County Leitrim VEC Quality Assurance For FETAC

Mission Statement

Dónall ÓScolaí, M.A. Ed (Open);
M.I. – Adv Tech. C.; C.T.G.:
Adv. Dip. Ed. (Open);
Dip. Post Comp. Ed. (Open);
Dip. Soc. Act. (U.C.G.);
H.E.A.

Adult Education Officer,
Open Learning Centre,
Old Vocational School,
St George's Terrace,
Carrick-on-Shannon,
Co. Leitrim

Coiste Oideachais Ghairme Beatha Cho. Liatroma

Phone: 071 9621397/9620513
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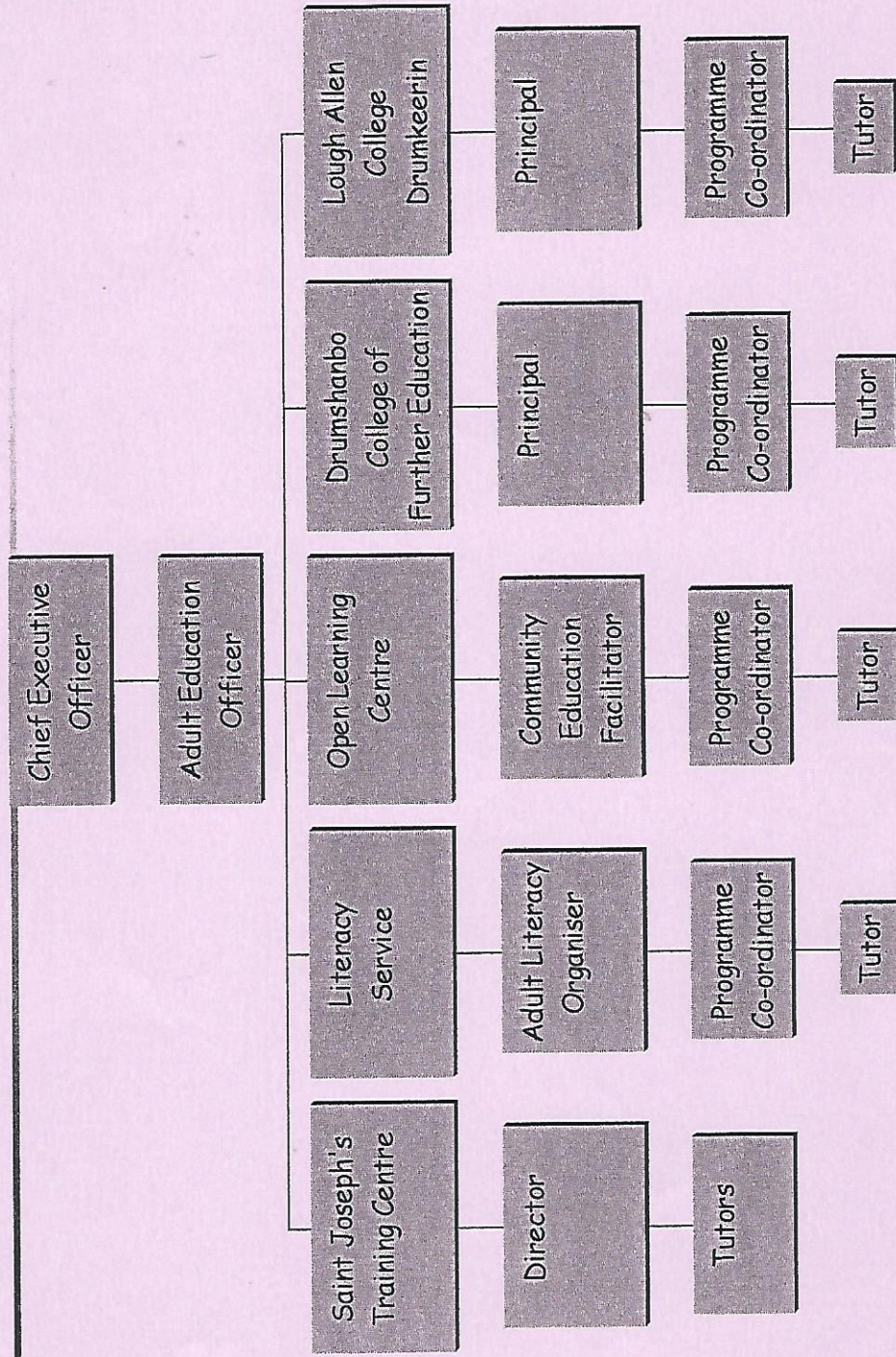**County Leitrim Vocational Education Committee**

Mission Statement

County Leitrim VEC Adult & Further Education Service aims to create an environment where learning is encouraged and supported in response to the diverse needs of the learner and the community.

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Adult Education Officer,
Open Learning Centre,
Old Vocational School,
St George's Terrace,
Carrick-on-Shannon,
Co. Leitrim

Organisation Chart

Organisation Chart of County Leitrim VEC

- Chief Executive Officer
- Adult Education Officer
  - Saint Joseph's Training Centre
    - Director
      - Tutors
  - Literacy Service
    - Adult Literacy Organiser
      - Programme Co-ordinator
        - Tutor
  - Open Learning Centre
    - Community Education Facilitator
      - Programme Co-ordinator
        - Tutor
  - Drumshanbo College of Further Education
    - Principal
      - Programme Co-ordinator
        - Tutor
  - Lough Allen College Drumkeerin
    - Principal
      - Programme Co-ordinator
        - Tutor

List of fixed Education/Training Locations

Dónall ÓScolaí, M.A. Ed (Open);
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Phone: 071 9621397/9620513
Fax: 071 9621362
E-mail: aded.leitrim@indigo.ie

County Leitrim Vocational Education Committee

Locations of FETAC providers under County Leitrim VEC

1. Open Learning Centre, Old Vocational School, Carrick on Shannon, Co Leitrim.

2. Adult Literacy Office, Presentation House, Carrick on Shannon, Co Leitrim.

3. Lough Allen College, Drumkeerin County Leitrim.

4. Drumshanbo Commercial College, Drumshanbo, Co Leitrim.

5. Saint Joseph's Training Centre, Dublin Road, Carrick on Shannon, Co Leitrim.

INDIVIDUAL LOCATION DETAILS (EACH LOCATION IN A MULTI LOCATION APPLICATION SHOULD COMPLETE THIS PAGE.)

Location Name:	Adult Literacy Office	**No. of Learners**	251 - 500
Address:	Presentation House	**No. of Tutors / Instructors**	11 - 20
	Carrick on Shannon	**Contact Person for FETAC:**	Anne Bohan
	Co Leitrim	**Have staff been briefed on the QA system?:** Yes	
		Internet Access Available?: Yes	
Roll Number:	40821R	**Departmental Structure:** ALO, Course Co-ordinator, Tutor	
Telephone:	071 9621366		
FAX:	071 9623298		
e-mail:	annebohan@eircom.net	**Internal Quality Assurance Structure(s):** ALO, Course Co-ordinator, Tutor	
Website address:			
Manager / Principal Name:	Anne Bohan		
FETAC Awards currently / to be offered: Level 3 & Level 4 awards			

INDIVIDUAL LOCATION DETAILS (EACH LOCATION IN A MULTI LOCATION APPLICATION SHOULD COMPLETE THIS PAGE)

Location Name:	Lough Allen College	**No. of Learners** 21 - 50
Address:	Drumkeerin	**No. of Tutors / Instructors** 6 - 10
	Co Leitrim	**Contact Person for FETAC:** Michael Doherty
		Have staff been briefed on the QA system?: Yes
		Internet Access Available?: Yes
Roll Number:	71560P	**Departmental Structure:** Principal, Course Co-ordinator , Teacher
Telephone:	071 9640817	
FAX:	071 9648260	
e-mail:	iac.ias@eircom.net	**Internal Quality Assurance Structure(s):** Principal, Course Co-ordinator, Teacher
Website address:		
Manager / Principal Name:	Mrs Stephanie J Gibbons	

FETAC Awards currently / to be offered:

Outdoor Recreational Level 2

Outdoor Recreational Level 5

Business Studies Secretarial Level 5 BBSSX

INDIVIDUAL LOCATION DETAILS (EACH LOCATION IN A MULTI LOCATION APPLICATION SHOULD COMPLETE THIS PAGE.)

