



B1 – communications Policy

It is the policy of Co. Mayo Vocational Education Committee to have open and two-way communication between all stakeholders.

It is our aim to offer courses and services, which meet the demands of the locality and changes in the market place, with ongoing self-evaluation from feedback received.

CO MAYO VOCATIONAL EDUCATION COMMITTEE		
Procedure Title: B1.1	Communication with learners	Version: 2.0 Date: February 2008
<p>Purpose: To ensure that learners are fully aware of all policies procedures and guidelines in place</p> <p>To ensure that there is an effective two way communication process in place between learners and staff</p> <p>To ensure that staff are fully aware of students learning and support needs</p> <p>To ensure that there is effective communication between director, coordinators, staff and students.</p> <p>To ensure that there is effective communication between students and all stakeholders.</p>		
<p>Staff Involved: Centre Director/Principal, QA Coordinators VTOS Coordinator, BTEI Coordinator, Community Education Facilitator, and ALO's, guidance counsellors and all programme staff</p>		
Method(s) that may be used to carry out this procedure	Who MAY carry out this procedure in conjunction with Co Mayo VEC.	Evidence that <u>MAY</u> be generated by this procedure. Samples should include <u>SOME</u> of these examples listed below.

Two way communication with learners	Centre Director/principal Programme coordinator QA coordinator ALO's	Notice boards Feedback sheet Telephones Copies of correspondence, letters, memos, etc. Co. Mayo VEC website Admissions Policy Moodle
	Programme staff Guidance Counsellors	copies of needs analysis and learning plans, Schemes of Work, Assessment Plans, Lesson Plans etc. Emails Web site Induction information Assessment briefs Posters, brochures and photographs Applications forms Interview forms Student timetables Minutes of meetings. Student grievance regarding a grade Student extenuating circumstances form Customer comment form Appropriate meeting room/s for one to one appointments with guidance counsellor/s Learner handbook Learner questionnaires.

Questionnaires /Evaluations completed by Students	Centre Director/principal Programme coordinator QA coordinator County QA coordinator ALO's	Analysed Copy of learner questionnaires maintained in each centre
Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
Director Programme coordinator QA coordinator Community Education Facilitator Adult literacy organiser	Annually	Annual review of evidence

CO MAYO VOCATIONAL EDUCATION COMMITTEE		
Procedure Title: B1.2	Communication with Staff	Version: 2.0 Date: February 2008
Purpose: To ensure staff are fully conversant with all of FETAC guidelines To ensure that staff are fully aware of and implement FETAC and Co. Mayo QA policies and procedures To ensure that all staff have the opportunity for effective and two way communication with students, other staff and all stakeholders		
Staff Involved: CEO, E.O. and Senior Management Team, Centre Director/principal, QA coordinator, BTEI Coordinator, VTOS Coordinators and all programme staff		
Method(s) that may be used to carry out this procedure	Who MAY carry out this procedure in conjunction with Co Mayo VEC.	Evidence that <u>MAY</u> be generated by this procedure. Samples should include <u>SOME</u> of these examples listed below.
Staff meetings QA Meetings Team Meetings Programme meetings	Senior Management Team Centre Director/principal QA Coordinator Programme coordinator Programme staff ALO	Minutes and agendas of meetings Meetings file B9 self evaluation procedure and completed self Evaluation documentation. Staff development days, In-service days provided by the VEC and by other agencies. Centre and service websites.

Two way communication with staff	Centre Director/principal QA Coordinator Programme coordinator Programme staff ALO	Post delivered to staff Internal memos Staff notice boards TUI notice boards Teacher/Tutor handbook QA folders QA paperwork QA yearly report from County QA coordinator Emails County Timeline
Senior Management Team Management Team	Centre Director/principal QA Coordinator Programme coordinator Programme staff ALO	Agenda and minutes of meetings. Memos emails
Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
Centre Director/principal QA Coordinator Programme coordinator Programme staff.	Annually	Review of evidence using “programme portfolios”.

Co. Mayo Vocational Educational Committee		
Procedure Title: 1.3	Communications with stakeholders	Version: 1.0 Date: February 2008.
Purpose: To ensure effective and two way communication with all stakeholders To ensure that all learners and staff have the opportunity to communicate effectively with stakeholders		
Staff Involved: Centre Director/Principal, QA Coordinators, Programme Coordinators, programme staff, VTOS coordinators, BTEI coordinators, Community Education Facilitator, ALO's.		
Method(s) that may be used to carry out this procedure	Who MAY carry out this procedure in conjunction with Co Mayo VEC.	Evidence that <u>MAY</u> be generated by this procedure. Samples should include <u>SOME</u> of these examples listed below.
<p>Communication with local community, employers and other external agencies.</p> <p>Contracts and or statement of criteria between first and second provider for sub-contracting programme delivery.</p>	<p>Centre Director/principal QA Coordinator Programme coordinator Programme staff ALO.</p> <p>Senior management team</p>	<p>Agenda and minutes of meetings</p> <p>Copies of correspondence</p> <p>Emails</p> <p>Work placement paperwork.</p> <p>Open day paperwork/advertisements</p> <p>Management reports</p> <p>Statement of criteria</p> <p>Tenders</p> <p>Contracts between first and second providers</p>

Promotional material	Centre Director/principal QA Coordinator Programme coordinator Programme staff ALO	Review of open day Open day document Copies of publicity material Web sites Copies of correspondence Photographs, posters etc, Award ceremonies. Co. Mayo VEC Directory
Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
Centre Director/principal QA Coordinator Programme coordinator Programme staff.	Annually	Review of evidence based on programme portfolio basis.

B2 – Equality Policy

It is the policy of Co. Mayo Vocational Education Committee to Identify Mayo VEC's commitment in combating discrimination, accommodation of diversity and promoting equality.

Advocate equality of access, participation and outcome for all our learners, employers and stakeholders.

This equality policy reflects Mayo VEC's commitment to meet its obligations under the Equal Status Acts 2000 to 2011.

Co. Mayo Vocational Education Committee			
Procedure Title: 2.1	Equality Training	Version: 3.0	Date: April 2013.
<p>Purpose:</p> <p>Mayo VEC seeks to ensure that the services it provides;</p> <ul style="list-style-type: none"> • Are free from discrimination, sexual harassment, harassment and victimisation. • Accommodate diversity among all, including those from across the nine grounds covered by the equality legislation and others at risk of experiencing inequality and meets needs that are specific to particular groups. • Make reasonable accommodation for people with disabilities. • Seek to benefit all learners including those from across the nine grounds by promoting equality and implementing positive action measures where necessary. • Mayo VEC will not tolerate discrimination, sexual harassment, harassment or victimisation by learners, by employees and non-employees, such as other service users or contractors. Such behaviour may lead to disciplinary action. 			
<p>Staff Involved: Senior Management Team, APO, Human Resources, Centre Director/Principal, QA Coordinator, Programme Coordinators, programme staff, VTOS coordinators, BTEI coordinators, Community Education Facilitator, ALO's.</p>			

Method(s) that may be used to carry out this procedure	Who MAY carry out this procedure in conjunction with Co Mayo VEC.	Evidence that <u>MAY</u> be generated by this procedure. Samples should include <u>SOME</u> of these examples listed below.
Facilitate training on equality and discrimination	APO Human resources in coordination with:- Centre Director/principal QA Coordinator Programme coordinator Programme staff ALO Access officer	Training Dates and materials Records of staff attendance. Learner questionnaires Equality statement (07) Disability awareness training records QA team meeting minutes Management reports Monitoring questionnaire Staff census regarding disability status. Co. Mayo VEC Mainstreaming Equality Policy 2013
Induction training for new staff	APO Human resources to coordinate with:- Centre Director/principal QA Coordinator Programme coordinator Programme staff ALO	QA Handbook Staff handbook Records of staff attendance Agenda and minutes of meetings Admissions Policy Co. Mayo VEC Mainstreaming Equality Policy 2013

<p>Provide access to copies of policies and legislation</p>	<p>APO Human resources to coordinate with:- Centre Director/principal QA Coordinator Programme coordinator Programme staff BTEI Coordinator VTOS Coordinator ALO</p>	<p>QA Folder Staff notice boards. Staff Handbook Co Mayo VEC Website</p> <ul style="list-style-type: none"> ● Co. Mayo VEC Code of Behaviour for Students and Procedures – Co Mayo VEC Learner Handbook ● Grievance Regarding A Grade Policy – Co Mayo VEC Learner Handbook ● Co Mayo VEC Anti Bullying and Harassment Policy– Co Mayo VEC Learner Handbook ● Mayo VEC Customer Service Questionnaire ● TUI Grievance Procedures ● SIPTU Grievance Procedures ● ● Grievance Procedure for Staff employed by Vocational Education Committees. Nationally agreed on 31 March 2010. Adopted by Co. Mayo V.E.C. at Meeting held on 30th June, 2010. ● ● Code of Practice for dealing with Complaints made by Parent/s, Guardian/s of a Student or by a Student (who has reached the age of eighteen) currently enrolled in a school/centre, against a Staff Member employed by Co. Mayo Vocational Education Committee (V.E.C.). Nationally agreed 1 March 2011. Adopted by Co. Mayo V.E.C. at Meeting held on 31st March, 2011. ● ● Disciplinary Procedure for Staff employed by Vocational Education Committees. Nationally agreed on 14 December 2011. Adopted by Co. Mayo V.E.C. at Meeting held on 15th December, 2011. ● ● Towards 2016 - Revised Procedures for Suspension and Dismissal of Teachers / Procedures for Principals relating to their work, conduct and matters of professional competence in their role as principals - Vocational Education Committees – C.L. 59/2009. ● ● Codes of Practice for Dealing with Complaints of Bullying, Harassment and Sexual Harassment in VEC Workplaces (published 1 September 2006) with nationally agreed amendments. ● ● Charter for Dignity at Work. <p>● Equality Policy Co. Mayo VEC Mainstreaming Equality Policy 2013</p>
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Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
APO Human Resources Centre Director/principal QA Coordinator Programme coordinator Programme staff.	ANNUALLY	Review of evidence.

Co. Mayo Vocational Education Committee			
Procedure Title: 2.2	Equality Planning	Version: 3.0	Date: April 2013
Purpose:			
Staff Involved: APO, Human Resources, Centre Director/Principal, QA Coordinator, Programme Coordinators, programme staff, VTOS coordinators, BTEI coordinators, Community Education Facilitator, ALO's.			
Method(s) that may be used to carry out this procedure	Who MAY carry out this procedure in conjunction with Co Mayo VEC.	Evidence that <u>MAY</u> be generated by this procedure. Samples should include <u>SOME</u> of these examples listed below.	

<p>Implementation of procedures for dealing with Bullying and Harassment in Co Mayo VEC</p>	<p>APO Human Resources Centre Director/principal QA Coordinator Programme coordinator Programme staff ALO Co Mayo VEC Steering Group on Bullying and Harassment</p>	<p>Reports from designated staff member</p> <p>Staff verification.</p> <p>Supporting documentation</p> <p>Meeting minutes</p> <p>Code of practice for dealing with complaints of Bullying and Harassment in VEC workplaces</p> <ul style="list-style-type: none"> • Code of Practice for dealing with Complaints made by Parent/s, Guardian/s of a Student or by a Student (who has reached the age of eighteen) currently enrolled in a school/centre, against a Staff Member employed by Co. Mayo Vocational Education Committee (V.E.C.). • Disciplinary Procedure for Staff employed by Vocational Education Committees. Nationally agreed on 14 December 2011 • • Codes of Practice for Dealing with Complaints of Bullying, Harassment and Sexual Harassment in VEC Workplaces (published 1 September 2006) with nationally agreed amendments. • • Charter for Dignity at Work. • Equal Opportunities Policy
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<p>Implementation of dealing with sexual harassment in Co Mayo VEC</p>	<p>APO Human Resources Centre Director/principal QA Coordinator Programme coordinator Programme staff Co Mayo VEC steering Group on Bullying and Harassment</p>	<p>Reports from designated staff member Staff verification Supporting documentation Meetings minutes</p> <ul style="list-style-type: none"> • Codes of Practice for Dealing with Complaints of Bullying, Harassment and Sexual Harassment in VEC Workplaces (published 1 September 2006) with nationally agreed amendments. • Charter for Dignity at Work. • Equal Opportunities Policy
<p>Inclusion of further education equality issue in whole school/centre planning</p>	<p>APO Human Resources Centre Director/principal QA Coordinator Programme coordinator Programme staff ALO</p>	<p>Policy folder QA folder Planning folder Co Mayo VEC Mainstreaming Equality Policy 2013</p>

<p>Guidelines for dealing reporting and dealing with allegations of discrimination.</p>	<p>APO Human Resources. Centre Director/principal QA Coordinator Programme coordinator Programme staff ALO</p>	<p>Copy of guidelines Policy folder QA folder</p> <ul style="list-style-type: none"> • Codes of Practice for Dealing with Complaints of Bullying, Harassment and Sexual Harassment in VEC Workplaces (published 1 September 2006) with nationally agreed amendments. • Charter for Dignity at Work. <p>• Equal Opportunities Policy Co Mayo VEC Mainstreaming Equality Policy</p>
Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
<p>APO Human Resources Centre Director/principal QA Coordinator Programme coordinator Programme staff.</p>	<p>ANNUALLY</p>	<p>Review of evidence.</p>

B3 – Recruitment Policy

It is the policy of Co. Mayo Vocational Education Committee to ensure that recruitment to all positions within the scheme will mean the best candidate for the job is selected.

