> <i>Head of School</i> <i>Course Coordinator</i> <i>Teaching Staff</i></p> | <p>Agenda, minutes of associated meetings; action plan</p> <p>Student rep reports</p> <p>Related programme reviews</p> <p>SE questionnaires/surveys</p> <p>Feedback/evaluations from learners/staff/other stakeholders</p> <p>Summary of feedback/evaluations from learners/staff/other stakeholders</p> |
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Internal Monitoring of Procedure

| Monitor (Job Title) | Frequency | Monitoring Method(s) |
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| Directors & Senior Mang team in liaison with staff. | On-going (informal), Annual (formal) after each SE | Ongoing informal monitoring of procedures. Annual formal monitoring facilitated by a Procedure Monitoring Template and action plan. |

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| LCFE - Limerick College of Further Education | | <u>Related Documents:</u> | |
| Policy Area: B9 | Self Evaluation of Programmes and Services | | |
| Procedure Title: | B9.5 External Evaluator | Version: 2 | Date: Oct 2011 |
| Purpose: <i>To describe the process of appointing an independent External Evaluator who has an understanding of self evaluation procedures and methodologies, and an ability to contribute to the development and enhancement of the course/s being evaluated.</i> | | | |
| Staff Involved: Director, Deputy Directors, Director of Adult Ed., LCFE post holders and teaching staff. | | | |
| Method(s) used to carry out this procedure | Who does it | Evidence generated by this procedure | |

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| <p>Senior management, in consultation with the relevant Heads of Schools/Depts, will appoint an External Evaluator for each self evaluation. This person must be in a position to provide objective opinion, constructive appraisal and facilitate the development of an agenda for programme enhancement. The external evaluator will have knowledge in a number of the following areas:</p> <ul style="list-style-type: none"> • subject area • industrial experience • application of QA systems in education and training • teaching experience | <p><i>Director</i> <i>Deputy Directors</i> <i>Director Ad Ed</i> <i>QA Coordinator</i> <i>Asst QA Coordinator</i> <i>FETAC Coordinator</i> <i>Head of School</i> <i>Course Coordinator</i></p> | <p>Agenda, minutes of associated meetings; action plan</p> <p>Criteria for appointment of External Evaluator</p> <p>Profile of External Evaluator (CV)</p> <p>Business arrangement with the external examiner</p> <p>Scope and focus of role</p> <p>Records of external evaluator's initial briefings/meetings</p> |
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Internal Monitoring of Procedure

| Monitor (Job Title) | Frequency | Monitoring Method(s) |
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| Directors & Senior Mgt team in liaison with staff. | On-going (informal), Annual (formal) after each SE | Ongoing informal monitoring of procedures. Annual formal monitoring facilitated by a Procedure Monitoring Template and action plan. |

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| LCFE - Limerick College of Further Education | | <u>Related Documents:</u> | |
| Policy Area: B9 | Self Evaluation of Programmes and Services | | |
| Procedure Title: | B9.6 Methodology | Version: 2 | Date: Oct 2011 |
| Purpose: <i>To describe the approach taken to acknowledge good practice, to verify the reliability of outcomes and to prepare a self evaluation report and programme improvement plan.</i> | | | |
| Staff Involved: Director, Deputy Directors, Director of Adult Ed., LCFE post holders and teaching staff. | | | |
| Method(s) used to carry out this procedure | Who does it | Evidence generated by this procedure | |

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| <ul style="list-style-type: none"> • Annual self evaluation plan published. • Responsibilities assigned for implementation. • Appropriate planning meetings are held; action plan published. • External evaluator appointed. • Scope, range and terms of reference of process documented. • Plan/invite and summarise learner/staff/other stakeholder's feedback. • Review existing relevant documentation (learner evaluations, minutes of learner review meetings, course reviews, etc). • Apply self-evaluation checklist strengths/areas for improvement. • Produce a draft Course Evaluation Report & Programme Improvement Plan • Liaise with external evaluator and review findings. • Complete, finalise and submit SE Report and PIP to FETAC, as required. • Document an action plan for implementation of PIP and set timeline for implementation. • Process driven by the completion of a Self Evaluation Checklist, Self Evaluation Report and a Programme Improvement Plan. | <p><i>Director</i> <i>Deputy Directors</i> <i>Director Ad Ed</i> <i>QA Coordinator</i> <i>Asst QA Coordinator</i> <i>FETAC Coordinator</i> <i>Head of School</i> <i>Course Coordinator</i> <i>Teaching Staff</i></p> | <p>Agenda, minutes of associated meetings; action plan</p> <p>Summary findings from surveys, questionnaires, focus group meetings, etc.,</p> <p>Self evaluation checklist (verified)</p> <p>Self evaluation report</p> <p>Programme Improvement Plan</p> <p>Acknowledgement from FETAC on submission</p> <p>Records of meetings with the External Evaluator</p> <p>Records of External Evaluator's input</p> <p>Action plan for implementation of self evaluation findings (PIP)</p> |
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Internal Monitoring of Procedure

| Monitor (Job Title) | Frequency | Monitoring Method(s) |
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| Directors & Senior | On-going (informal), | Ongoing informal monitoring of procedures. Annual formal |

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| Mgt team in liaison with staff. | Annual (formal) after each SE | monitoring facilitated by a Procedure Monitoring Template and action plan. |
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