Location Name:	Drumshanbo Commercial College	**No. of Learners**	51 - 100
Address:	Drumshanbo	**No. of Tutors / Instructors**	6 - 10
	Co Leitrim	**Contact Person for FETAC:**	Phyllis Headaun
		Have staff been briefed on the QA system?:	Yes
		Internet Access Available?:	Yes
Roll Number:	71570S	**Departmental Structure:** Principal, Course Co-ordinator, Teacher	
Telephone:	071 9641085		
FAX:	071 9641839		
e-mail:	principal@dvs.ie	**Internal Quality Assurance Structure(s):** Principal, Course Co-ordinator, Teacher	
Website address:	www.dvs.ie		
Manager / Principal Name:	Martin Fallon		

FETAC Awards currently / to be offered:

BBSSX - Business Studies Secretarial - IT Class

BCCOX - Call centre Operations - IT Class

AAXXX - ART

EMEXX - Media Engineering

EPAMA - Performing Arts

FETAC Level 3 Certificate - Special Needs Class

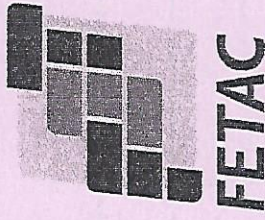# INDIVIDUAL LOCATION DETAILS (EACH LOCATION IN A MULTI LOCATION APPLICATION SHOULD COMPLETE THIS PAGE.)

Field	Value	Field	Value
Location Name:	Saint Joseph's Training Centre	No. of Learners	1 - 20
Address:	Dublin Road	No. of Tutors / Instructors	6 - 10
	Carrick on Shannon	Contact Person for FETAC:	Gerry McGovern
	Co Leitrim	Have staff been briefed on the QA system?:	Yes
Roll Number:	404530	Internet Access Available?:	Yes
Telephone:	0719620624	Departmental Structure: Centre Director, Teacher	
FAX:	0719620609		
e-mail:	stjosephtc@eircom.net	Internal Quality Assurance Structure(s): Centre Director , Teacher	
Website address:			
Manager / Principal Name:	Mr Gerry McGovern		
FETAC Awards currently / to be offered: Level 3 & Level 4			

Application Form

FETAC

Further Education and
Training Awards Council
Comhairle na nDámhachtainí
Breisoideachais agus Oiliúna

Provider Quality Assurance System Descriptor

Application Form for Registration by Providers of Further Education and Training Programmes

This form should be submitted as part of an application for registration with FETAC and should be accompanied by

- An Organisation Chart showing the parts of the organisation which will be adopting this quality assurance system.
- List of fixed education / training locations adopting this quality assurance system, where this is more than one. The list should be accompanied by a copy of page 6 below, completed by the manager / principal of each of these individual locations.
- Policy on Assessment of Learners
- Procedures for Assessment of Learners
- Policy on Protection for Learners (& Procedure on Cessation of Programmes if appropriate)
- Policy for Self Evaluation of Programmes and Services
- Procedure(s) for the Self Evaluation of Programmes and Services
- Checklist verifying the content of the application and signed by the person responsible.

For further information please refer to the FETAC Policy and Guidelines for Providers on Quality Assurance in Further Education and Training

PART A: PROVIDER DETAILS

Use mouse, or tab or arrow keys to move between shaded fields. F1 key for help.

Field	Details
Organisation Name:	County Leitrim VEC
Address:	St Georges Terrace
	Carrick on Shannon
	County Leitrim
No. of Learners	500 - 750
No. of Tutors / Instructors	21 - 50
Forms of Programme Delivery:	
1.	Centre / School / College Based
2.	Apprenticeship / Traineeship
3.	Workplace Training
4.	
Other:	Internet Access? Yes
Telephone:	071 9620513
FAX:	0719621362
e-mail:	vecoffice@leitrimvec.ie
Website address:	www.leitrimvec.ie
Contact Name / Role:	John Blunnie Chief Executive Officer
Organisation Type:	VEC Adult Education Service
Other – please identify:	
Date of Application:	01/10/2006 First Application? Yes
Programmes of 3 months or more? Yes	
On a commercial and profit making basis? No	

PROVIDER CONTEXT

Education / Training Mission Statement
Enter the text of your Education / Training Mission Statement

County Leitrim VEC Adult & Further Education Service aims to create an environment where learning is encouraged and supported in response to the diverse needs of the learner and the community.

Experience in Education / Training
How long have you, the applicant organisation, been providing programmes of education and training.

Since 1930

Awarding / Professional Bodies
List the names, if any, of awarding[1] or professional[2] bodies with whom your organisation has been registered in the past five years. Indicate whether or not the registration is current.

Name of Body	Current	Past
NCVA	Yes	Yes
City Guilds / Pitman	Yes	Yes
Dept. Of Education Science	Yes	Yes
Other:		
Other:		

[1] National or international awarding bodies e.g. FÁS, CERT / NTCB, Teagasc, NCVA, City & Guilds, Edexcel / BTEC etc.
[2] National or international professional bodies e.g. Institute of Marketing, Institute of Accounting Technicians of Ireland etc.

Quality Systems

List the names, if any, of quality systems[3] operational in your organisation in the past five years. If you have been externally assessed by quality auditors, Include the date of the last award and, if appropriate, the area of the organisation to which it has been awarded e.g. finance, personnel etc.

Name of Body	Last Awarded (mmm/yy)	Area of Organisation
NALA Quality Framework		Adult Literacy Scheme
YouthReach/STTC Quality Framework		St Josephs Training Centre
Other:		

Other

This space may be used to provide any historical / contextual information about your organisation which you deem relevant and which is not covered above.

Submit an organisation chart for your organisation showing the relevant structures and job titles

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[3] Examples of quality systems include National Accreditation Committee, NALA Quality Framework, YouthReach Quality Framework, EFQM, Q Mark, ISO 9002, Excellence Through People, EQRM etc.

Provider Quality Assurance System Descriptor v1.2

4

EDUCATION / TRAINING LOCATIONS[4] (PROVIDERS WITH MORE THAN ONE SEPARATELY MANAGED FIXED LOCATION SHOULD COMPLETE THIS PAGE)

Number of Locations:	5

Use the space below to describe how the operation of the quality assurance system will be coordinated across all of your locations. Include a description of what structures / systems are in place at organisational and location levels.

The manager in each centre will be directly responsible for making all staff in their department aware of the FETAC Quality Assurance. Each manager will report directly back to the Adult Education Officer

Submit a list of the fixed locations which will be covered by this quality assurance system. The list should be accompanied by copies of page 6 below, completed by the manager / principal of each of these locations.

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[4] A Location may be physical or virtual i.e. most locations would be called centres, colleges, workplaces etc. but if one or more programmes is delivered on line, then the place from which the programme(s) is developed and co-ordinated should also be considered as a Location.

INDIVIDUAL LOCATION DETAILS (EACH LOCATION IN A MULTI LOCATION APPLICATION SHOULD COMPLETE THIS PAGE)

Location Name:	Opening Learning Centre	**No. of Learners**	500 - 750
Address:	Old Vocational School	**No. of Tutors / Instructors**	11 - 20
	Carrick on Shannon	**Contact Person for FETAC:**	Paul Hamilton
	Co Leitrim	**Have staff been briefed on the QA system?:** Yes	
		Internet Access Available?:	Yes
Telephone:	0719621397	**Departmental Structure:** AEO, CEF, Course Co-ordinator, tutors	
FAX:	071 9621362		
e-mail:	aded.leitrim@indigo.iet		
Website address:		**Internal Quality Assurance Structure(s):** AEO, CEF, Course Co-ordinator, tutors	
Manager / Principal Name:	Donall O'Scolai		
FETAC Awards currently / to be offered: Level 2, Level 3 & Level 4. Component Certificate Level 4, General Learning Level 3, Childcare Level 6, Childcare Level 5.			

Part B: Quality Assurance Policies and Procedures

B1 Communications

Policy: Enter the title(s) of / reference(s) to your documented policy or policies addressing Communications. Indicate specific page(s) / section(s) where appropriate.