Co. Mayo Vocational Education Committee			
Procedure Title: 3.1	Staff recruitment and allocation	Version: 3.0	Date: April 2013.
Purpose: To ensure that Co Mayo VEC recruit and retain a quality staff in a fair and consistent manner, free from discrimination.			
Staff Involved: APO, Human Resources, Centre Director/Principal, QA Coordinator, Programme Coordinators, programme staff, VTOS coordinators, BTEI coordinators, Community Education Facilitator, ALO's.			
Method(s) that may be used to carry out this procedure	Who MAY carry out this procedure in conjunction with Co Mayo VEC.	Evidence that <u>MAY</u> be generated by this procedure. Samples should include <u>SOME</u> of these examples listed below.	
Identify recruitment need	CEO, EO, APO Human Resources and relevant head of centre.	Minutes from meeting/s	
Job advertised in national press	Relevant person in Human resources in consultation with CEO	Copy of Job advertisement Copies of all application forms for various job applications	
Application form provided on website and relevant job description/s	Relevant person from Human Resources in consultation with CEO/APO Human Resources Co Mayo VEC.	.Job advertisement Job description Co Mayo VEC website	
Application form stamped with date of receipt on arrival at Co mayo administrative Offices.	Receptionist at Co Mayo VEC administrative Offices.	Date stamped application form	
Short listing may apply	CEO, E.O, APO Human Resources Co Mayo VEC.	Short listing criteria Marking sheet	

Selection of Interview Board according to Position advertised	CEO, E.O, APO Human Resources Co Mayo VEC.	Interview panel documentation invite letter conflict of interest form Mark sheet.
Candidates interviewed and recommendation sheet prepared	Interviewers on the panel	Details of interview panel and interview times Examples of score sheets used for interview if applicable Copy of recommendation sheet
Recommendations for successful candidates sent to CEO for approval	Interview panel APO Human Resources	Completed marking sheets Interview panel recommendations
Recommended candidates contacted	Co Mayo VEC Human Resources	Copy of correspondence Offer letter Supporting documentation to prove qualifications.
Contact unsuccessful candidates	Co Mayo VEC Human Resources	Copes of correspondence with unsuccessful applicants.
Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
CEO, County Mayo VEC Centre Director/Principal APO Human Resources Co mayo VEC. Community Education facilitator Adult literacy Organiser.	ANNUALLY	Review of evidence.

Co. Mayo Vocational Education Committee			
Procedure Title: 3.2	Staff Induction	Version: 2.0	Date: February 2008.
<p>Purpose: To ensure that all staff have access to clear and thorough induction processes into their job role. To ensure that all staff have a clear understanding of their job and their roles and responsibilities within it.</p>			
<p>Staff Involved: APO, Human Resources, Centre Director/Principal, QA Coordinator, Programme Coordinators, programme staff, VTOS coordinators, BTEI coordinators, Community Education Facilitator, ALO's.</p>			
Method(s) that may be used to carry out this procedure	Who MAY carry out this procedure in conjunction with Co Mayo VEC.	Evidence that <u>MAY</u> be generated by this procedure. Samples should include <u>SOME</u> of these examples listed below.	
One to one meeting One day information giving session	CEO/EO/AEO APO Human Resources in consultation with Head of centre.	Staff Induction Training Schedule of meetings Agenda and minutes of meetings	
Centre orientation/induction	Mentors/Buddy QA Coordinator Programme coordinator ALO	Staff verification Team meetings Staff handbook.	
Team meetings	Centre Director/principal Mentors/Buddy Programme coordinator ALO	Schedule of meetings Agenda and minutes of meetings Action plan Attendance sheet	

Information giving session	Centre Director/principal Mentors/Buddy County QA coordinator QA Coordinator Programme coordinator ALO.	Agenda and minutes of meetings Copies of information provided Attendance sheet Induction policy Induction checklist Evaluation form. Staff handbook
Distribution of Co Mayo VEC staff handbook And FETAC/QA handbook	Centre Director/principal Mentors/Buddy County QA coordinator QA Coordinator Programme coordinator ALO	Staff sign sheet. Staff handbook QA handbook
Providing access to policies	Centre Director/principal Education Officer Adult Education Officer/s Mentors/Buddy County QA coordinator QA Coordinator Programme coordinator ALO	QA folder QA handbook Staff handbook

Assigning Mentors	Adult Education Officer/s Centre Director/principal Mentors/Buddy County QA coordinator QA Coordinator Programme coordinator ALO	Mentor/buddy Staff verification
Make provision for ongoing reflective practice	Adult Education Officer/s Centre Director/principal Mentors/Buddy County QA coordinator QA Coordinator Programme coordinator ALO	Agenda and minute of meetings Staff verification Self evaluation process Programme evaluation reports Self evaluation checklists Programme Improvement Plans.
FETAC support service induction training	Education Officer Adult Education Officer/s FETAC Support service SFE Support service	Records of in-service attended.
Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
Centre Director/Principal Programme coordinator QA Coordinator BTEI coordinator	ANNUALLY	Review of evidence.

Community Education facilitator Adult literacy Organiser VTOS coordinator.		
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Co. Mayo Vocational Education Committee		
Procedure Title: 3.3	Staff Development	Version: 2.0 Date: February 2008.
Purpose: To ensure that a process is in place to identify prioritise and meet the training, development and support needs of the staff.		
Staff Involved: Centre Director/Principal, QA Coordinator, Programme Coordinators, programme staff, Community Education Facilitator, ALO's.		
Method(s) that may be used to carry out this procedure	Who MAY carry out this procedure in conjunction with Co Mayo VEC.	Evidence that <u>MAY</u> be generated by this procedure. Samples should include <u>SOME</u> of these examples listed below.
Review meetings with staff	Head of Centre	Agenda and minutes of meetings Staff verification Needs Analysis.
Staff training and development questionnaire	APO Human Resources. QA coordinator County QA coordinator.	Staff questionnaire/feedback from inservice/etc.

Facilitate staff training/development in consultation with APO Human Resources.	Adult Education Officer/s Centre Director/principal Programme coordinator QA coordinator County QA coordinator FESS ALO's	Record of training/development Attendance sheet Notice board Staff accreditation certificates
Distribution of Co Mayo VEC staff handbook And QA handbook	Centre Director/principal Programme coordinator QA coordinator County QA coordinator SFE ALO's	QA folder Planning folder
Programme development Planning	Heads of centres in consultation with programme staff.	Agenda and minutes of meetings QA folder Planning folders Review of planning
Facilitate in-service attendance in consultation with APO Human Resources.	Heads of centres	Records of in-service attendance Staff verification
Provide access to relevant websites and other resources	Centre Director/principal Programme coordinator QA coordinator County QA coordinator FESS ALO's	QA folder Staff internet access.

Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
Centre Director/Principal Programme coordinator QA Coordinator Community Education facilitator Adult literacy Organiser.	ANNUALLY	Review of evidence.

B4 - Access, Transfer and Progression Policy

It is the policy of Co. Mayo Vocational Education Committee to endeavour to provide information and support for all individuals in order to facilitate their transfer and progression in their chosen field.

Co. Mayo Vocational Education Committee			
Procedure Title: 4.1	Information provision	Version: 3.0	Date: April 2013.
<p>Purpose:</p> <p>To ensure that there is a Fair and consistent approach to access, transfer and progression</p> <p>To ensure that all prospective learners are aware of all programmes running or that are planned.</p> <p>To ensure that all prospective students are fully aware of entry requirements, policies and procedures</p> <p>To ensure that programme details are comprehensive, clear, accessible and easily understood and that prospective learners are able to make informed choices.</p> <p>To ensure that there is a fair and consistent appeals process in place and that all prospective learners are fully conversant with the procedures.</p>			
Staff Involved: AEO's, Directors, Centre coordinators, ALO's and all staff			
Method(s) that may be used to carry out this procedure	Who MAY carry out this procedure in conjunction with Co Mayo VEC.	Evidence that <u>MAY</u> be generated by this procedure. Samples should include <u>SOME</u> of these examples listed below.	
Publicity and advertising	Centre Director/Principal QA coordinator Programme coordinator Programme staff Public relations Officer Guidance counsellor ALO	Newspaper, radio Brochures Posters Website Vac websites PowerPoint presentations	

Open Day.	Centre Director/Principal QA coordinator Programme coordinator Programme staff Public relations Officer Guidance counsellor ALO	Induction day document/overview, brochures, open day materials Brochures FETAC publications
Award ceremony	Centre Director/Principal QA coordinator Programme coordinator Programme staff ALO Public relations Officer Guidance counsellor	Newspaper reports Website photos Pr and advertising photographs
Entry requirements	Directors/Centre coordinators, ALO's	Programme information documentation, registration documents. FETAC publications Open day document Interview forms Garda Clearance form (where required) Medical form One to one sessions with individual tutors. Admissions policy

Portfolio of documents	Directors/Centre coordinators	Documents included Health and Safety Code of conduct FETAC rules and regulations
Assessment	Director/Centre Coordinator and All Teachers/Tutors	Learner handbook FETAC rules and Regulations for Centres and Candidates (appropriate to level) for each student (section 9) FETAC rules and Regulations for Centres and Candidates sign sheet acceptance form appropriate to level. Induction overview of module and assessment requirements. Copy of examination rules. Co Mayo Assessment Policy. Record of receipt of Assignment brief form Notices from Careers advisor/s. Record of hand in of student work form Exceptional circumstances form Feedback sheet form Student grievance regarding a grade form Application for specific provision form Suspected plagiarism form
Career guidance	MAEGI, tutor, coordinator	CDU progression reports Timetabled access

<p>Programme adaptations/learner support available</p>	<p>Centre Director/Principal QA coordinator Programme coordinator Programme staff ALO Guidance counsellor</p>	<p>Assessment briefs FETAC rules and regulations for centres and candidates Exceptional circumstances form Application for specific Provision Form</p>
<p>Transfer and progression opportunities for the award at national and local level</p>	<p>Centre Director/Principal QA coordinator Programme coordinator Programme staff ALO Guidance counsellor</p>	<p>Notices from Careers advisor/s Meetings with careers advisor/s</p>
<p>Fees, grants and associated regulations</p>	<p>Centre Director/Principal QA coordinator Programme coordinator Programme staff ALO Public relations Officer Guidance counsellor</p>	<p>Exam fees notice Grants information from VEC Web sites Admissions policy</p>

Protection for learners policy	Centre Director/Principal QA coordinator Programme coordinator Programme staff ALO Public relations Officer Guidance counsellor	Protection for learners policy Learners handbook VSSU procedures and guidelines
List of learner rights and responsibilities	Centre Director/Principal QA coordinator Programme coordinator Programme staff ALO Public relations Officer Guidance counsellor	Co. Mayo V.E.C. Customer Charter. Code of practice for dealing with complaints of sexual harassment in VEC workplaces. Code of practice for dealing with complaints of bullying and harassment in VEC workplaces County Mayo VEC Customer service plan. Computer and Network Usage Agreement Computer user's agreement. Admissions Policy Code Of Behaviour Procedures for dealing with breaches with code of behaviour. VSSU procedures and guidelines.
Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
Centre Director/Principal QA coordinator Programme coordinator	As required	Ongoing

Programme staff		
Public relations Officer		
Guidance counsellor		

Co. Mayo Vocational Education Committee		
Procedure Title: 4.2	Learner Entry Arrangements	Version: 2.0 Date: February 2008.
Purpose: To ensure there is a fair and consistent approach to learner entry and selection on to all FETAC programmes		
Staff Involved: AEO, Director QA Coordinator, Centre coordinator and All Staff.		
Method(s) used to carry out this procedure	Who MAY carry out this procedure in conjunction with Co Mayo VEC.	Evidence that <u>MAY</u> be generated by this procedure. Samples should include <u>SOME</u> of these examples listed below.
Statement of entry requirements	Centre Director/Principal QA coordinator Programme coordinator Programme staff ALO.	Programme brochure Information leaflets Websites Local press advertisements Response to Telephone /email enquiries Admissions Policy

Details of how decisions are made regarding allocation of places	Centre Director/Principal QA coordinator Programme coordinator Programme staff ALO Guidance counsellor	Interview form Completed declaration of interview by prospective student Registration form Garda clearance form VTOS procedures manual Initial enquiry form Admissions Policy
Programme Details	Centre Director/Principal QA coordinator Programme coordinator Programme staff ALO Public relations Officer Guidance counsellor	Website Programme Brochures. Open Day Document Interview Form
Advice, guidance etc for learners to help them make informed choices in programme selection	Centre Director/Principal QA coordinator Programme coordinator Programme staff ALO Public relations Officer Guidance counsellor	Website, programme brochures Advice from teachers/tutors Open days Presentations Guidance information