B1 Communications

Use the section below to verify the development of procedures to implement the above named policy:

Procedure (These procedures can be separate or integrated)	Has a procedure been established?	Has the procedure been documented?	Is the method of internal monitoring of this procedure defined?	List the form(s) evidence of implementation to be sought during internal monitoring i.e. how will the monitor know that this procedure is being implemented effectively? Refer to the Guidelines or press F1 key for examples of evidence types
B1.1 Communication with Learners	Yes	Yes	Yes	Learner Journal, Course questionnaire, Feedback from meetings between staff and learners, Evaluation forms.
B1.2 Communication with Staff	Yes	Yes	Yes	Staff Meetings, Inservice, Staff Development
B1.3 Communication with other Stakeholders	Yes	Yes	Yes	Open days, Course brochure, informal meetings

If any one of the procedures listed above is not relevant in your context, as indicated by a 'No' response, please use this box to explain why this is so.

If the documentation of one or more of the procedures listed above is to be deferred, please use this box to explain why this is so. Specify a date within two years by which it / they will be documented.

B2 Equality

Policy: Enter the title(s) of / reference(s) to your documented policy or policies addressing Equality. Indicate specific page(s) / section(s) where appropriate.

32. Equality

Use the section below to verify the development of procedures to implement the above named policy:

Procedure (These procedures can be separate or integrated)	Has a procedure been established?	Has the procedure been documented?	Is the method of internal monitoring of this procedure defined?	List the form(s) evidence of implementation to be sought during internal monitoring i.e. how will the monitor know that this procedure is being implemented effectively? Refer to the Guidelines or press F1 key for examples of evidence types
B2.1 Equality Training	Yes	Yes	Yes	Staff Induction Staff meetings, minutes & agenda
B2.2 Equality Planning	Yes	Yes	Yes	Guidelines & policies on discrimination Guidelines & policies on bullying

If any one of the procedures listed above is not relevant in your context, as indicated by a 'No' response, please use this box to explain why this is so.

If the documentation of one or more of the procedures listed above is to be deferred, please use this box to explain why this is so. Specify a date within two years by which it / they will be documented.

B3 Staff Recruitment and Development

Policy: Enter the title(s) of / reference(s) to your documented policy or policies addressing Staff Recruitment and Development. Indicate specific page(s) / section(s) where appropriate.

B3 Staff Recruitment & Development

Use the section below to verify the development of procedures to implement the above named policy:

Procedure (These procedures can be separate or integrated)	Has a procedure been established?	Has the procedure been documented?	Is the method of internal monitoring of this procedure defined?	List the form(s) evidence of implementation to be sought during internal monitoring i.e. how will the monitor know that this procedure is being implemented effectively? Refer to the Guidelines or press F1 key for examples of evidence types
B3.1 Recruitment and Allocation	Yes	Yes	Yes	Jobs Advertised Qualification requirements clearly stated
B3.2 Staff Induction	Yes	Yes	Yes	Staff meetings Learning Plans
B3.3 Staff Development	Yes	Yes	Yes	Requirements for inservice training noted Learning supports

If any one of the procedures listed above is not relevant in your context, as indicated by a 'No' response, please use this box to explain why this is so.

If the documentation of one or more of the procedures listed above is to be deferred, please use this box to explain why this is so. Specify a date within two years by which it / they will be documented.

B4 Access, Transfer and Progression

Policy: Enter the title(s) of / reference(s) to your documented policy or policies addressing Access, Transfer and Progression. Indicate specific page(s) / section(s) where appropriate.

B4 Access, Transfer & Progression

Use the section below to verify the development of procedures to implement the above named policy:

Procedure These procedures can be separate or integrated)	Has a procedure been established and documented?	Is the method of internal monitoring of this procedure defined?	List the form(s) evidence of implementation to be sought during internal monitoring i.e. how will the monitor know that this procedure is being implemented effectively? Refer to the Guidelines or press F1 key for examples of evidence types
B4.1 Information Provision	Yes	Yes	Posters Brochures Course News letters Newspaper articles
B4.2 Learner Entry Arrangements	Yes	Yes	Records of appointments Programme information Brochures on programme FETAC module descriptor Details of entry refusal appeals policy
B4.3 Recognition of Prior Learning	Yes	Yes	Guidelines for assessing previous learning Copies of certification received
B4.4 Facilitating Diversity	Yes	Yes	Learner needs verification Timetables Individual Learning Plans

If any one of the procedures listed above is not relevant in your context, as indicated by a 'No' response, please use this box to explain why this is so.

B5 Programme Development, Delivery and Review

Policy: Enter the title(s) of / reference(s) to your documented policy or policies addressing Programme Development, Delivery and Review. Indicate specific page(s) / section(s) where appropriate.

B5 Programme Development, Delivery and Review

Use the section below to verify the development of procedures to implement the above named policy:

Procedure (These procedures can be separate or integrated)	Has a procedure been established and documented?	Is the method of internal monitoring of this procedure defined?	List the form(s) evidence of implementation to be sought during internal monitoring i.e. how will the monitor know that this procedure is being implemented effectively? Refer to the Guidelines or press F1 key for examples of evidence types
B5.1 Need Identification	Yes	Yes	Learner Enquiries
B5.2 Programme Design	Yes	Yes	Minutes of staff meetings Student progress & results
B5.3 Programme Approval	Yes	Yes	Management approval FETAC guidelines met
B5.4 Programme Planning	Yes	Yes	Minutes of meetings Timetable
B5.5 Programme Delivery	Yes	Yes	Learner feedback Staff training
B5.6 Learner Records	Yes	Yes	Attendance records Records of support requested and provided
B5.7 Learning facilities / resources	Yes	Yes	Review of programme Ongoing upkeep and maintenance of premises
B5.8 Health & Safety	Yes	Yes	Safety Statement

		Record of meetings
		Staff training
B5.9 Review of Programmes	Yes	Yes
		Course Evaluation
		Learner results
		Meetings with employers

If any one of the procedures listed above is not relevant in your context, as indicated by a 'No' response, please use this box to explain why this is so.

B6 Fair and Consistent Assessment of Learners

Policy: Enter the title(s) of / reference(s) to your documented policy or policies addressing Fair and Consistent Assessment of Learners. Indicate specific page(s) / section(s) where appropriate.

B6. Fair & Consistent Assessment of Learners

Use the section below to verify the development of procedures to implement the above named policy:

Procedure (These procedures can be separate or integrated)	Has a procedure been established and documented?	Is the method of internal monitoring of this procedure defined?	List the form(s) evidence of implementation to be sought during internal monitoring i.e. how will the monitor know that this procedure is being implemented effectively? Refer to the Guidelines or press F1 key for examples of evidence types
B6.1 Coordinated Planning	Yes	Yes	Tutor records Learner records Staff Meetings
B6.2 Information to Learners	Yes	Yes	Brochure Record of meetings Notice Board Verbal Evaluation sheets
B6.3 Security	Yes	Yes	Storage Area External Examiner Report
B6.4 Reasonable Accommodation	Yes	Yes	Guidelines for Assessors Briefs adapted to learners needs Staff guidelines
B6.5 Consistency between Assessors	Yes	Yes	FETAC guideline for Assessors External Assessors report

B6.6 Assessment by Third Parties	Yes	Specific guidelines for third party assessors Records of meetings with third party assessors
B6.7 Consistency with National Standards	Yes	Guidelines for Assessors Training Days
B6.8 Feedback to Learners	Yes	Formal/informal meetings Notice board Newsletters Learner questionnaire
B6.9 Learner Appeals	Yes	Appeals procedure Correspondence with learner
B6.10 Return of Certification Data	Yes	Certification checked and copies held on file
B6.11 Corrective Action	Yes	Correspondence with FETAC Record of meetings Copies of correspondence

If any one of the procedures listed above is not relevant in your context, as indicated by a 'No' response, please use this box to explain why this is so.

Please submit your policy and procedures for Fair and Consistent Assessment of Learners

B7 Protection for Learners

Policy: Enter the title(s) of / reference(s) to your documented policy or policies addressing Protection For Learners. Indicate specific page(s) / section(s) where appropriate.

B7 Protection for Learners

Use the section below to verify the development of procedures to implement the above named policy:

Procedure	Has a procedure been established and documented?	Is the method of internal monitoring of this procedure defined?	List the form(s) evidence of implementation to be sought during internal monitoring i.e. how will the monitor know that this procedure is being implemented effectively? Refer to the Guidelines or press F1 key for examples of evidence types
B7.1 Cessation of Programmes	Yes	Yes	Statement of Arrangements in place Letters of agreement with other providers

If the procedure listed above is not relevant in your context, as indicated by a 'No' response, please use this box to explain why this is so.

Please submit a copy of your policy on Protection for Learners and procedure for Cessation of Programmes

B8 Sub-Contracting / Procuring Programme Delivery

Policy: Enter the title(s) of / reference(s) to your documented policy or policies addressing Sub-Contracting / Procuring Programme Delivery. Indicate specific page(s) / section(s) where appropriate.

B8 Sub-contracting/Procuring programme delivery

Use the section below to verify the development of procedures to implement the above named policy:

Procedure (These procedures can be separate or integrated)	Has a procedure been established and documented?	Is the method of internal monitoring of this procedure defined?	List the form(s) evidence of implementation to be sought during internal monitoring i.e. how will the monitor know that this procedure is being implemented effectively? Refer to the Guidelines or press F1 key for examples of evidence types
B8.1 Selection of Second Provider	Yes	Yes	Staement of criteria Copies of correspondence
B8.2 Contract Arrangements	Yes	Yes	Copy of contract detailing respective responsibilities Copies of correspondence Minutes of meetings
B8.3 Reporting	Yes	Yes	Copy of contract Copies of reports Copies of correspondence
B8.4 Monitoring	Yes	Yes	Learner Evaluation Monitoring Reports, Minutes of meetings Contract

If any one of the procedures listed above is not relevant in your context, as indicated by a 'No' response, please use this box to explain why this is so.

Application Checklist:

- Please complete, print and post this page, signed by the person responsible, to:

Provider Registration, FETAC, East Point Plaza, East Point Business Park, Dublin 3

Provider Name and Address:

County Leitrim VEC, St Georges Terrace, Carrick on Shannon, Co Leitrim

Please verify that the following have being supplied and submitted **in electronic format** as part of your application for agreement of quality assurance procedures?

Document	Included (Yes / No)	Document	Included (Yes / No)
Application Form	Yes	Policy on Protection for Learners	Yes
Provider Organisation Chart	Yes	Procedure(s) on Cessation of Programmes (if appropriate)	Yes
List of fixed education / training locations in this provider, if more than one.	Yes	Policy on Self Evaluation of Programmes and Services	Yes
Copies of page 6 of this form, completed by each of the fixed education / training locations in this provider, if more than one.	Yes	Procedure(s) for Self Evaluation of Programmes and Services	Yes
Policy on Assessment of Learners	Yes		
Procedures for Assessment of Learners	Yes		

I verify that the content of this application is an accurate depiction of the quality assurance system in place in this organisation.

Signed: _____ Job Title: _____ Date: _____

Provider Quality Assurance System Descriptor v1.2

B9 Self Evaluation of Programmes and Services

Policy: Enter the title(s) of / reference(s) to your documented policy or policies addressing Self Evaluation of Programmes and Services. Indicate specific page(s) / section(s) where appropriate.

B9 Self Evaluation of Programmes and Services

Use the section below to verify the development of procedures to implement the above named policy:

Procedure (These procedures can be separate or integrated)	Has a procedure been established and documented?
B9.1 Assignment of Responsibility	Yes
B9.2 Frequency of Evaluations	Yes
B9.3 Range of Programmes	Yes
B9.4 Learner Input to Evaluation	Yes
B9.5 Selection of External Evaluator	Yes
B9.6 Methodology of Evaluation	Yes

Submit a copy of your policy and procedure(s) for Self Evaluation of Programmes and Services

B1

Communications Policy

B1: Communications Policy

County Leitrim VEC expresses its commitment to the exchange of information with learners, staff and other stakeholders in all centres offering FETAC awards.

We commit to a system of ongoing two-way communication between staff, learners and stakeholders.

County Leitrim VEC

Procedure Title:	B1.1 Communication with Learners	Version:	Date: October 2006

Purpose: This procedure describes how centres in County Leitrim offering FETAC awards give learners the opportunity give feedback on their individual and collective experiences of programmes and services having due consideration of diverse backgrounds and learning needs.

Staff Involved: AEO, ALO, CEF, Centre Director, School Principals, Programme Co-ordinator, Teacher/Tutor.

Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure
Two way communication with learners	AEO, ALO, CEF, Centre Director, School Principals, Programme Co-ordinator, Teacher/tutor	Notice board Copies of learning plans Induction booklet Brochures Application forms Student timetables Minutes of meetings Year calendar
Course evaluation forms completed by students	Centre director/principal, Programme co-ordinator Teaching/tutoring staff	Evaluation form Course report

Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
ALO, CEF, Centre Director/Principal	Annually	Review of evidence

County Leitrim VEC				
Procedure Title:	B1.2 Communication with Staff	**Version:**	**Date:** October 2006	

Purpose: This procedure describes how County Leitrim VEC Centres ensure that staff involved in the delivery of FETAC programmes are given information relevant to programmes and services involved.

Staff Involved: AEO, ALO, CEF, Centre Director, School Principal

Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure
Staff Meetings	AEO, CEF, ALO Centre Director, School Principal Course co-ordinators Programme staff	Agenda and minutes of meetings
Two way communication with staff	AEO, CEF, ALO Centre Director, School Principal Course co-ordinators and programme staff	Staff Notice Board Staff development days Copies of correspondence Yearly calendar Module briefs Curriculum plans Records of attendance

Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
ALO AEO Centre Director School Principal Course Co-ordinator	Annually	Review of evidence

County Leitrim VEC			
Procedure Title:	B1.3 Communication with other stakeholders	**Version:**	**Date:** October 2006

Purpose: This procedure describes how County Leitrim VEC centres offering FETAC awards facilitate systems of ongoing communication with other stakeholders who have a current or potential interest in programmes and services that are on offer.

Staff Involved: AEO ALO CEF Centre Director School Principal Course co-ordinators Programme Staff

Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure
Communication with external agencies, employers and local community groups	ALO, CEF, Centre Director, School Principal, Course Co-ordinator, Programme staff	Agenda & minutes of meetings Work Placement Copies of correspondence
Promotional Material	ALO, CEF, Centre Director, School Principal, Course Co-ordinator, Programme Staff	Course Brochures Newspaper articles Advertising Open days Presentation days

Monitoring		
Monitor (Job Title)	**Frequency**	**Monitoring Method(s)**
ALO, CEF, Centre Director, School Principal, Course Co-ordinator, Programme staff	Annually	Review of Evidence

B2
Equality
Policy

B2 Equality

County Leitrim VEC expresses its commitment to equal opportunity for all. We endeavour to create a working environment in which equal opportunity is promoted and developed in accordance with legislation and equality of . opportunity for all.

County Leitrim VEC

Procedure Title:	B2.1 Equality Training	Version:	Date:

Purpose: This procedure aims to show how County Leitrim VEC centres try to promote awareness in staff of the diversity of learners. We endeavour to make staff aware of equality issues and encourage them to promote equality and combat discrimination

Staff Involved: AEO, ALO, CEF, Centre Director, Principal, Course Co-ordinators, Tutors, Teachers

Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure
Induction training for new staff	AEO, ALO, CEF, Centre Director, Principal, Course Co-ordinators	Records of staff meetings Agenda & minutes of meetings
Emphasise the importance of equality at meeting	AEO, ALO, CEF, Centre Director, Principal, Course Co-ordinators	Agenda & minutes of meetings

Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
AEO, ALO, CEF, Centre Director, Principal, Course Co-ordinators	Annually	Review of evidence

County Leitrim VEC

Procedure Title:	B2.2 Equality Training	Version:	Date:

Purpose: This procedure describes how County Leitrim VEC centres plan to ensure equality of provision and access to all groups

Staff Involved: AEO, ALO, CEF, Centre Director, Principal, Course Co-ordinators

Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure
Procedure for dealing with bullying	AEO, ALO, CEF, Centre Director, Principal, Course Co-ordinators	Incident reports from staff
Guidelines for dealing with allegations of discrimination	AEO, ALO, CEF, Centre Director, Principal, Course Co-ordinators	Copy of guidelines Policy folder

Monitoring		
Monitor (Job Title)	**Frequency**	**Monitoring Method(s)**
AEO, ALO, CEF, Centre Director, Principal, Course Co-ordinators	Annually	Review of evidence

B3

Staff Recruitment

&

Development

Policy

B3 Staff Recruitment and Development

County Leitrim VEC policy on staff recruitment procedures is guided by employment, equality legislation/Department of Education and Science guidelines and County Leitrim VEC'S policy on recruitment.