Details of supports/accommodations available to students	Centre Director/Principal QA coordinator Programme coordinator Programme staff ALO Public relations Officer Guidance counsellor	Application for specific provision form FETAC Quality Assuring Assessment Guidelines 2007
Entry requirement as required by FETAC	Centre Director/Principal QA coordinator Programme coordinator Programme staff ALO Public relations Officer Guidance counsellor	Entry requirement stated in module descriptor. Admissions Policy
Co. Mayo VEC Appeals Procedure	Centre Director/Principal QA coordinator Programme coordinator Programme staff.	Co. Mayo Customer complaints procedure Co mayo VEC assessment policy – grievance regarding a grade policy FETAC Rules and Regulations regarding Appeals.
Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
Director/Centre coordinator/QA coordinator	Annually or as required	Verification of all documents and procedures. Update as necessary
Director/Centre coordinator/QA coordinator	On appeal	Appeals procedure monitored. Application and entrance procedures monitored
ALO/Director County QA Coordinator	Twice yearly	ALO/Director County QA Coordinator reviews procedures and carries out quality audit

<u>Co. Mayo Vocational Education Committee</u>			
Procedure Title: 4.3	Recognition of Prior Learning	Version: 3.0	Date: April 2013.
<p>Purpose: To ensure that learners are credited for all prior learning in relation to their present area of study</p> <p>To ensure that learners are credited for prior experience in their present area of study,</p> <p>To assist learners in their development and progression either into the workplace or within the national framework of Qualifications.</p>			
Staff Involved: AEO, Centre Director/Principal QA coordinator, Programme coordinator, Programme staff,			
Method(s) that may be used to carry out this procedure	Who MAY carry out this procedure in conjunction with Co Mayo VEC.	Evidence that <u>MAY</u> be generated by this procedure. Samples should include <u>SOME</u> of these examples listed below.	
<p><u>Recognition of Prior Learning</u></p> <p>If a student has already studied a relevant module at the same level and qualifies for exemption under FETAC CAS guidelines the learner is given the opportunity, on presentation of an original certificate, to claim an exemption for that module and use the time to further their other studies.</p>	Centre Director/Principal QA coordinator Programme coordinator Programme staff ALO	<p>Copy of an original FETAC certificate. (where relevant exemptions are credited on the FBS system)</p> <p>FETAC Exemption application form.</p> <p>Student exempt from that module.</p> <p>At present Co. Mayo VEC is not registered with FETAC to offer full awards on the basis of recognition of Prior learning.</p>	

<p>Facilitating Diversity</p> <ul style="list-style-type: none"> • Assistance to learners in matching them to programmes • Learner Induction 	<p>Director/ coordinator and All teaching staff</p> <p>QA coordinator</p> <p>Programme coordinator</p> <p>Programme staff</p> <p>ALO</p>	<p>Co Mayo VEC's Equality Opportunities Policy 23013</p> <p>VSSU procedures and Guidelines</p> <p>Applications form for specific provision.</p> <p>FETAC rules and regulations for Centres and candidates.</p> <p>School visits</p> <p>Guidance counselling</p> <p>Induction day document</p> <p>Learner handbook</p> <p>Learners contract</p>
Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
Teaching Staff/Tutors	At the start of the module and before each and every assessment and exam entry	Teacher/Tutor checks that all documentation is properly completed and that is correctly filed in the QA file. All students have received the correct Assessment information and that Students/learners have completed their roles and responsibilities and teachers/tutors have completed their roles and responsibilities - see Co Mayo Assessment Policy Document.
Teaching Staff/Tutors	At the start of the module and before each and every assessment and exam entry	Teacher/Tutor checks that student submits original certificate of results for photocopying. Copy is kept to be submitted to FETAC.
Directors/Coordinator/ALOS	On submission of results sheets	Directors/Coordinator checks that all students that are exempt from modules have all correct documentation in place and that all correct documentation is submitted to FETAC.

Co. Mayo Vocational Education Committee			
Procedure Title: 4.4	Facilitation of Diversity	Version: 3.0	Date: April 2013
Purpose: <ul style="list-style-type: none"> ● To ensure that all students enrolled on a programme have a fair and equal opportunity to progress and develop. ● To ensure that all students compete on an equal basis. ● To ensure that positive action is taken regarding diversity as far as it is possible to do so. 			
Staff Involved: Centre director/Principal, QA coordinator, programme coordinators, programme staff, , Guidance Counsellor, Community Education Facilitator, ALO's			
Method(s) used to carry out this procedure	Who MAY carry out this procedure in conjunction with Co Mayo VEC.	Evidence that <u>MAY</u> be generated by this procedure. Samples should include <u>SOME</u> of these examples listed below.	
<p>This is undertaken on a case-by-case basis, Co Mayo VEC will endeavour to provide assistance to learners in a manner that best suits the learner and does not disadvantage either the learner or other learners at the centre. In line with FETAC Quality Assurance Guidelines for assessment and Co Mayo VEC's Equal Status Policy.</p> <p>This area is undertaken on a purely needs driven basis.</p>	Centre Director/Principal Programme coordinator Programme staff ALO	<p>Documentation held in student files.</p> <p>Completed exceptional circumstances forms.</p> <p>Completed Specific Provision Application Form.</p> <p>FETAC Rules and regulations for Centres and candidates.</p>	
<p>Learners are also facilitated on an individual basis if they require specific provision for the sitting of examinations, subject to resources, in line with FETAC's Quality Assurance Guidelines for Assessment and Co Mayo VEC's Exceptional circumstances Policy and Assessment Policy..</p> <p>This follows NCVA/FETAC guidelines on Assessment –</p>	Centre Director/Principal Programme coordinator Programme staff ALO	<p>Documentation held in student files.</p> <p>Completed exceptional circumstances forms.</p> <p>Completed Specific Provision Application Form</p>	

Tutorials/learning support		Centre Director/Principal Programme coordinator Programme staff ALO	Application for specific provision form
Timing of classes		Centre Director/Principal Programme coordinator Programme staff ALO	Timetables
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
Centre Director/Principal Programme coordinator Programme staff.	At assessment	All teachers/tutors ensure that students are aware of the support systems in place.	
Centre Director/Principal Programme coordinator Programme staff.	Prior to exams	All teachers/tutors ensure that students are aware of all support mechanisms in place.	

B5 - Programme, Development, Delivery and Review Policy

It is the policy of Co. Mayo Vocational Education Committee to undertake to evaluate and update current programmes and to assess market demand for new courses.

Sections 5.1, 5.2 and 5.3 of these procedures have been replaced by the Programme approval Agreement between FETAC and Connacht Education and Training Alliance (CETA) which comprises of Co Mayo VEC, Co Galway VEC, Co Sligo VEC, City of Galway VEC, Co Leitrim V EC and Co. Roscommon VEC. (2010)

Co. Mayo Vocational Education Committee.		
<u>This procedure has been replaced by the Programme approval Agreement between FETAC and Connacht Education and Training Alliance (CETA) which comprises of Co Mayo VEC, Co Galway VEC, Co Sligo VEC, City of Galway VEC, Co Leitrim V EC and Co. Roscommon VEC. (May 2010)</u>		
Procedure Title: B5.1	Need Identification	Version: 3.0 Date: May 2010.
Purpose: <ul style="list-style-type: none"> • To develop programmes that meets the needs of learners that wish to enter Further and Higher Education and or the workplace. • To develop programmes that meet the needs of Further and Higher Education and local industry • To develop programmes that meet the needs of learners that wish to progress within the National Framework of Qualifications 		
Staff Involved: Quality Assurance Officer, Directors/ Coordinators AEO and Careers Guidance Counsellor and All staff.		
Method(s) that may be used to carry out this procedure	Who MAY carry out this procedure in conjunction with Co Mayo VEC.	Evidence that <u>MAY</u> be generated by this procedure. Samples should include <u>SOME</u> of these examples listed below.
Presentations to state agencies local organisations, community groups and schools Monitoring previous uptake of courses Monitor progression Contact local industry	Centre Director/principal, QA coordinator, Programme coordinator, Programme staff, ALO's Careers guidance counsellor.	Power point presentation. Completed analysis of student numbers Evaluation forms completed Evaluation reports from work placement Management reports

Student questionnaires Self- evaluation Programme review meetings.	Centre Director/principal, QA coordinator, Programme coordinator, Programme staff, ALO's Careers guidance counsellor.	Analysed student questionnaires Minutes of self-evaluation meetings. Minutes of programme team meetings. FETAC self-evaluation checklist Self-evaluation reports. Programme Improvement Plan
Analysis of courses offered around the locality and surrounding counties	Centre Director/principal, QA coordinator, Programme coordinator, Programme staff, ALO's Careers guidance counsellor.	Evaluation of lists of courses on offer in the locality.
Identify gaps in current provision	Centre Director/principal, QA coordinator, Programme coordinator, Programme staff, ALO's Careers guidance counsellor.	Minutes of meetings Records of discussions Research undertaken
Consult with other relevant agencies and employers	Centre Director/principal, QA coordinator, Programme coordinator, Programme staff, ALO's Careers guidance counsellor.	Link with employers/local industry Records of discussions Minutes of meetings
Monitoring		

Monitor (Job Title)	Frequency	Monitoring Method(s)
Centre Director/principal, QA coordinator, Programme coordinator, Programme staff, ALO' careers guidance counsellor.	Yearly and six monthly	Analysis of data received from learners from the end of year learner evaluation questionnaire. This is used for self-evaluation and to identify the needs of future students.
Centre Director/principal, QA coordinator, Programme coordinator, Programme staff, ALOS, careers guidance counsellor.	Yearly and ongoing	Analysis of enquiries received from prospective regarding courses being run, together with enquiries about courses not yet run. This is then used to identify the needs of prospective students and plan courses to be run in the next academic year.
Centre Director/principal, QA coordinator, Programme coordinator, Programme staff ALOS, careers guidance counsellor.	Yearly	Collation of results received regarding student progression, this is used to help identify needs of students and plan and develop courses accordingly. Results from the self evaluation process are used to identify the needs of staff, students and employers and thus plan and develop future courses.

Co. Mayo VEC			
<u>This procedure has been replaced by the Programme approval Agreement between FETAC and Connacht Education and Training Alliance (CETA) which comprises of Co Mayo VEC, Co Galway VEC, Co Sligo VEC, City of Galway VEC, Co Leitrim V EC and Co. Roscommon VEC. (May 2010)</u>			
Procedure Title: 5.2	Programme design	Version: 3.0	Date: May 2010
Purpose: <ul style="list-style-type: none"> • Ensure that programmes facilitate opportunities for learners • Ensure programmes reflect needs of learners, the community and awarding bodies 			
Staff Involved: Centre Director/Principal, QA coordinator, Programme coordinators, programme staff, , community education facilitator, ALO's			
Method(s) that may be used to carry out this procedure	Who MAY carry out this procedure in conjunction with Co Mayo VEC.	Evidence that <u>MAY</u> be generated by this procedure. Samples should include <u>SOME</u> of these examples listed below.	

Respond to identified needs.	Centre Director/Principal, QA coordinator, Programme coordinators, Programme staff, Community education facilitator, ALO's	Report on Consultation with Tutors Minutes of self evaluation meetings Minutes of Programme review meetings. Work placement paperwork Learner review questionnaires.
Previous uptake in programmes monitored.	Centre Director/Principal, QA coordinator, Programme coordinators, p Programme staff, Community education facilitator, ALO's	Learner numbers monitored Completion records Learners leaving course or switching to another programme
Consultation with work placement providers	Centre Director/Principal, QA coordinator, Programme coordinators, Programme staff, Community education facilitator, ALO's	Work placement reports
Course content designed to meet learner needs and facilitate progression	Centre Director/Principal, QA coordinator, Programme coordinators, Programme staff, Community education facilitator, ALO's	Learner review questionnaires Self evaluation results Feedback from subject matter experts, e.g. from external examiners reports etc.