We endeavour to ensure that staff is well matched to the roles they are employed for and have access to appropriate supports and further training when necessary.

County Leitrim VEC

Procedure Title:	B3.1 Staff Recruitment and Allocation	Version:	Date: Oct. 2006

Purpose: This procedure describes how centres in County Leitrim endeavour to recruit staff with the correct knowledge, skills and competences required to fulfil a particular role to ensure quality programme delivery and in accordance with employment legislation

Staff Involved: CEO, Human Resources Officer, AEO

Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure
Position Advertised	County Leitrim VEC Human Resources	Copy of advertisement
Application form and job description	County Leitrim VEC Human Resources	Copy of application form and job description
Receipt of completed Application forms	County Leitrim VEC Human Resources	Copies of date stamped completed forms
Notification of candidates of interviews	County Leitrim VEC Human Resources	Copies of letters issued to candidates
Short listing (if necessary)	County Leitrim VEC Human Resources	Copy of short listing criteria
Interview of Candidates	County Leitrim VEC Human Resources	Details of interview panel Copies of score sheets Copies of recommendation sheets

Contact of successful candidates	County Leitrim VEC Human Resources	Copies of correspondence with applicants
Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
CEO, Human Resources Officer, AEO	As vacancies arise	Review of evidence

County Leitrim VEC			
Procedure Title:	B3.2 Staff Induction	**Version:**	**Date:** October 2006

Purpose: This procedure shows how centres in County Leitrim induct all new members of their staff team.

Staff Involved: ALO, CEF, Centre Director, School Principal, Course Co-ordinators

Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure
Initial meeting	ALO, CEF, Centre Director, School Principal	Meeting with new staff member. Introduction to existing Staff members Timetable Tour of premises Introduction to students.
Staff meetings	ALO, CEF, Centre Director, School Principal, Course Co-ordinator, Staff team	Minutes of meetings & agenda Copies of school/centre development plan
FETAC support service induction training	SFE	Records of in-service attendance

Monitoring		
Monitor (Job Title)	**Frequency**	**Monitoring Method(s)**
ALO, CEF, Centre Director, School Principal	Annually or as need arises	Review of evidence

County Leitrim VEC				
Procedure Title:	B3.3 Staff Development	Version:		Date: October 2006

Purpose: This procedure shows the process in place to ensure that the development needs of all staff members involved in the delivery of FETAC are met.

Staff Involved: ALO, CEF, Centre Director, School Principal

Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure
Meeting with staff	ALO, CEF, Centre Director, School Principal	Agenda and minutes of meetings
School/Centre Development Plan	ALO, CEF, Centre Director, School Principal	Policy folder Centre plan
In-service	ALO, CEF, Centre Director, School Principal	Record of in-service attended by staff members

Monitoring

Monitor (Job Title)	Frequency	Monitoring Method(s)
ALO, CEF, Centre Director, School Principal	Annually	Review of evidence

B4
Access
Transfer
&
Progression
Policy

B4 Access Transfer & Progression

County Leitrim VEC aims to ensure that all staff has a commitment to the students on their FETAC programmes to enable them to:-

- ➢ make informed choices regarding the programmes on offer

- ➢ ensure that all prior learning, where relevant, is taken into account

- ➢ Liaise with other agencies to enable learners who wish to transfer to other programmes within the National Framework of Qualifications.

County Leitrim VEC

Procedure Title:	B4.1 Information Provision	Version:	Date: Oct 2006

Purpose: This procedure describes how prospective learners get relevant information about the courses on offer.

Staff Involved: AEO, ALO, CEF, Centre Director, School Principals, Programme Co-ordinator, Teacher/Tutor.

Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure
Advertising	AEO, ALO, CEF, Centre Director, School Principals, Programme Co-ordinator, Teacher/Tutor.	Poster Brochure Course Newsletters
Open Days	AEO, ALO, CEF, Centre Director, School Principals, Programme Co-ordinator, Teacher/Tutor.	Records of open day
Award Ceremony	AEO, ALO, CEF, Centre Director, School Principals, Programme Co-ordinator, Teacher/Tutor.	Photographs Newspaper article

Monitoring

Monitor (Job Title)	Frequency	Monitoring Method(s)
AEO, ALO, CEF, Centre Director, School Principals, Programme Co-ordinator, Teacher/Tutor.	Annually	Review of Evidence

County Leitrim VEC				
Procedure Title:	B4.2 Learner Entry Arrangements		Version:	Date: October 06

Purpose: This procedure describes how prospective learners are treated in a fair and consistent manner when entering a programme.

Staff Involved: AEO, ALO, CEF, Centre Director, School Principals, Programme Co-ordinator, Teacher/Tutor.

Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure
Guidance & advice	AEO, ALO, CEF, Centre Director, School Principals, Programme Co-ordinator, Teacher/Tutor.	Records of Appointments Programme Information
Programme Information	AEO, ALO, CEF, Centre Director, School Principals, Programme Co-ordinator, Teacher/Tutor.	Brochures on Programme
FETAC Entry Requirement	AEO, ALO, CEF, Centre Director, School Principals, Programme Co-ordinator, Teacher/Tutor.	As per module descriptor
Entry Appeals Policy	AEO, ALO, CEF, Centre Director, School Principals, Programme Co-ordinator, Teacher/Tutor.	Details of entry refusal appeals policy

Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
AEO, ALO, CEF, Centre Director, School Principals, Programme Co-ordinator, Teacher/Tutor.	Annually	Review of Evidence

County Leitrim VEC				
Procedure Title:	B4.3 Recognition of Prior Learning		**Version:**	**Date:** October 06

Purpose: County Leitrim VEC aims to recognise and acknowledge prior formal learning and experiential learning of all students wishing to enter any programme offering FETAC

Staff Involved: AEO, ALO, CEF, Centre Director, School Principals, Programme Co-ordinator, Teacher/Tutor.

Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure
FETAC guidelines for assessing previous learning	AEO, ALO, CEF, Centre Director, School Principals, Programme Co-ordinator, Teacher/Tutor.	Copies of certification received Entry at correct level

Monitoring		
Monitor (Job Title)	**Frequency**	**Monitoring Method(s)**
AEO, ALO, CEF, Centre Director, School Principals, Programme Co-ordinator, Teacher/Tutor.	Annually	**Review of Evidence**

County Leitrim VEC				
Procedure Title:	B4.4 Facilitating Diversity		Version:	Date: October 06

Purpose: This procedure describes how centres in County Leitrim delivering FETAC aim to develop the content of their programmes to provide learners with the specific supports they require to successfully participate transfer and progress.

Staff Involved: AEO, ALO, CEF, Centre Director, School Principals, Programme Co-ordinator, Teacher/Tutor

Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure
Information on courses or programmes	AEO, ALO, CEF, Centre Director, School Principals, Programme Co-ordinator, Teacher/Tutor	Brochures Advertising Leaflets
Assessment of support needed	ALO, CEF, Centre Director, School Principals, Programme Co-ordinator, Teacher/Tutor	Identifying students needs at initial assessment and monitoring progress
Learning support – 1:1	ALO, CEF, Centre Director, School Principals,	Liaison between teaching staff and management to ensure all students learning needs are met.

Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
AEO, ALO, CEF, Centre Director, School Principals, Programme Co-ordinator, Teacher/Tutor	Annually	Review of Evidence

B5

Programe Development

Delivery

&

Review

Policy

B5 Programme Development, Delivery and Review

County Leitrim VEC is committed to providing a wide range of learning opportunities in response to the needs of its learners and to the modification of existing programmes and the development of new programmes as resources allow.