Design course content to integrate with existing policies	Centre Director/Principal, QA coordinator, Programme coordinators, Programme staff, Community education facilitator, ALO's	Copy of assessment policies Copy of policies
Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
Centre Director/Principal, QA coordinator, Programme coordinators, programme staff, education facilitator, ALO's	Following work placement	Review placement reports Staff meeting to review placement reports and feedback, both verbal and written
Centre Director/Principal, QA coordinator, Programme coordinators, programme staff, community education facilitator, ALO's	Yearly	Self-evaluation process

Co. Mayo VEC <u>This procedure has been replaced by the Programme approval Agreement between FETAC and Connacht Education and Training Alliance (CETA) which comprises of Co Mayo VEC, Co Galway VEC, Co Sligo VEC, City of Galway VEC, Co Leitrim V EC and Co. Roscommon VEC. (May 2010)</u>			
Procedure Title: 5.3	Programme approval pre-submission for validation	Version: 3.0	Date: May 2010
Purpose: <ul style="list-style-type: none"> • To ensure that programmes developed informs the work of the staff engaged on it • To ensure that programmes being developed are based on the mission statement. • To ensure that programmes is checked and receives approval from management prior to submission to FETAC 			
Staff Involved: CEO AEO's, Education Officer, County QA Coordinator, and Centre Directors/Principals.			
Method(s) that may be used to carry out this procedure	Who MAY carry out this procedure in conjunction with Co Mayo VEC.	Evidence that <u>MAY</u> be generated by this procedure. Samples should include <u>SOME</u> of these examples listed below.	
AEO/CEO briefings and approval meetings	CEO Education Officer. Adult Education Officer County QA Coordinator, Centre directors/principals, programme coordinators, ALO's	Minutes of meetings	

Programme approval pre-submission	CEO Education Officer. Adult Education Officer County QA Coordinator, Centre directors/principals, programme coordinators, ALO's	AEO briefing records, coordinator meeting minutes. PLC programme approval form.
Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
EO, AEO, , County QA coordinator	Ongoing	Monitoring of submissions and approvals
County QA Coordinator, Centre directors/principals, programme coordinators, , ALO's coordinators	As required	Monitoring of AEO/ALO/coordinator meetings and briefings

Co. Mayo VEC			
Procedure Title: 5.4	Programme Planning	Version: 2.0	Date: June 2008
Purpose:			
<ul style="list-style-type: none"> • To ensure approved programmes are translated into useable plans for all centres • To ensure that all staff, students and tutors are familiar with schedules • To ensure that the programmes are translated into useable plans setting out timetables based on student needs and capabilities. 			
Staff Involved: Centre coordinators			
Method(s) that may be used to carry out this procedure	Who MAY carry out this procedure in conjunction with Co Mayo VEC.	Evidence that <u>MAY</u> be generated by this procedure. Samples should include <u>SOME</u> of these examples listed below.	

Programme planning and design in response to student/learner need	Centre director/principal, QA coordinator, Programme coordinator, Programme staff, ALO	Minutes of planning meetings Drafts of Timetables, year calendar
Timetabling according to learner numbers and resources	Centre director/principal, QA coordinator, Programme coordinator, Programme staff, ALO	Timetables, staff schedules, room allocation
Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
Centre director/principal, QA coordinator, Programme coordinator, Programme staff.	Annually	Review evidence.

County Mayo VEC			
Procedure Title: 5.5	Programme delivery	Version: 2.0	Date: June 2008
Purpose: <ul style="list-style-type: none"> • To ensure tutors have sufficient resources and flexibility to use a range of appropriate delivery styles • To ensure that tutors and those involved in delivery of programmes have the opportunity to reflect and review the effectiveness of their work and collectively seek Improvement • To ensure that timetables and schedules are adhered to as far as possible • To ensure that arrangements are in place to cover for staff that are unable for whatever reason to fulfil their duties. 			
Staff Involved: Director, centre coordinators all staff			
Method(s) that may be used to carry out this procedure	Who MAY carry out this procedure in conjunction with Co Mayo VEC.	Evidence that <u>MAY</u> be generated by this procedure. Samples should include <u>SOME</u> of these examples listed below.	
Training for staff – In liaison with Co Mayo VEC Human Resources.	Centre director/principal; QA coordinator; Programme coordinator; Programme staff; ALO: – in liaison with Co Mayo VEC human resources	Records of in-service and training attended.	
Materials and methods of delivery are constantly evolving, therefore the delivery process is constantly updated to meet the needs of the learners	Centre director/principal, QA coordinator, Programme coordinator, Programme staff, ALO	Tutor notes, practical facilities, literacy plan, self –evaluation process – Programme improvement plan.	

Tutor review of the success of the programme.	Centre director/principal, QA coordinator, Programme coordinator, Programme staff, ALO	Final results, staff meeting minutes, scheduled staff meetings, student feedback
Timetable/schedules	Centre director/principal, QA coordinator, Programme coordinator, Programme staff, ALO	Timetables and schedules, Year planner. Co Mayo VEC Timeline.
A broad range of facilities are provided across the county to ensure that delivery best meets the need of the learner as far as possible, within normal budgetary constraints.	Centre director/principal, QA coordinator, Programme coordinator, Programme staff, ALO	Practical facilities
Implementing DES supervision and substitution arrangements ensure staff cover. (Supervision and Substitution unavailable from January 2009 unless a teacher/tutor is sick for 3 days or more due to DES cuts)	Centre director/principal, QA coordinator, Programme coordinator, Programme staff, ALO	Supervision and substitution forms and staff sign in sheets. Supervision and substitution register.
Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
Centre director/principal, QA coordinator.	Annually	Review of practical facilities, report and request for new materials and equipment forwarded to VEC

	As required	Review of timetables for staff, rooms and students.
	Ongoing	Ensure that all paperwork is completed correctly and is up to date

Co Mayo VEC			
Procedure Title: 5.6	Learner records	Version: 2.0	Date: June 2008
Purpose: <ul style="list-style-type: none"> • To ensure that learner records are comprehensively maintained from entry, through progress to achievement • To ensure data required by FETAC for awards and statistical analysis is meticulously kept • To ensure that records are available in a appropriate format for programme review and evaluation 			
Staff Involved: Centre director/Principal, QA coordinator, programme coordinators, programme staff, , Admin staff, community education facilitator, ALO's			
Method(s) that may be used to carry out this procedure	Who MAY carry out this procedure in conjunction with Co Mayo VEC.	Evidence that <u>MAY</u> be generated by this procedure. Samples should include <u>SOME</u> of these examples listed below.	
Attendance records	Centre director/Principal, QA coordinator, Programme coordinators, Programme staff, Admin staff, community education facilitator, ALO's	Completed time cards and attendance records, roll book, class roll book, centre roll book	

Progression records	Centre director/Principal, QA coordinator, Programme coordinators, Programme staff, Admin staff, community education facilitator, ALO's	Progression forms
Identify and support special needs of students/learners	Centre director/Principal, QA coordinator, Programme coordinators, Programme staff, Admin staff, community education facilitator, ALO's	Records of applications for specific provision Records showing provision provided. Completed learning plans Completed review forms Completed weekly meeting feedback sheets.
Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
Centre director/Principal Admin staff, community education facilitator, ALO's	Ongoing	Review student files on a regular basis. Review progression Review learner records
All teaching staff	Ongoing	Review of learner records

Co. Mayo VEC			
Procedure Title: 5.7	Provision and maintenance of learning resources	Version: 2.0	Date: June 2008
Purpose: <ul style="list-style-type: none"> • To ensure that the resources necessary for successful participation by learners are allocated to and maintained on all programmes • To ensure that measures are taken so that learners have adequate access to premises, facilities and resources. 			
Staff Involved: AEO's, Centre director/Principal, QA coordinator, Programme coordinators, Programme staff, , Admin staff, community education facilitator, ALO's			
Method(s) used to carry out this procedure	Who MAY carry out this procedure in conjunction with Co Mayo VEC.	Evidence that <u>MAY</u> be generated by this procedure. Samples should include <u>SOME</u> of these examples listed below.	
All rooms are adequately equipped with the necessary resources to deliver the programme in a teaching style appropriate both to the programme and the learners.	Centre director/Principal, QA coordinator, Programme coordinators, Programme staff, Admin staff, community education facilitator, ALO's	Physical evidence on site	

<p>Practical rooms have the required space, materials and facilities necessary to deliver the programme within normal budgetary constraints.</p>	<p>Centre director/Principal, QA coordinator, Programme coordinators, Programme staff, Admin staff, community education facilitator, ALO's</p>	<p>Physical evidence on site Minutes of meetings and briefings</p>
Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
<p>Centre director/Principal, QA coordinator, Programme coordinators, Programme staff, Admin staff, community education facilitator, ALO's</p>	<p>Annually As required</p>	<p>Check all facilities on site, Request for additional materials required. VEC Audit</p>
<p>All teachers/tutors</p>	<p>Annually</p>	<p>Check facilities and materials and formulate a list of requirements for the next academic year.</p>

Co mayo VEC			
Procedure Title: 5.8	Health and Safety	Version: 2.0	Date: June 2008
Purpose: <ul style="list-style-type: none"> To ensure that the physical premises/facilities are accessible and maintained in such a way as to ensure the health and safety of all staff and students/learners. 			
Staff Involved: AEO's, Centre director/Principal, QA coordinator, Programme coordinators, Programme staff, Admin staff, community education facilitator, ALO's			
Method(s) that may be used to carry out this procedure	Who MAY carry out this procedure in conjunction with Co Mayo VEC.	Evidence that <u>MAY</u> be generated by this procedure. Samples should include <u>SOME</u> of these examples listed below.	
Hazard checklist and Safety statement for all centres	Centre director/Principal, QA coordinator, Programme coordinators, Programme staff, Admin staff, community education facilitator, ALO's	Safety statement Risk Assessment	
Health and safety Officer – (centre coordinator)	Centre director/Principal, QA coordinator, Programme coordinators, Programme staff, Admin staff, community education facilitator, ALO's	Minutes of meetings.	

Regular fire drills	Centre director/Principal, QA coordinator, Programme coordinators, Programme staff, Admin staff, community education facilitator, ALO's	Fire drill report
Provide learners and staff with relevant health and safety information of the centre	Centre director/Principal, QA coordinator, Programme coordinators, Programme staff, Admin staff, community education facilitator, ALO's	Staff and Learner safety information, Record of receipt of health and safety information Record of receipt of staff handbook
Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
Centre director/Principal, QA coordinator, Programme coordinators, Programme staff, Admin staff, community education facilitator, ALO's	Ongoing	Review fire and safety checklist completed and safety officers report Review of fire plan and ensure hazard statements are up to date.
Fire officer	Ongoing	Maintain and review fire plan and reports.

Co. Mayo VEC			
Procedure Title: 5.9	Programme review	Version: 2.0	Date: June 2008
Purpose: <ul style="list-style-type: none"> To ensure that programmes are reviewed regularly to ensure their continued relevance. 			
Staff Involved: AEO's, Centre director/Principal, QA coordinator, Programme coordinators, Programme staff, , Admin staff, community education facilitator, ALO's			
Method(s) that may be used to carry out this procedure	Who MAY carry out this procedure in conjunction with Co Mayo VEC.	Evidence that <u>MAY</u> be generated by this procedure. Samples should include <u>SOME</u> of these examples listed below.	
Regular staff meetings are for planning, reviewing and updating all aspects of the courses and programmes.	Centre director/Principal, QA coordinator, Programme coordinators, Programme staff, community education facilitator, ALO's Admin staff,	Minutes of planning meetings Plan for review and updating	

Self evaluation of programmes	Centre director/Principal, QA coordinator, Programme coordinators, Programme staff, community education facilitator, ALO's Admin staff,	Records of learner results Records of learner feedback External examiner reports Feedback from work placements Minutes of meetings Learner questionnaires. Self evaluation checklist Programme evaluation report Programme improvement plan
There is continual course updating and review on an informal basis between staff, utilising informal feedback from students.	Centre director/Principal, QA coordinator, Programme coordinators, Programme staff, community education facilitator, ALO's Admin staff,	Minutes of meetings Minutes of programme review meetings.
Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
Centre director/Principal, QA coordinator, Programme coordinators, Programme staff, Admin staff, community education facilitator, ALO's	Bi-Annually	Self Evaluation Process as documented in B9

Centre director/Principal, QA coordinator, Programme coordinators, Programme staff, Admin staff, community education facilitator, ALO's	Annually and ongoing	Review of evidence – Ensure that any changes are implemented and records kept. Evaluate any changes made and bring results to next review meeting.
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B6 – Fair and Consistent Assessment of Learners Policy

It is the policy of Co. Mayo Vocational Education Committee to ensure that all learners are assessed in an equitable manner and to ensure that transparent procedures are evident to guarantee satisfactory outcome.

Co Mayo VEC		
Procedure Title: B6.1	Co-ordinated planning of assessment	Version: 2.0 Date: June 2008
Purpose: <ul style="list-style-type: none"> • To ensure that all assessments are planned and co-ordinated across all programmes, preventing over assessment and clashes of submission of work. • To ensure that all learner needs and learning styles are considered • To ensure that all learner needs are catered for. 		
Staff Involved: AEO's, Centre director/Principal, QA coordinator, Programme coordinators, Programme staff, , Admin staff, community education facilitator, ALO's		
Method(s) that may be used to carry out this procedure	Who MAY carry out this procedure in conjunction with Co Mayo VEC.	Evidence that <u>MAY</u> be generated by this procedure. Samples should include <u>SOME</u> of these examples listed below.
Programmes planning meetings <ul style="list-style-type: none"> • Staff meeting • Team meetings • Subject meetings 	Centre director/Principal, QA coordinator, Programme coordinators, Programme staff, community education facilitator, ALO's Admin staff,	Minutes of all meetings Assessment plan Internal verifier reports External verifier reports Programme team meetings Minutes from team meetings Staff verification Assessment records

Informal assessment and evaluation	Centre director/Principal, QA coordinator, Programme coordinators, Programme staff, community education facilitator, ALO's Admin staff,	Tutor records Student records Assessment records Tutor verification Learner verification
Formal assessment and evaluation	Centre director/Principal, QA coordinator, Programme coordinators, Programme staff, community education facilitator, ALO's Admin staff,	Completed portfolios External moderator sheets Student results Assessment records Learner verification Staff verification Copies of N3 module results sheets.
Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
Centre director/Principal, QA coordinator, Programme coordinators, Programme staff, Admin staff, community education facilitator, ALO's	Reviewed annually	Review of evidence

Co. Mayo VEC			
Procedure Title: B6.2	Information to learners	Version: 2.0	Date: June 2008
Purpose: <ul style="list-style-type: none"> • To ensure all learners are aware of all information available to learners • To ensure that all learners are aware of assessment requirements and regulations • To ensure all learners have adequate information to complete all assessment tasks in accordance with centre and FETAC regulations, college. • To ensure learners have the opportunity to complete all assessments to their full capability 			
Staff Involved: AEO's, Centre director/Principal, QA coordinator, Programme coordinators, Programme staff, , Admin staff, community education facilitator, ALO's			
Method(s) used to carry out this procedure	Who MAY carry out this procedure in conjunction with Co Mayo VEC.	Evidence that <u>MAY</u> be generated by this procedure. Samples should include <u>SOME</u> of these examples listed below.	
Open day	Centre director/Principal, QA coordinator, Programme coordinators, Programme staff, community education facilitator, ALO's Admin staff,	Programme brochures Open day document Promotional Material.	

Learner's induction.	Centre director/Principal, QA coordinator, Programme coordinators, Programme staff, community education facilitator, ALO's Admin staff,	Record of receipt of induction information Learner handbook – assessment policy and learners roles and responsibilities. Record of receipt of learner handbook Learner roles and responsibilities as regards assessment explained. Overview of assessments for each module Programme brochures Notices on student notice boards Assessment schedules Learner questionnaires
Learner information on assessment	Centre director/Principal, QA coordinator, Programme coordinators, Programme staff, community education facilitator, ALO's Admin staff,	Learner handbook Record of receipt of learner handbook Assessment briefs Feedback sheets Rules and regulations for centres and candidates and sign sheet for same. Exam instructions Learner questionnaires Overview of module.
General learner information -	Centre director/Principal, QA coordinator, Programme coordinators, Programme staff, community education facilitator, ALO's Admin staff,	Notice boards in centres Learner questionnaire Staff verification Student verification Internal verification reports External verification reports.

Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
Centre director/Principal, Programme coordinators, Programme staff, Admin staff, community education facilitator, ALO's	Annually	Review of evidence

<u>Co. Mayo VEC</u>			
Procedure Title: B 6.3	Security of Assessment Related Processes and Materials	Version: 2.0	Date: June 2008
Purpose: <ul style="list-style-type: none"> • To ensure that all learner work is kept safe and secure and cannot be tampered with after Tutor marking and prior to External examination • To ensure that all learner work is accounted for and does not get mislaid • To ensure that all examinations are sight unseen, all examination materials are kept securely in accordance with best practice and the integrity of the assessment/exam is maintained • To ensure that plagiarism is minimised. • To ensure that all forms of assessment are accredited, e.g. observation, and practical demonstration as well as written work. 			
Staff Involved: AEO's, Centre director/Principal, QA coordinator, Programme coordinators, Programme staff, , Admin staff, community education facilitator, ALO's			
Method(s) that may be used to carry out this procedure	Who MAY carry out this procedure in conjunction with Co Mayo VEC.	Evidence that <u>MAY</u> be generated by this procedure. Samples should include <u>SOME</u> of these examples listed below.	

<p>All centres follow Co Mayo VEC Assessment Policy and FETAC/NCVA guidelines as to staff verification.</p>	<p>Centre director/Principal, QA coordinator, Programme coordinators, Programme staff, , community education facilitator, ALO's Admin staff,</p>	<p>Co Mayo VEC's Assessment Policy FETAC guidelines Staff verification Internal verification reports Staff handbook/QA handbook External Authenticator(examiner) reports Guidelines for assessors</p>
<p>Exam scripts and marking criteria are sight unseen and are kept securely stored.</p>	<p>Centre director/Principal, QA coordinator, Programme coordinators, Programme staff, community education facilitator, ALO's Admin staff,</p>	<p>Exam scripts and marking criteria Staff verification Minutes from team meetings Secure storage facilities on site. Hand in of assignment forms. Exam sign sheets</p>
<p>Student records – all records concerning a student are kept safe and secure – be they personal information or assessment information</p>	<p>Centre director/Principal, QA coordinator, Programme coordinators, Programme staff, community education facilitator, ALO's Admin staff,</p>	<p>Student record sheets Student assessment records Feedback sheets Staff verification</p>

<p>Learners are required to sign for receipt of their assignment brief.</p> <p>Learners are also required to attest (sign) that the work handed in is their own work.</p>	<p>Centre director/Principal, QA coordinator, Programme coordinators, Programme staff, community education facilitator, ALO's Admin staff,</p>	<p>Signed Receipt of assessment form Signed – declaration of own work form Hand in of student work form. Staff verification Student verification. Results of learner appeals</p>
<p>Once assignments have been marked they are kept securely stored until the external verifier has completed their work. Once verification and all appeals processes are complete the work is shredded and recycled.</p>	<p>Centre director/Principal, QA coordinator, Programme coordinators, Programme staff, community education facilitator, ALO's Admin staff,</p>	<p>Student portfolios Marked work Feedback sheets Assessment records Staff verification</p>
Monitoring		
Monitor Job (title)	Frequency	Monitoring Methods
<p>Centre director/Principal, Programme coordinators, Programme staff, QA co-coordinator Admin staff, community education facilitator, ALO's</p>	<p>Annually</p>	<p>Review of evidence</p>

Co. Mayo VEC		
Procedure Title: B6.4	Reasonable accommodation	Version: 3.0 Date: April 2013
Purpose: <ul style="list-style-type: none"> • To ensure that learner needs are being met • To ensure that the assessment reflects the capabilities of the learner and the focus of the programme. • To ensure that any special learner requirements are catered for within the parameters of the award, where possible. 		
Staff Involved: AEO's, Centre director/Principal, QA coordinator, Programme coordinators, Programme staff, , community education facilitator, ALO's		
Method(s) used to carry out this procedure	Who MAY carry out this procedure in conjunction with Co Mayo VEC.	Evidence that <u>MAY</u> be generated by this procedure. Samples should include <u>SOME</u> of these examples listed below.
Assignments meet the requirements of the module being followed. Assignment briefs follow FETAC Assessment guidelines.	Centre director/Principal, QA coordinator, Programme coordinators, Programme staff, community education facilitator, ALO's Admin staff,	Module assessment requirements. FETAC Quality Assuring Guidelines for Assessment 2007. Co. Mayo VEC assessment guidelines FETAC Guidleines for Preparing Programme Descriptorsl Staff verification Student verification.

Provision of additional learner supports where appropriate, in response to learner needs. This ensures that all learners are able to participate at an equal level. Without compromising the integrity of the award – In line with FETAC rules and regulations for centres and candidates.	Centre director/Principal, QA coordinator, Programme coordinators, Programme staff, community education facilitator, ALO's Admin staff,	Co Mayo VEC Application for Specific Provision form. Staff verification. Co Mayo VEC Assessment guidelines and exam regulations..
Staff information	Centre director/Principal, QA coordinator, Programme coordinators, Programme staff, community education facilitator, ALO's Admin staff,	Staff handbook Co Mayo VEC Assessment policy Records of In-service days. Exceptional circumstances form. Staff verification
Student information	Centre director/Principal, QA coordinator, Programme coordinators, Programme staff, , community education facilitator, ALO's Admin staff,	Student handbook Student induction day Application for specific provision form Learner verification Completed learner questionnaires. Admissions Policy
Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
Centre director/Principal,	Annually	Review Evidence

Programme coordinators, Programme staff, Admin staff, community education facilitator, ALO's		
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<u>Co. Mayo VEC</u>			
Procedure Title: B6.5	Consistency of Marking between assessors	Version: 2.0	Date: June 2008
Purpose: <ul style="list-style-type: none"> • To ensure that assessments are marked in a fair and consistent manner • To ensure that there is a recognised standard between markers • To ensure that there is consistency of marking in line with national standards • To ensure that learners are treated in a fair and equitable manner 			
Staff Involved : AEO's, County QA coordinator, Centre director/Principal, QA coordinator, Programme coordinators, Programme staff, community education facilitator, ALO's			
Method(s) that may be used to carry out this procedure	Who MAY carry out this procedure in conjunction with Co Mayo VEC.	Evidence that <u>MAY</u> be generated by this procedure. Samples should include <u>SOME</u> of these examples listed below.	

<p>Training of staff and Induction of new staff on all assessment procedures coordinated at VEC level.</p>	<p>Centre director/Principal, QA coordinator, Programme coordinators, Programme staff, community education facilitator, ALO's Admin staff,</p>	<p>Attendance at assessment in-service documents Induction checklist Teacher's handbook Attendance documentation, copies of staff information Minutes of meetings. Staff verification Internal verification reports FETAC's Guidelines for assessors on Internal verification Co Mayo VEC's Policy on Internal verification and external Authentication. External Authentication reports Minutes from. Results Approval Panel Results Approval Panel records.</p>
<p>External Authenticator</p>	<p>FETAC External Authenticator Co QA Officer</p>	<p>External Moderator Reports FETAC's Guidelines for assessors on Internal verification Co Mayo VEC's Policy on Internal verification and external Authentication. External Authentication reports Minutes from. Results Approval Panel Results Approval Panel records.</p>

Provision for Appeal of results internally and through FETAC Currently using Co. Cork National Appeals Process	Centre director/Principal, QA coordinator, Programme coordinators, Programme staff, community education facilitator, ALO's Admin staff,	Grievance regarding a grade form Learner handbook FETAC appeals Process Staff verification Co Mayo VEC's policy on Appeals Appeals letter Co Cork National Appeal Form
Self Evaluation	Centre director/Principal, QA coordinator, Programme coordinators, Programme staff, community education facilitator, ALO's Admin staff,	Self evaluation checklist Programme improvement plan Programme reports. Staff verification Learner verification Completed learner questionnaires Minutes from Programme team meetings
Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
Coordinated between VEC and:- Centre director/Principal; Programme coordinators,; QA coordinator; Community education facilitator; ALO's	As required when new staff join Annually	Induction with new staff to ensure that they are up to date and familiar with all assessment requirements.
Centre director/Principal, Programme coordinators,	At the start of the academic year	Ensure that all staff have attended the meetings and are up to date and familiar with all assessment requirements

QA coordinator Community education facilitator, ALO's		
Centre director/Principal, Programme coordinators, QA coordinator Community education facilitator, ALO's	At each assessment period.	Ensure all required staff attends internal verification meetings and that all internal verification forms are completed and signed.

<u>Co Mayo VEC</u>			
Procedure Title: B6.6	Assessment performed by external parties	Version: 2.0	Date: 6/12/07
Purpose: <ul style="list-style-type: none"> • To ensure that all external assessment is fair and consistent • To ensure that external assessors are aware of their roles and responsibilities to the student • To ensure that total student effort is reflected in their results. 			
Staff Involved: AEO's, QA coordinators, Centre director/Principal, QA coordinator, Programme coordinators, Programme staff, community education facilitator, ALO's, VEC administrative staff, third party assessors.			
Method(s) used to carry out this procedure	Who MAY carry out this procedure in conjunction with Co Mayo VEC.	Evidence that <u>MAY</u> be generated by this procedure. Samples should include <u>SOME</u> of these examples listed below.	

<p>Guidelines for third party assessors</p> <p>Statement of Criteria for Sub-contracting Programme delivery</p>	<p>Centre director/Principal, QA coordinator, Programme coordinators, Programme staff, community education facilitator, ALO's Admin staff,</p>	<p>Course specific guidelines for third party assessors</p> <p>Records of meetings with third party assessors</p> <p>Module requirements and assessment criteria.</p> <p>Staff verification</p> <p>Verification by third party assessors, i.e. work placement providers.</p> <p>Report/s as specified from second provider to first provider</p> <p>Correspondence between first and second provider</p> <p>Minutes of meetings between first and second provider. (See B8)</p>
<p>Contact with third party assessors - Employers are contacted by letter to confirm placement and lay out placement agreement.</p> <p>A separate letter is sent with insurance letter from the VEC.</p>	<p>Work placement tutors. VEC administrators</p>	<p>Work placement provider documentation evidence. – Letters, copies of insurance letters, report forms, Garda clearance forms etc.</p> <p>Staff verification</p> <p>Work placement provider evidence.</p>
<p>Staff visits to work placement.</p>	<p>Work placement tutors</p>	<p>Work placement tutor reports on student placement</p> <p>Work placement providers report on student progress.</p>
<p>Learner evidence -Each student keeps a work experience diary to document his/her placement.</p>	<p>Students</p>	<p>Student report from work placements</p> <p>Copy letters to work placement providers</p> <p>Correspondence between provider and work placement tutor</p>
Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)

Work placement tutors	During work placement	Ensure placement is benefiting student and that module requirements are being met
Work placement tutors	On completion of work placement	Completion of work placement reports
Work placement tutor	After completion of placement	Ensure that placement met both student and providers requirements, file reports and mark student placement reports.
QA office/centre coordinator	At year end	Collate samples of placement paperwork for QA folder and Self Evaluation of programme.