County Leitrim VEC

Procedure Title:	B5.1 Need Identification	Version:	Date: Nov 2006

Purpose: This procedure describes how County Leitrim VEC identifies the needs of its learners.

Staff Involved: AEO, ALO, CEF, Centre Director, Principals, Course Co-ordinators

Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure
Collate Learner enquiries	AEO, ALO, CEF, Centre Director, Principals, Course Co-ordinators	File of Learner enquiries
Identify gaps in current provision	AEO, ALO, CEF, Centre Director, Principals, Course Co-ordinators	Minutes of meetings Records of research undertaken
Consultation with other relevant agencies & employers	AEO, ALO, CEF, Centre Director, Principals, Course Co-ordinators	Minutes of meetings Records of discussions Links with employers

Monitoring

Monitor (Job Title)	Frequency	Monitoring Method(s)
AEO, ALO, CEF, Centre Director, Principals, Course Co-ordinators	Annually	Review of Evidence

County Leitrim VEC			
Procedure Title:	B5.2 Programme Design	Version:	Date: Nov 06

Purpose: This procedure describes how County Leitrim VEC aims to design its courses appropriate to the needs of its learners

Staff Involved: AEO, ALO, CEF, Centre Director, Principals, Course Co-ordinators

Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure
Course content designed to meet the needs of the learners and facilitate progression	AEO, ALO, CEF, Centre Director, Principals, Course Co-ordinators, tutors, teachers	Record of student progress Record of student results Agenda & minutes of staff meetings
Module integration	AEO, ALO, CEF, Centre Director, Principals, Course Co-ordinators, tutors, Teachers	Copy of integrated brief

Monitoring		
Monitor (Job Title)		Monitoring Method(s)
AEO, ALO, CEF, Centre Director, Principals, Course Co-ordinators	Annually	Review of Evidence

County Leitrim VEC			
Procedure Title:	B5.3 Programme Approval	Version:	Date: Nov 06

Purpose: County Leitrim VEC aims to ensure that all locally devised modules have the approval of the management.

Staff Involved: AEO, ALO, CEF, Centre Director, Principals, Course Co-ordinators, tutors & teachers

Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure
Liaise with FETAC support service.	AEO, ALO, CEF, Centre Director, Principals, Course Co-ordinators, tutors & teachers	FETAC Guidelines Record of meetings with FETAC
Approval from centre management	AEO, ALO, CEF, Centre Director, Principals, Course Co-ordinators, teachers & tutors	Minutes of meetings of centre management

Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
AEO, ALO, CEF, Centre Director, Principals, Course Co-ordinators	Annually	Review of evidence

County Leitrim VEC			
Procedure Title:	B5.4 Programme Planning	Version:	Date: Nov 06

Purpose: County Leitrim VEC aims to establish systems and procedures for effective planning of programmes to meet the needs of the learners

Staff Involved: AEO, ALO, CEF, Centre Director, Principals, Course Co-ordinators

Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure
Plan and Design programmes to meet the need of the Learners	AEO, ALO, CEF, Centre Director, Principals, Course Co-ordinators	Minutes of meetings Drafts of programmes
Devise timetable	AEO, ALO, CEF, Centre Director, Principals, Course Co-ordinators	Timetable

Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
AEO, ALO, CEF, Centre Director, Principals, Course Co-ordinators	Annually	Review of evidence

County Leitrim VEC			
Procedure Title:	B5.5 Programme Delivery	**Version:**	**Date:** Nov 06

Purpose: County Leitrim VEC aim to ensure a consistent and effective programme is delivered

Staff Involved: AEO, ALO, CEF, Centre Director, Principals, Course Co-ordinators

Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure
Training for staff	AEO, ALO, CEF, Centre Director, Principals, Course Co-ordinators, Outside Agencies	Record of training days
Review of resources	AEO, ALO, CEF, Centre Director, Principals, Course Co-ordinators	Stock list Resources Learning materials
Review of programme delivery and content	AEO, ALO, CEF, Centre Director, Principals, Course Co-ordinators	Feedback from learners Course evaluation questionnaires

Monitoring		
Monitor (Job Title)	**Frequency**	**Monitoring Method(s)**
AEO, ALO, CEF, Centre Director, Principals, Course Co-ordinators	Annually	Review of Evidence

County Leitrim VEC				
Procedure Title:	B5.6 Learner Records		Version:	Date: Nov 06

Purpose: County Leitrim VEC centres maintain records for all their courses in the appropriate form for programme delivery, review and evaluation

Staff Involved: AEO, ALO, CEF, Centre Director, Principals, Course Co-ordinators, Administration Staff

Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure
Records of registration & attendance of learners	AEO, ALO, CEF, Centre Director, Principals, Course Co-ordinators, Administration Staff	Registration Forms Roll Books Attendance Records
Learners with special needs identified and supported	AEO, ALO, CEF, Centre Director, Principals, Course Co-ordinators	Records of application for support Details of support provided
Evaluation of learner progress	AEO, ALO, CEF, Centre Director, Principals, Course Co-ordinators	Learner review

Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
AEO, ALO, CEF, Centre Director, Principals, Course Co-ordinators	Annually	Review of evidence

County Leitrim VEC

Procedure Title:	B5.7 Provision & Maintenance of Learning Facilities/Resources	Version:	Date: Nov 06

Purpose: County Leitrim VEC aims to ensure that resources necessary for learners to successfully participate on programmes are allocated and maintained in a way that is beneficial to the learners.

Staff Involved: AEO, ALO, CEF, Centre Director, Principals, Course Co-ordinators

Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure
Review of premises and resources	AEO, ALO, CEF, Centre Director, Principals, Course Co-ordinators	Ongoing maintenance and development of premises and resources
Health and safety	AEO, ALO, CEF, Centre Director, Principals, Course Co-ordinators, Health & Safety Officer	Record of meetings Records of staff reports Incident report forms Procedures for incidents

Monitoring

Monitor (Job Title)	Frequency	Monitoring Method(s)
AEO, ALO, CEF, Centre Director, Principals, Course Co-ordinators	Annually	Review of evidence

County Leitrim VEC				
Procedure Title:	**B5.8 Health & Safety**		**Version:**	**Date:** Nov 06
Purpose: County Leitrim VEC promotes a Health & Safety policy in all its premises in such a fashion as to ensure the health and safety of all staff and learners.				
Staff Involved: AEO, ALO, CEF, Centre Director, Principals, Course Co-ordinators, Health & Safety Officer				

Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure
Drafting of Health & Safety Statement	AEO, ALO, CEF, Centre Director, Principals, Course Co-ordinators, Health & Safety Officer	County Leitrim Health & Safety Statement
Identifying Health & Safety issues

Review of health & safety procedures | AEO, ALO, CEF, Centre Director, Principals, Course Co-ordinators, Health & Safety Officer | Incident report sheet

Health & Safety Statement

Fire Drill

Record of meetings |
| Appointing a health & safety representative | AEO, ALO, CEF, Centre Director, Principals, Course Co-ordinators | Record of Meetings |

Monitoring		
Monitor (Job Title)	**Frequency**	**Monitoring Method(s)**
AEO, ALO, CEF, Centre Director, Principals, Course Co-ordinators	Annually	Review of evidence

County Leitrim VEC			
Procedure Title:	B5.9 Programme Review	Version:	Date: October 2006

Purpose: This procedure outlines County Leitrim VECS method for the ongoing review of programmes to ensure that the meet the needs of their learners and the relevance of the courses.

Staff Involved: AEO, ALO, CEF, Centre Director, Principals, Course Co-ordinators

Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure
Evaluation of Programmes	AEO, ALO, CEF, Centre Director, Principals, Course Co-ordinators	Course evaluation sheets
Evaluation of Learner results	AEO, ALO, CEF, Centre Director, Principals, Course Co-ordinators	Record of learner results External examiner results
Evaluation of employer needs	AEO, ALO, CEF, Centre Director, Principals, Course Co-ordinators	Record of meetings with employers Survey results

Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
AEO, ALO, CEF, Centre Director, Principals, Course Co-ordinators	Annually	Review of evidence

B6
Fair &
Consistent
Assessment of
Learners
Policy

B6: Fair and Consistent Assessment of Learners

County Leitrim VEC centres that are offering FETAC modules are committed to a transparent, accessible and fair process of assessment of learners consistent with national best practice.