<u>Co. Mayo Vocational Education Committee</u>			
Procedure Title: B6.7.	Consistency of Marking with national standards	Version: 3.0	Date: April 2013
Purpose: <ul style="list-style-type: none"> • To ensure that markers are marking in accordance with national standards for the award • To ensure that all learners are marked consistently and fairly • To ensure the integrity of the award. 			
Staff Involved: Centre Director/Principal, QA coordinator, programme coordinators, programme staff, , Community Education facilitator, ALO's			
Method(s) that may be used to carry out this procedure	Who MAY carry out this procedure in conjunction with Co Mayo VEC.	Evidence that <u>MAY</u> be generated by this procedure. Samples should include <u>SOME</u> of these examples listed below.	

Guidelines for assessors.	Centre Director/Principal QA coordinator Programme coordinator Outside agencies	Co. mayo VEC Assessment Guidelines FETAC Qusality Assurnce guidelines for assessment. Programme descriptors Module guidelines for internal assessors Co. Mayo VEC Assessment Handbook Learner feedback Staff handbook Co Mayo VEC assessment policy Minutes from exam meetings Staff verification Learner verification
Reports from external examiners	FETAC External examiner	Reports from external examiners. Staff verification
Formal and informal assessment	Centre Director/Principal QA coordinator Programme coordinator Outside agencies	Completed marking sheets, scripts and assessments Records of continuous assessment and evaluations Learner verification Class plans Records of certification# Staff verification
In-Service training is attended when and where provided.	Centre Director/Principal QA coordinator Programme coordinator Outside agencies	Records of in-service training Staff handbook
Monitoring		

Monitor (Job Title)	Frequency	Monitoring Method(s)
All teaching staff	Annually	Informal review of quality of assessments handed in and review of marks spread, with a formal review of marking and assessment at staff meetings on an annual basis
All teaching Staff	Bi-annually	Each programme will receive an in-depth review on a bi-annual basis; all assessments, marking methods and progress will be reviewed and updated as required.
All teaching staff	After each assessment is completed	Marking sheets reflect module requirements Marking sheets are collated and kept securely Marked assessments and marked scripts kept securely All student feedback forms kept securely then passed onto QA co-ordinator
Director and Quality Assurance officer or co-ordinator	at relevant assessment periods	Ensure all required staff attends internal verification meetings and that all internal verification forms are completed and signed.
QA co-coordinator	At year end	Collate all marking sheets and feedback forms and file in QA folder.

County Mayo Vocational Education Committee			
Procedure Title: 6.7.1	Internal Verification	Version: 1	Date: September 2008
<p>Purpose:</p> <p>To ensure that assessment procedures have been applied consistently across all assessment activities within the county.</p> <p>To ensure that the accuracy of assessment results is verified.</p> <p>To ensure that all assessment results are checked and that Co mayo VEC's assessment procedures are adhered to by all assessors.</p>			
Staff Involved: Centre Director/Principal, QA coordinator, programme coordinators, programme staff , Community Education facilitator, ALO's			
Method(s) used to carry out this procedure	Who MAY carry out this procedure in conjunction with Co Mayo VEC.	Evidence that <u>MAY</u> be generated by this procedure. Samples should include <u>SOME</u> of these examples listed below.	

Completion of Internal Verification form	Centre director/Principal, Programme coordinators, Programme staff, community education facilitator, Admin staff, ALO's Admin staff,	Internal verification report FETAC's Guidelines for assessors on Internal verification Co Mayo VEC's Policy on Internal verification and external Authentication. Provisional module results sheets. Records of team meetings Minutes of programme review meetings. Results approval panel report External Authenticator report Minutes from Results approval panel Results Approval report.
Attend Internal verification training	Centre director/Principal, Programme coordinators, Programme staff, community education facilitator, Admin staff, ALO's Admin staff,	Records of staff attendance at in-service/training on I.V. Records of correspondence between QA coordinator and centres. FETAC's Guidelines for assessors on Internal verification Co Mayo VEC's Policy on Internal verification and external Authentication.
Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
Centre director/Principal, Programme coordinators, QA coordinator VTOS coordinator,	At each assessment period	Ensure all Internal verification reports completed and that Co Mayo VEC's Internal Verification and External Authentication Policy is consistently applied.

BTEI coordinator, Community education facilitator, ALO's		
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The rows in this table will expand as necessary. Extra rows can be added if needed.

County Mayo Vocational Education Committee			
Procedure Title: 6.7.2	External Authentication	Version: 1.0	Date: September 2008
Purpose: To ensure that there is independent authoritative confirmation of fair and consistent assessment of learners in accordance with national standards.			
Staff Involved: Centre Director/Principal, QA coordinator, programme coordinators, programme staff, , Community Education facilitator, ALO's			
Method(s) used to carry out this procedure	Who MAY carry out this procedure in conjunction with Co Mayo VEC.	Evidence that <u>MAY</u> be generated by this procedure. Samples should include <u>SOME</u> of these examples listed below.	
Selection of External Authenticator	Centre director/Principal, QA coordinator Programme coordinators, Programme staff, community education facilitator, Admin staff, ALO's Admin staff,	List of FETAC approved external authenticators Letter to External authenticator Co Mayo VEC's Policy on Internal verification and External authentication. Requests from Centers re requirements Minutes of Meetings regarding County needs of External authentication.	

External Authentication process	Centre director/Principal, QA coordinator Programme coordinators, Programme staff, community education facilitator, Admin staff, ALO's Admin staff,	Co Mayo VEC's policy on Internal verification and External authentication. Internal Verification reports Provisional results report Sample of portfolios Provisional results reports
Results Approval Panel	Centre director/Principal, QA coordinator Programme coordinators, Programme staff, community education facilitator, Admin staff, ALO's Admin staff,	Co Mayo VEC's internal verification and external authentication policy Internal Verification reports Minutes of results Approval meeting Statement of results Staff verification. Results Approval Panel report
Issue of Results Dual process in use at present.	Centre director/Principal, QA coordinator Programme coordinators, Programme staff, community education facilitator, Admin staff, ALO's Admin staff,	Copy of final statements of results Copy/ies of individual candidate results Co Mayo VEC's Appeals letter Co Mayo VEC's Appeals form
Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
Centre director/Principal,	At each assessment period	Ensure all external verification reports completed and that Co Mayo VEC's Internal Verification and External Authentication Policy is consistently applied.

Programme coordinators, QA coordinator Community education facilitator, ALO's		Ensure that results are posted to learners and that appeals process is correctly implemented.
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Co. Mayo Vocational Education Committee			
Procedure Title: B6.8	Feedback to learners	Version: 2.0	Date: 2/10/12
Purpose: <ul style="list-style-type: none"> • To ensure that all learners will be provided with timely and constructive feedback on assessment. • To ensure that learners view written feedback and are provided with aural feedback through appropriate mechanisms • To ensure that learners are provided with feedback in a clear consistent and fair manner, commensurate with learner needs and FETAC requirements. 			
Staff Involved: Centre Director/Principal, QA coordinator, programme coordinators, programme staff, , Community Education facilitator, ALO's			
Method(s) used to carry out this procedure	Who MAY carry out this procedure in conjunction with Co Mayo VEC.	Evidence that <u>MAY</u> be generated by this procedure. Samples should include <u>SOME</u> of these examples listed below.	

<p>All learners will be provided with informal aural feedback throughout the academic year. The policy for written feedback however applies to the first two terms only.</p>	<ul style="list-style-type: none"> • Centre director/Principal, • QA coordinator, • Programme coordinators, • Programme staff, • VTOS coordinator, • BTEI coordinator, • community education facilitator, • ALO's • Admin staff, 	<p>Feedback sheet</p> <p>Record of Receipt of Feedback on Assessment.</p> <p>Marked assessments</p> <p>Staff verification</p> <p>Learner verification</p> <p>Learner questionnaire</p> <p>Web site</p> <p>Learners handbook</p> <p>Assignment briefs</p>
<p>Informal aural feedback is given to students at all stages throughout the academic year on all assignment work.</p>	<p>Centre director/Principal, QA coordinator, Programme coordinators, Programme staff, community education facilitator, ALO's Admin staff,</p>	<p>Records of meetings with tutors</p> <p>Staff verification</p> <p>Learner verification</p> <p>Learner questionnaire</p> <p>One to one communication between tutors and learners</p> <p>Overview of assignment</p>
<p>Communication of information to learners</p>	<p>Centre director/Principal, QA coordinator, Programme coordinators, Programme staff, community education facilitator, ALO's Admin staff,</p>	<p>Assignment brief</p> <p>Module overview</p> <p>Learner handbook</p> <p>Feedback sheet</p> <p>Web site</p> <p>Record of Receipt of Feedback on Assessment.</p> <p>Record of hand in of assessment</p> <p>Marked assessments</p> <p>Completed learner verification – analysis displayed for learner information.</p> <p>Student diary</p>

Communication of information to staff	Centre director/Principal, QA coordinator, Programme coordinators, Programme staff, community education facilitator, ALO's Admin staff,	Staff handbook Staff induction Co Mayo VEC assessment policy mentoring system In-service on assessment/QA Continual Professional development training QA Moodle site CO Mayo VEC website FETAC assessment information Team meetings on assessment Exam meetings FESS in-service on assessment. FETAC module guidelines FETAC assessment guidelines
Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
All teaching staff	Annually	Informal review of programme on an ongoing basis with a formal review of assessment at staff meetings on an annual basis
All teaching Staff (if included in delivering the module)	Bi-annually	Each programme will receive an in-depth review on a bi-annual basis; all assessments, delivery methods and progress will be reviewed and updated as required.
All teaching staff	After each assessment is completed	Marking sheets reflect module requirements Marking sheets are collated and kept securely Marked assessments and marked scripts kept securely All learner feedback forms kept securely then passed onto QA co-ordinator Any grievance forms attached to appropriate assignment

		Any extenuating circumstances forms attached to assignment
QA co-coordinator	At year end	Collate all marking sheets, feedback forms, copies of grievance forms and extenuating circumstances forms and file in QA folder.

Co. Mayo Vocational Education Committee			
Procedure Title: B6.9	Learner Appeals	Version: 2.0	Date: June 2008
Purpose: <ul style="list-style-type: none"> • To ensure that any extenuating circumstances are taken into account when assessments are marked • To ensure fair and transparent marking of all assessments • To ensure that all learners have an opportunity to appeal a result that they consider to be unfair 			
Staff Involved: Centre Director/Principal, QA coordinator, programme coordinators, programme staff, , Community Education facilitator, ALO's			
Method(s) that may be used to carry out this procedure	Who does it	Evidence generated by this procedure	
<u>Co Mayo VEC Appeals Process</u>	Centre director/Principal, QA coordinator, Programme coordinators, Programme staff, community education facilitator, ALO's Admin staff,	Co Mayo VEC's Internal Verification and External Authentication Procedures. Internal verification report/s External authentication report Feedback sheets Marking sheets Provisional results report Copy of individual learner results Copy of completed Co Mayo VEC learner appeals form.	

<p><u>FETAC appeals procedure (Old system pre July 2008)</u> <u>Co Mayo VEC re currently using the National appeals process administered by CO Cork VEC and put in place by the IVEA.</u></p>	<p>Centre director/Principal, QA coordinator, Programme coordinators, Programme staff, community education facilitator, ALO's Admin staff,</p>	<p>FETAC notice board Learner handbook Tutor handbook Copies of letters to learners Records of appeals. Appeals handbook issued by Co Cork VEC</p>
<p><u>National appeals procedure administered by Cork,</u></p>	<p>Centre director/Principal, QA coordinator, Programme coordinators, Programme staff, community education facilitator, ALO's Admin staff,</p>	<p>Co Mayo VEC learner handbook Appeals procedure. Learner information Tutor information Copies of letters to learners Records of appeals sent to FETAC from the centre/VEC.</p>
Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
<p>Centre Director/Principal Programme co-coordinator FETAC coordinator Adult literacy Organiser</p>	<p>At each assessment period</p>	<p>Informal review of programme on an ongoing basis with a formal review of assessment and any grievances at staff meetings on an annual basis</p>
<p>Centre Director/Principal Programme co-coordinator</p>	<p>At each assessment period</p>	<p>Each programme will receive an in-depth review on a bi-annual basis; all assessments, grievances and progress will be reviewed and updated as required.</p>

FETAC coordinator Adult literacy Organiser		
Centre Director/Principal Programme co-coordinator FETAC coordinator Adult literacy Organiser	At each assessment period	Grievance form is provided to learner Grievance form completed correctly Follow up by FETAC is completed All grievance forms kept securely then passed onto QA co-ordinator
Tutors involved with a student grievance	Follow external evaluation by FETAC examiners	Discuss grievance and assignment with FETAC examiner/authenticator Discuss final modified grade if changed.
QA co-coordinator	At year end	Collate all grievance sheets and external examiners comment forms and file in QA folder.