We aim to ensure that all staff and learners have a clear understanding of the assessment process consistent with national standards.

County Leitrim VEC

Procedure Title:	B6.1 Co-ordinated planning of assessment	Version:	Date: Nov 06

Purpose: Centres in Leitrim VEC offering FETAC awards have an integrated approach to the delivery and assessment of modules in order to maximise the benefit to their learners.

Staff Involved: Centre Director/Principal, Programme Co-ordinators, Tutors, Teachers, CEF, ALO, AEO

Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure
Formal & informal assessment and evaluation	Centre director/principal Programme Co-ordinators Tutors, Teachers	Tutor Record Student record Completed portfolios Marking sheets Results
Programme designed with a view to integration	Programme co-ordinator Tutor	Record of meetings

Monitoring

Monitor (Job Title)	Frequency	Monitoring Method(s)
Centre Director/Principal Programme co-ordinator ALO, CEF	Annually	Review of documentation.

County Leitrim VEC				
Procedure Title:	B6.2 Information to Learners	**Version:**	**Date:** Nov 06	

Purpose:	Centres in Leitrim VEC offering FETAC awards ensure that learners have access to the necessary information for them to successfully participate in assessment in a fair and consistent manner.

Staff Involved: Centre Director/Principal, Programme Co-ordinators, Tutors, Teachers, CEF, ALO, AEO

Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure
Brochures outlining the course details	Centre director/principal Programme Co-ordinator Tutors, Teachers	**Programme brochure detailing the modules available, timeframe and certification available.**
Induction Programme for learners	Programme co-ordinator Tutor	**Record of meetings**
Learner Handbook /information pack	Programme co-ordinator, ALO	**Centre procedure** **Examination dates**
Information provision	Programme co-ordinator, Centre director, Principal, ALO	**Notice board** **Verbal** **Evaluation sheets**

Monitoring		
Monitor (Job Title)	**Frequency**	**Monitoring Method(s)**
Centre Director/Principal Programme co-ordinator ALO, CEF	Annually	**Review of documentation.**

County Leitrim VEC

Procedure Title:	B6.3 Security of assessment related processes & material	Version:	Date: Nov 06

Purpose: Centres in Leitrim VEC offering FETAC awards are to committed to protecting the confidentiality of the learner by ensuring that all records are stored in a secure and safe manner and only the relevant staff will have access to these records.

Staff Involved: Centre Director/Principal, Programme Co-ordinators, Tutors, Teachers, CEF, ALO, AEO

Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure
Staff guidelines	Centre director/principal Programme Co-ordinators Tutors, Teacher Administration staff	Designated storage area Record of stored material
Learner guidelines	Programme co-ordinator Tutor	Information regarding storage of portfolios Learner information pack
External examiners report	Programme co-ordinator, ALO	Report from external examiner

Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
Centre Director/Principal Programme co-ordinator ALO, CEF	Annually	Review of documentation.

County Leitrim VEC

Procedure Title:	B6.4 Reasonable accommodation	Version:	Date: Nov 06

Purpose: Centres in Leitrim VEC offering FETAC awards aim to facilitate learners or other persons covered by the nine grounds of Equality legislation. To ensure that all programmes are designed to accommodate learners with disabilities or who are speakers of other languages and to enable these learners to achieve FETAC standards

Staff Involved: Centre Director/Principal, Programme Co-ordinators, Tutors, Teachers, CEF, ALO, AEO

Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure
Staff guidelines	Centre Director, principal, Programme Co-ordinators Tutors, Teacher Administration staff	FETAC module guidelines for internal assessor Guidelines for assessors Tutor records Programme notice board
Learner centred assessment	Programme co-ordinator Tutor	Briefs composed with learner needs in mind Tutor records Student portfolios
External examiners report	Programme co-ordinator, ALO	Report from external examiner

Monitoring		
Monitor (Job Title)	**Frequency**	**Monitoring Method(s)**
Centre Director/Principal Programme co-ordinator ALO, CEF	Annually	Review of documentation.

County Leitrim VEC				
Procedure Title:	B6.5 Consistency of marking between assessors	Version:	Date: Nov 06	

Purpose: County Leitrim VEC aims to ensure that internal assessors mark learners' assessments in a fair and consistent manner. There should be clear marking guidelines understood by all markers and consistent with the FETAC requirements.

Staff Involved: ALO, CEF, AEO Centre Director/Principal, Programme Co-ordinators, Tutors, Teachers

Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure
FETAC training in assessment	Programme Co-ordinators, Tutors, Teachers, FETAC support staff	Record of FETAC training days FETAC module descriptor
External assessor	FETAC external assessor	External Assessors Report
Provision for appeal of results	CEF, ALO, Centre Director/Principal, Programme Co-ordinators, Tutors, Teachers	Appeals procedure FETAC appeals guidelines.

Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
AEO ALO, CEF, Centre Director/Principal, Programme Co-ordinators, Tutors, Teachers	Annually	Review of evidence

County Leitrim VEC

Procedure Title:	B6.6 Assessment performed by third parties	Version:	Date: Nov 2006

Purpose: County Leitrim VEC aim to ensure that where assessment is carried out by a third party that it is done in a fair and consistent manner, marking guidelines should be clear and understood by the assessor and consistent with the FETAC requirements.

Staff Involved: AEO, CEF, ALO, Centre Director/Principal, Programme Co-ordinators, Tutors, Teachers

Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure
Guidance for third party assessors	AEO, CEF, ALO, Centre Director/Principal, Programme Co-ordinators, Tutors, Teachers	Course specific guidelines for third party assessors Records of meetings with third party assessors Module requirements and assessment of criteria
Learner evidence	AEO, CEF, ALO, Centre Director/Principal, Programme Co-ordinators, Tutors, Teachers	Learner portfolio

Monitoring

Monitor (Job Title)	Frequency	Monitoring Method(s)
AEO, CEF, ALO, Centre Director/Principal, Programme Co-ordinators, Tutors, Teachers	Annually	Review of evidence

County Leitrim VEC

Procedure Title:	B6.7 Consistency of marking with national standards	Version:	Date: November 2006

Purpose: County Leitrim VEC aims to ensure that all assessors are marking in accordance with the national standard for the award and that this is consistent with FETAC requirements.

Staff Involved: AEO, CEF, ALO, Centre Director/Principal, Programme Co-ordinators, Tutors, Teachers

Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure
Guidelines for Assessors	AEO, CEF, ALO, Centre Director/Principal, Programme Co-ordinators, Tutors, Teachers	FETAC assessment guidelines FETAC module guidelines for internal assessors
External examiner	FETAC external examiner	External examiners report
FETAC Training	AEO, CEF, ALO, Centre Director/Principal, Programme Co-ordinators, Tutors, Teachers FETAC Support service	Staff training records Details of training days

Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
AEO, CEF, ALO, Centre Director/Principal, Programme Co-ordinators, Tutors, Teachers	Annually	Review of evidence

County Leitrim VEC				
Procedure Title:	B6.8 Feedback to Learners	**Version:**	**Date:** November 2006	

Purpose: County Leitrim VEC aims to insure that Learners are informed clearly and constructively of their progress on the programme consistent with FETAC requirements.

Staff Involved: AEO, CEF, ALO, Centre Director/Principal, Programme Co-ordinators, Tutors, Teachers

Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure
Availability of management to meet with learners	AEO, CEF, ALO, Centre Director/Principal, Programme Co-ordinators,	Record of meetings Learners are aware that they can meet with management.
Communication with learners	AEO, CEF, ALO, Centre Director/Principal, Programme Co-ordinators, Tutors, Teachers	Notice board Newsletter Formal/informal meetings
Learner verification	AEO, CEF, ALO, Centre Director/Principal, Programme Co-ordinators, Tutors, Teachers	Learner journal Learner evaluation sheets Learner feedback sheets

Monitoring		
Monitor (Job Title)	**Frequency**	**Monitoring Method(s)**
AEO, CEF, ALO, Centre Director/Principal, Programme Co-ordinators, Tutors, Teachers	Annually	Review of evidence

County Leitrim VEC

Procedure Title:	B6.9 Learner Appeals	Version:	Date: November 06

Purpose: County Leitrim VEC aims to ensure that Learners can appeal any result that they consider to be unfair consistent with FETAC requirements.

Staff Involved: AEO, CEF, ALO, Centre Director/Principal, Programme Co-ordinators, Tutors, Teachers

Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure
FETAC appeals procedure	AEO, CEF, ALO, Centre Director/Principal, Programme Co-ordinators, Tutors, Teachers	Notice board Learner handbook Copies of letters to students Record of appeals

Monitoring		
Monitor (Job Title)	**Frequency**	**Monitoring Method(s)**
AEO, CEF, ALO, Centre Director/Principal, Programme Co-ordinators, Tutors, Teachers	Annually	Review of evidence

County Leitrim VEC

Procedure Title:	B6.10 Return of certification data	Version:	Date: Nov 2007

Purpose: County Leitrim VEC aims to ensure that data submitted to FETAC for certification purposes is thoroughly checked for accuracy and reliability and that details of this checking process are recorded.

Staff Involved: AEO, CEF, ALO, Centre Director/Principal, Programme Co-ordinators, Tutors, Teachers

Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure
Appropriate certification data procedures	AEO, CEF, ALO, Centre Director/Principal, Programme Co-ordinators, Tutors, Teachers	Student data on file Copies of all certification data held on file

Monitoring		
Monitor (Job Title)	**Frequency**	**Monitoring Method(s)**
AEO, CEF, ALO, Centre Director/Principal, Programme Co-ordinators, Tutors, Teachers	Annually	Review of evidence

County Leitrim VEC

Procedure Title:	B6.11 Corrective Action	Version:	Date: Nov 2006

Purpose: County Leitrim VEC aims to develop an action plan to deal with errors, omissions and /or deliberate acts by learners, staff or contracted trainers that may impact on the validity of the assessment process

Staff Involved: AEO, CEF, ALO, Centre Director/Principal, Programme Co-ordinators, Tutors, Teachers

Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure
Staff meetings	AEO, CEF, ALO, Centre Director/Principal, Programme Co-ordinators, Tutors, Teachers	Record of meetings Assessment deadlines FETAC guidelines
Tutor/learner meetings	AEO, CEF, ALO, Centre Director/Principal, Programme Co-ordinators, Tutors, Teachers	Records of meetings
Storage of all records	AEO, CEF, ALO, Centre Director/Principal, Programme Co-ordinators, Tutors, Teachers	Record of meetings Certification data Copies of correspondence.

Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
AEO, CEF, ALO, Centre Director/Principal, Programme Co-ordinators, Tutors, Teachers	Annually	Review of Evidence

B7 Protection For Learners Policy

B7:   Protection for Learners

County Leitrim VEC is not subject to Section 43 of the Qualifications Act and will endeavour to have appropriate arrangements in place for the protection of learners on programmes of three months duration or more.

County Leitrim VEC			
Procedure Title:	**B7.1 Cessation of Programmes**	**Version:**	**Date:** Nov 06

Purpose: This procedure outlines how students are protected in the event of a programme ceasing unexpectedly

Staff Involved: AEO, ALO, CEF, Centre Director, Principal

Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure
Policy statement in place informing Learners of arrangements in place should a programme unexpectedly end	AEO, ALO, CEF, Centre Director, Principal	Policy Statement
Agreement with other providers to accept learners in the event of the programme unexpectedly ending	AEO, ALO, CEF, Centre Director, Principal	Copies of letters

Monitoring		
Monitor (Job Title)	**Frequency**	**Monitoring Method(s)**
AEO, ALO, CEF, Centre Director, Principal	Annually	Review of Evidence

B8
Sub-contracting/ Procuring Programme Delivery Policy

B8:   Sub-contracting/Procuring Programme Delivery

County Leitrim VEC retains the ultimate responsibility regarding the quality of the programmes being delivered. To ensure this formal contracting and monitoring procedures will be followed in the case of sub-contracting.

County Leitrim VEC			
Procedure Title:	B8.1 Selection of a second provider	Version:	Date: November 06

Purpose: County Leitrim VEC aim to ensure that a statement of criteria exist which are applied when a second provider is being chosen to deliver a programme

Staff Involved: AEO, ALO, CEF, Centre Director, Principal

Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure
Statement of criteria	AEO, ALO, CEF, Centre Director, Principal	Statement of criteria Copies of correspondence with second provider

Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
AEO, ALO, CEF, Centre Director, Principal	Annually	Review of evidence

County Leitrim VEC			
Procedure Title:	B8.2 Contract Arrangements	Version:	Date: Nov 06

Purpose: County Leitrim VEC aims to ensure that a written contract detailing respective responsibilities is agreed between first and second provider

Staff Involved: AEO, ALO, CEF, Centre Director, Principal

Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure
Contract between providers specifying roles and responsibilities	AEO, ALO, CEF, Centre Director, Principal	Copy of contract Copies of correspondence Minutes of meetings

Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
AEO, ALO, CEF, Centre Director, Principal	Annually	Review of evidence

County Leitrim VEC

Procedure Title:	B8.3 Reporting Arrangements	Version:	Date: November 06

Purpose: County Leitrim VEC aim to ensure that agreed reporting procedures between the first and second provider are in place.

Staff Involved: AEO, ALO, CEF, Centre Director, Principal

Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure
Agreed reporting procedures	AEO, ALO, CEF, Centre Director, Principal	Copy of contract Copies of reports Correspondence Minutes of meetings

Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
AEO, ALO, CEF, Centre Director, Principal	Annually	Review of evidence

County Leitrim VEC			
Procedure Title:	B8.4 Monitoring Arrangements	Version:	Date: Nov 06

Purpose: County Leitrim VEC aim to ensure that the correct monitoring arrangements are in place to ensure the quality of the programme being delivered and that the needs of the learners are being catered for.

Staff Involved: AEO, ALO, CEF, Centre Director, Principal

Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure
Learner Evaluation form	AEO, ALO, CEF, Centre Director, Principal	Learner evaluation form
Reports from second provider	AEO, ALO, CEF, Centre Director, Principal	Monitoring reports Minutes of meetings Contract

Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
AEO, ALO, CEF, Centre Director, Principal	Annually	Review of Evidence

B9

Self-Evaluation of Programme & Services Policy

B9: Self Evaluation of Programme & Services

County Leitrim VEC is committed to a Self Evaluation process of programmes and services which promotes ongoing improvement of the quality and delivery of the programme.

County Leitrim VEC		
Procedure Title		
B9.1: Assignment of Responsibility	The AEO ensures that all programme managers are responsible for the self evaluation of their programme.	
B9.2 : Frequency	How often self evaluation will take place	It is envisaged that following the initial self-evaluation each programme will be reviewed on a bi-annual basis
B9.3: Range	How programmes will be grouped for self evaluation	It may be decided to group programmes for the purpose of self-evaluation taking into consideration the structure of each centre and the range of programmes and resources.
B9.4: Learner Involvement	How Learners will contribute to self evaluation	Learners views will be compiled from course evaluation forms and any feed back received by the tutor during the duration of the programme

B9.5: External Evaluator	The criteria to be used when selecting an external evaluator	County Leitrim VEC will establish a panel of external evaluators based on the following criteria: ❖ A good knowledge of the range and types of programmes offered. ❖ The necessary education and experience to evaluate the range of programmes ❖ Expertise in adult education/further education. ❖ Experience in some or all of the following:- programme design, programme delivery & programme review.

B9.6 Methodology	How an evaluation will be carried out.	Each centre will run an initial self evaluation using the criteria set down by FETAC in the evaluation checklist to each of the programmes or group of programmes being evaluated.
		A co-ordinator will be appointed to collate the information and draw up a draft report.
		At this stage the external evaluator becomes involved and through .a process of sampling verifies the findings in the draft report. The external evaluator will contribute his own suggestions for improvement based on his own expertise. The final report will contain the agreed findings of the provider and the external evaluator.
		Each centre will then prepare a Programme Improvement Plan which will be submitted to FETAC together with the self evaluation report signed by managements and indicating how the findings of the evaluation report will be acted on to maintain and improve the quality of the programme being delivered.