Procedure Title: 6.10	Results Approval	Version: 2.0	Date: March 2013
<p>Purpose:</p> <p>To ensure that results are fully quality assured and signed off by the relevant centre prior to submission to FETAC for certification.</p> <p>To ensure that clear and comprehensive systems are set and followed for submitting learner data and results.</p> <p>To ensure that fair and transparent procedures are followed throughout the assessment process</p>			
Staff Involved:			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
<p>Results Approval Panel</p> <p>All data forwarded to FETAC is thoroughly checked for accuracy and reliability and that all details of the checking process are recorded.</p> <p>Provisional results sheets printed out and checked by each tutor/teacher before being signed by each tutor/teacher</p> <p>Any errors highlighted and corrections made on FBS prior to I.V and EA and signing of Provisional results sheet by tutor/teacher</p> <p>Checked signed provisional results sheets signed by head of centre</p> <ul style="list-style-type: none"> • A signed copy of Co. Mayo VEC Assessor checklist – preparing for authentication is completed for each bundle of submitted learner evidence. <ul style="list-style-type: none"> ○ Tutor/teacher ○ Centre Director/Principal ○ QA coordinator <p>Programme coordinator. signed copies of provisional results sheets</p> <p>Signed copies of Co. Mayo VEC Assessor checklist</p>	<p>Education officer</p> <p>AEO</p> <p>County QA officer</p> <p>Principal/Centre director</p> <p>Internal verifier(appropriate to centre)</p> <p>External Authenticator (if available)</p> <p>Assessors (as scheduled.</p>	<p>Provisional module results sheets</p> <p>Internal verifiers reports</p> <p>Minutes from Results Approval Panel</p> <p>External Authentication report</p> <p>Staff verification</p> <p>Signed checklist</p> <p>Co Mayo VEC proposal for Internal verification and external authentication</p> <p>Signed copy of provisional results reports.</p>	
Monitoring			

Monitor (Job Title)	Frequency	Monitoring Method(s)
Education officer AEO County QA officer Principal/Centre director (as appropriate) Internal verifier(appropriate to centre) External Authenticator (if available) Assessors (as scheduled.	At each assessment period	Review of evidence Review of process Production of Internal verification and external authentication report.

Co. Mayo VEC			
Procedure Title: B6.11	Corrective Action	Version: 4.0	Date: April 2013
<p>Purpose:</p> <ul style="list-style-type: none"> • To ensure that procedures are in place to deal with errors, omissions that may impact on the validity of the assessment process. • To ensure that procedures are in place for lost assessment documentation and/or evidence. • To ensure that procedures are in place to deal with deliberate actions by learners, staff or contracted trainers which may impact on the validity of the assessment process 			
<p>Staff Involved: Centre Director/Principal, QA coordinator, programme coordinators, programme staff, , Community Education facilitator, ALO's</p>			
Method(s) that may be used to carry out this procedure	Who does it	Evidence generated by this procedure	
<p>Records of internal verification of assessment are kept.</p> <p>Any incident is reported and documented and all documentation forwarded to FETAC.</p> <p>Records and corrective action are taken as directed in FETAC Rules for Candidates and centres.</p> <p>The learner and all staff and or others involved in an incident are required to provide written statements.</p>	<p>Centre Director/Principal</p> <p>QA coordinator</p> <p>Programme coordinator</p> <p>Tutor/teacher</p>	<p>Reports of any incident that may have occurred.</p> <p>Evidence that may support an incident, e.g. evidence of plagiarism.</p>	
<p><u>Lost – Misplaced – stolen Learner work/evidence</u></p> <p>Tutor/Teacher prepares report with copies of supporting documentation for external examiner. Centre Director also prepares a report any previously submitted work should also be attached.</p> <p>The learner should be informed and asked if they have a copy of the assessment for re-submission. This should be thoroughly checked for authenticity.</p> <p>The learner may be given the opportunity for re-submission depending on the circumstances.</p>	<p>Centre Director/Principal</p> <p>QA coordinator</p> <p>Programme coordinator</p> <p>Tutor/teacher</p>	<p>Evidence to support learner attainment in case of lost learner work, e.g. feedback sheets, record of receipt of assessment brief, record of hand in of student work etc.</p> <p>Tutors report</p> <p>Directors/principals report</p> <p>Learner re-submitted work – if appropriate</p>	

<p>Action of Teacher/Tutor</p> <p>Informal Interview with student to suggest that there may be irregularities with the work and to point out the area of work in question.</p> <p>If the learner/s admits to the alleged malpractice in an area of work then that area of work receives zero. (Teacher and Learner signs Malpractice form)</p> <p>If student denies assessment malpractice then formal proceedings take place. (Malpractice form signed by teacher)</p> <p>A formal meeting is arranged with student/s concerned and with QA Co-Coordinator for the centre in order to ascertain if assessment malpractice has taken place and to what extent.</p> <p>All learner/s involved in a suspected assessment malpractice incident should be interviewed.</p> <p>Suggest that the students bring another student for support. You should bring evidence to support your Supposition.</p> <p>The learner should bring evidence to support their work.</p> <p>Action of Student</p> <p>Opportunity to be interviewed by tutor with another student as Support, in order to ascertain if assessment malpractice has taken place and to what extent. The Learner has the opportunity to bring along any evidence to support their work. The tutor will have another tutor with them. This is a formal proceeding.</p> <p>The outcome of an assessment malpractice investigation should be included in the final report to the external examiner/authenticator. FETAC are informed of any incident that may have taken place and provided with evidence and all reports.</p>	<p>Teacher/Tutor</p> <p>QA Co-Coordinator</p> <p>Director/Principal</p> <p>Student/Learner</p> <p>Learner for support</p>	<p>Reports of any incident that may have occurred.</p> <p>Evidence that may support an incident, e.g. evidence of malpractice.</p> <p>Suspected Malpractice form – with evidence. Signed by teacher and Learner</p> <p>Assessment work suspected of Malpractice</p> <p>Letter to learner inviting them to the meeting.</p> <p>Minutes of meeting</p> <p>Copies of learner evidence brought to meeting (if any)</p> <p>Outcome letter of board’s decision to learner/s</p> <p>Evidence to support learner attainment in case of lost learner work, e.g. feedback sheets, record of receipt of assessment brief, record of hand in of student work etc.</p>
<p>Monitoring</p>		
<p>Monitor (Job Title)</p>	<p>Frequency</p>	<p>Monitoring Method(s)</p>

Centre Director/Principal Programme co-coordinator FETAC coordinator Adult literacy Organiser	At each assessment period	Informal review of programme and discussion of any incident that may have taken place, with a formal review of any incident at staff meetings on an annual basis
Centre Director/Principal Programme co-coordinator FETAC coordinator Adult literacy Organiser	After each assessment period	Check that all assignments have been correctly marked and all marks adder up correctly Check that all marks are correctly entered onto module results sheet N3 Remain vigilant to any evidence of plagiarism Ensure any errors or omissions are flagged and corrective action is taken.
Centre Director/Principal Programme co-coordinator FETAC coordinator Adult literacy Organiser	At each assessment period	Collate all forms of evidence, if any, and file in QA folder.

B7 – Protection for learner’s policy

Co Mayo Vocational Education Committee is not subject to Section 43-47 of The Qualifications (Education & Training) Act 1999.

If for any reason a programme does not run all prospective learners will be notified immediately. If possible prospective learners will be directed to alternative programmes that suit their needs, knowledge, skills and competency levels. All fees paid will be refunded.

Co Mayo VEC			
Procedure Title: 7.1 (new)	Cessation of programmes	Version: 1.0	Date: May 09
Purpose: To ensure arrangements are in place to protect learners in the event that a programme does not run or ceases unexpectedly.			
Staff Involved: Centre Director/Principal ,Programme co-coordinator, FETAC coordinator, Adult literacy Organiser			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Learners contacted in writing or by telephone Learners informed of where the programme may be available elsewhere in county Learners informed of alternative programmes that may suit their needs Administration fees refunded Course fees refunded (if paid)	Centre director/Principal, QA coordinator, Programme coordinators, Programme staff, community education facilitator, ALO's Admin staff	Original application forms Interview forms Notes made on interview form and in learner file Learner database Receipt books Files of Interview forms for each programme change of mind files for each programme Cancelled learners file. Admissions Policy Appeals form	

Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
AEO Centre Director/Principal Programme co-coordinator FETAC coordinator Adult literacy Organiser	At start of each new programme	Review of evidence Review of process

B8 – Sub-contracting/procuring programme delivery policy

All centres in Co Mayo VEC offering FETAC awards retain ultimate responsibility as primary provider for the quality of the programmes. To ensure this, formal contracting and monitoring procedures will be followed in the case of sub-contracting.

Co Mayo VEC			
Procedure Title: 8.1	Selection of Second Provider	Version: 1	Date: 20/5/09
<p>Purpose:</p> <p>To ensure Co Mayo VEC provide a statement of criteria to guide the selection of a second provider</p> <p>To ensure that selection criteria are applied when selecting second providers</p> <p>To ensure that a written statement detailing the respective responsibilities is agreed between first and second providers.</p>			
<p>Staff Involved: CEO, Education Officer, Adult Education Officer, Centre Director/Principal, QA Co-ordinator, Programme co-ordinators, Staff, Community Education facilitator, ALO's.</p>			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	

Statement of criteria		Education Officer Adult Education Officer County QA co-ordinator	Quotations received Correspondence between first and second provider Minutes of meetings Statement of Criteria	
Tenders			Correspondence received between first and second provider Minutes of meetings	
Monitoring				
Monitor (Job Title)	Frequency	Monitoring Method(s)		
Education Officer Adult Education Officer County QA co-ordinator	Annually	Review of evidence		
Co Mayo VEC				
Procedure Title: 8.2	Contract Arrangements		Version: 1	Date: 20/5/09
Purpose: To ensure Co Mayo VEC provide a written statement or contract detailing respective responsibilities and that this is agreed between First and second providers.				
Staff Involved: CEO, Education Officer, Adult Education Officer, Centre Director/Principal, QA Co-ordinator, Programme co-ordinators, Staff, Community Education facilitator, ALO's.				
Method(s) used to carry out this procedure		Who does it	Evidence generated by this procedure	

<p>Contract between first and second providers as designed by Co Mayo VEC.</p>	<p>CEO, Education Officer Adult Education Officer County QA co-ordinator, Centre Director/Principal, Programme Co-ordinators, Staff, Community Education Facilitator, ALO's</p>	<p>Copy of the contract/written statement Correspondence between first and second provider Minutes of meetings between first and second provider.</p>
<p>Monitoring</p>		
<p>Monitor (Job Title)</p>	<p>Frequency</p>	<p>Monitoring Method(s)</p>
<p>Education Officer Adult Education Officer County QA co-ordinator Centre Director/Principal, Programme Co-ordinators, Staff, Community Education Facilitator, ALO's</p>	<p>Annually</p>	<p>Review of evidence</p>

Co Mayo VEC			
Procedure Title: 8.3	Reporting Arrangements	Version: 1	Date: 20/5/09
Purpose: To ensure that reporting, monitoring procedures are agreed between first and second provider as part of the contract.			
Staff Involved: CEO, Education Officer, Adult Education Officer, Centre Director/Principal, QA Co-ordinator, Programme co-ordinators, Staff, Community Education facilitator, ALO's.			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Agreed reporting procedures	Centre Director/Principal, Programme Co-ordinators, Staff, Community Education Facilitator, ALO's	Copy of the contract/written statement Report/s as specified from second provider to first provider Correspondence between first and second provider Minutes of meetings between first and second provider.	
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
Education Officer Adult Education Officer County QA co-ordinator Centre Director/Principal, Programme Co-ordinators, Staff, Community Education	Annually	Review of evidence	

Facilitator, ALO's		
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Co Mayo VEC			
Procedure Title: 8.4	Reporting Arrangements	Version: 1	Date: 20/5/09
Purpose: To ensure that monitoring procedures of awards are agreed between first and second provider as part of the contract.			
Staff Involved: CEO, Education Officer, Adult Education Officer, Centre Director/Principal, QA Co-ordinator, Programme co-ordinators, Staff, Community Education facilitator, ALO's.			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Learner evaluation forms	Centre Director/Principal, Programme Co-ordinators, Staff, Community Education Facilitator, ALO's	Evaluation forms Analysis of evaluation forms Evaluation reports.	
Analysis of second provider reports	Centre Director/Principal, Programme Co-ordinators, Staff, Community Education Facilitator, ALO's	Minutes of meetings of Quality Assurance team Copy of second provider reports Copy of analysis of second provider reports.	

Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
Centre Director/Principal, Programme Co-ordinators, Staff, Community Education Facilitator, ALO's	Annually	Review of evidence

B9 –Self-evaluation policy

It is the policy of Co. Mayo Vocational Education Committee to endeavour to implement a comprehensive self-evaluation programme, using appropriate methodology, with the aim of reviewing programmes and services, thus forming a basis on which they may be maintained, developed and improved.

Co. Mayo VEC has a QA coordinator; central policies and procedures which have been devised in line with FETAC requirements. The QA coordinator along with policy working groups throughout the county is now supporting all other FETAC providers within the county to implement the Co Mayo QA system using these central policies and procedures.

The county is divided into provider types as follows:

- PLC
- ~~St Catherine's Training and Resource Centres~~—These centres closed June 2011.
- Adult Education Services
- Youthreach.

For each of these providers there is a person responsible for the implementation of all QA processes within each centre for that provider.

Co. Mayo VEC		
Procedure Title: B9.1	Assignment of responsibility	Version: 2.0
Date: November 08		
Purpose: This outlines who will coordinate the self evaluation process, within the organisation		
Staff Involved: Centre Director/Principal, QA coordinator, programme coordinators, programme staff, , Community Education facilitator, ALO's		
Method(s) that may be used to carry out this procedure	Who does it	Evidence generated by this procedure
A Draft five year plan for Self evaluation will be drawn up; this will take into consideration QFI as well as programme review. County QA coordinator	Centre Director/Principal County QA coordinator QA coordinators Programme co-coordinator FETAC coordinator Adult literacy Organiser	Reports generated by review process County self evaluation plan 5 year self evaluation template Draft five year plan for Co Mayo VEC

Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
Centre Director/Principal Programme co-coordinator FETAC coordinator Adult literacy Organiser or person appointed by them.	Programme review - All programmes will be reviewed on a yearly basis.	Formally – staff meetings Informally staff team
Centre Director/Principal Programme co-coordinator FETAC coordinator Adult literacy Organiser or person appointed by them.	Self Evaluation – Programmes will be reviewed according to five year plan	Programme review minutes Self evaluation check list Self evaluation report Programme improvement Plan County five year plan.
Centre Director/Principal Programme co-coordinator FETAC coordinator Adult literacy Organiser or person appointed by them.	Service Review – Services will be reviewed on an ongoing basis with an in-depth review taking place at the end of each academic year.	Formally – staff meetings Student questionnaires Plan for provision of future services.

<p>It is felt that full evaluation should take place according to the county Five year plan, thus allowing every course provided to be fully evaluated with continuous review taking place for every course each year.</p> <p>Thus all courses will be continually updated reflecting the changing needs of learners, higher education links, prospective employers and technological developments within the programmes delivered.</p> <p>This also allows staff teaching on these programmes to meet on a regular basis and to exchange ideas, thus benefit both staff and learners.</p>	Teaching staff	<p>County Mayo VEC Five Year Self Evaluation Plan</p> <p>Self Evaluation template</p> <p>Monitoring checklist</p>
Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
Centre Director/Principal Programme co-coordinator FETAC coordinator Adult literacy Organiser or person appointed by them.	Programme review - All programmes will be reviewed on a yearly basis.	Formally – staff meetings Informally staff team
Centre Director/Principal Programme co-coordinator FETAC coordinator Adult literacy Organiser or person appointed by them.	Self Evaluation – Programmes will be reviewed according to Co Mayo VEC five year plan	Programme review minutes Self evaluation check list Self evaluation report Programme improvement Plan.
Centre Director/Principal Programme co-coordinator FETAC coordinator Adult literacy Organiser or person appointed by them.	Service Review – Services will be reviewed on an ongoing basis with an in-depth review taking place at the end of each academic year.	Formally – staff meetings Student questionnaires Plan for provision of future services.

Co. Mayo VEC			
Procedure Title: B9.3	Range	Version: 1.1	Date: November 08
Purpose: <ul style="list-style-type: none"> • To ensure that all courses that run are evaluated commensurate with their longevity • To ensure sufficient evaluation takes place to ensure all course reflect requirements of employers • To ensure that all courses are as up to date as possible • To ensure that all courses reflect student needs. • To ensure consistency of marking across modules 			
Staff Involved: Centre Director/Principal, QA coordinator, programme coordinators, programme staff, VTOS coordinators, BTEI coordinators, Community Education facilitator, ALO's			
Method(s) that may be used to carry out this procedure		Who does it	Evidence generated by this procedure
General Review of all courses by staff team, coordinator and management team Programmes will be grouped by fields of learning		Staff teaching the relevant programmes	Minutes or report of review meeting
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
AEO or a person appointed by them	Programme review - All programmes will be reviewed on a yearly basis.	Formally – staff meetings, internal verification meetings. Informally staff team	
AEO or a person appointed by them	Self Evaluation – Programmes will be reviewed on a bi-annual basis	Programme review minutes Self evaluation check list Self evaluation report Programme improvement Plan.	

AEO or a person appointed by them	Service Review – Services will be reviewed on an ongoing basis with an in-depth review taking place at the end of each academic year.	Formally – staff meetings Student questionnaires Plan for provision of future services.
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<u>Co. Mayo VEC</u>			
Procedure Title: B 9.4	How learners will contribute to self evaluation	Version: 1.0	Date: 12/5/06
Purpose:			
<ul style="list-style-type: none"> • To ensure that programmes reflect learners requirements • To ensure that learners have an input into programme development 			
Staff Involved: All teaching staff on relevant programmes being reviewed			
Method(s) that may be used to carry out this procedure	Who does it	Evidence generated by this procedure	
A learner questionnaire will be administered at the end of each academic year for the students to complete. This will reflect their thoughts, and opinions as well as quantitative information as to course uptake etc	Learners	Completed questionnaire	
Learner views will be compiled from the learner satisfaction questionnaires that students are asked to complete at the end of each academic year.	Centre Cordiantors/Directors/Principals/ALO's and Staff	Results from questionnaire	
Questionnaire will be updated on a regular basis to ensure that it fits with courses being delivered and that it accurately reflects students thoughts and views	Centre Coordinators/Directors/Principals/ALOs and Staff	The learner questionnaire Minutes from review meetings	

Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
Tutor responsible for Questionnaire update and administration	Yearly	Questionnaire review meetings Learner's views.

The rows in this table will expand as necessary. Extra rows can be added if needed.

Co. Mayo Adult Education Services			
Procedure Title: B9.5	External Evaluator	Version: 1.0	Date: 12/5/06
Purpose:			
<ul style="list-style-type: none"> To ensure that programmes are reviewed by an independent person thus providing constructive information on development from an independent source 			
Staff Involved: AEO ALO's/centre coordinators and, Independent reviewer			
Method(s) that may be used to carry out this procedure	Who does it	Evidence generated by this procedure	
<p>A person will be selected that is independent of the programme delivery and who is capable of comparing the quality of the programmes being evaluated with that of similar programmes elsewhere.</p> <p>The person will possess a good knowledge of the range and types of programmes offered within the areas of study and will have the necessary education and experience to evaluate the range of programmes effectively.</p> <p>The external evaluator will ideally be involved within the adult education and/or Further education sector with experience of national and/or international certification systems.</p> <p>They will also have experience of some or all of the following: - programme design, delivery, and evaluation, cross moderation standards, auditing experience, quality systems and centre accreditation.</p>	Education Officer Centre Director/Principal County QA coordinator QA coordinators Programme co-coordinator FETAC coordinator Adult literacy Organiser	Letter providing evidence of appointment of suitable external evaluator	

Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
AEO	Yearly	Ensure reviewer is appropriate for courses to be reviewed
QA co-coordinator	Yearly	Ensure reviewer is available for course review and co-ordinate review process.

Co. Mayo VEC.			
Procedure Title: B9.6	Methodology	<u>Version: 1.0</u>	Date: 12/5/06
Purpose: <ul style="list-style-type: none"> • To ensure that the review is comprehensive and carried out in a co-ordinated manner • To ensure that all aspects of a programme are reviewed • Top ensure that all programmes are examined and appraised in depth • To ensure that all programmes are fully assessed and kept up to date • To ensure that all programmes reflect the needs of employers, society, the teachers and the learners. 			
Staff Involved: All staff			
Method(s) that may be used to carry out this procedure	Who does it	Evidence generated by this procedure	

<p>Definition of the Purpose of the Evaluation. The self-evaluation of programmes run and delivered by Co. Mayo VEC will be evaluated in accordance with Co Mayo Draft Five year plan this will allow all programmes to be examined and appraised in depth. It is felt that by evaluating the programmes in this way full attention can be given to all programmes and therefore all aspects of the programmes can be fully assessed and kept up to date. Thus benefiting all stakeholders both internally and externally.</p> <p>A range of evaluation techniques will be utilised to ensure that all aspects of all programmes are fully appraised.</p>	<p>Education Officer AEO QA co-coordinator Independent reviewer/external evaluator</p>	<p>Completed self- evaluation checklist, Completed programme report Completed programme improvement Plan. Co Mayo VEC Five Year Plan.</p>
<p>Resources - Budgetary and personnel. The evaluation will be conducted within the current allocation of budget and personnel resources of Co. Mayo Adult Education Services.</p>	<p>Education Officer AEO QA co-coordinator Independent reviewer/external evaluator</p>	
<p><u>Who and what are to be evaluated</u> All programmes run by Co. Mayo Adult Education Services will be evaluated using the criteria set down by FETAC on the '<i>Self Evaluation Checklist</i>'.</p>	<p>Education Officer AEO QA co-coordinator Independent reviewer/external evaluator</p>	<p>Co Mayo Self Evaluation Checklist Co Mayo VEC five year plan.</p>
<p>Type of evaluation to be undertaken. The evaluation will be a process evaluation, determining whether all of the programme's procedures are working as planned.</p>	<p>Education Officer AEO QA co-coordinator Independent reviewer/external evaluator</p>	

<p>Methods to be used.</p> <p><u>Quantitative</u> methods will be used in that learner numbers will be monitored, as will be the uptake of individual programmes. This information will be sourced from attendance figures, learner questionnaires etc. Additional quantitative information may also be utilised such as pass rates, uptake of additional certificates, e.g. First Aid and Manual Handling.</p>	<p>Education Officer AEO QA co-coordinator Independent reviewer/external evaluator</p>	<p>Quantitative data such as: - learner numbers Uptake of individual programmes, Attendance figures, learner questionnaires Pass rates, uptake of additional certificates, e.g. First Aid and Manual Handling. Minutes form Programme review meetings.</p>
<p>Quantitative information is valuable in that it is possible to use figurative data to directly compare and contrast evidence. Successful utilisation of quantitative data ensures an immediate visual communication of complex data.</p>		
<p><u>Qualitative</u> methods will form by far the largest part of this evaluation. Qualitative information will be sourced from learner feedback, staff feedback, and student questionnaires as well as staff meetings. Thus both formal and informal information will be utilised.</p> <p>Qualitative information will provide invaluable information for this evaluation in that it is a rich and complex source of data allowing data that cannot be counted or characterised figuratively to be represented fully and accurately.</p>	<p>Education Officer Centre Director/Principal County QA coordinator QA coordinators Programme co-coordinator FETAC coordinator Adult literacy Organiser All staff</p>	<p>Learner feedback, staff feedback, learner questionnaires as well as staff meetings</p>

<p>Information collection and analysis. It is envisaged that data will be collected over a 2-year period. All courses will be under ongoing review, minutes from staff meetings, learner feedback and employer's reports will impact on review. This information will be collated for analysis and programme evaluation.</p>	<p>Education Officer Centre Director/Principal County QA coordinator QA coordinators Programme co-coordinator FETAC coordinator Adult literacy Organiser All staff</p>	<p>Minutes from staff meetings, learner feedback and employers reports. And resultant analysis</p>
<p>A meeting of all staff will be scheduled at the end of the academic year to which the external or peer reviewer will be invited. All data will be available at this meeting, i.e. reports from previous programme reviews, analysed student questionnaires, minutes of previous meetings, FETAC external examiners etc. The FETAC self-evaluation checklist will be used as template for the review.</p> <p>All programmes to be reviewed will be discussed in depth and suggested changes debated and updated as appropriate.</p>	<p>Education Officer Centre Director/Principal County QA coordinator QA coordinators Programme co-coordinator FETAC coordinator Adult literacy Organiser All staff External evaluator.</p>	

<p>Dissemination of information. Minutes will be taken at the meeting and a ‘Self Evaluation report’ prepared; this will document the analysis of the gathered data and make recommendations for future action. All information contained within this report will be kept confidential and all participants will remain anonymous throughout the process.</p> <p>A ‘Programme Improvement Plan’ will complement the report; this will build on the identified strengths and address areas of identified weakness. Copies of this report will be available for staff and all other internal and external stakeholders, a copy will be added to the QAS file and a further copy will be forwarded to FETAC.</p>	<p>Education Officer Centre Director/Principal County QA coordinator QA coordinators Programme co-coordinator FETAC coordinator Adult literacy Organiser All staff</p>	<p>Self evaluation report Programme Improvement Plan</p>
Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
Co. Mayo VEC	Programme review - All programmes will be reviewed on a yearly basis.	Formally – staff meetings Informally staff team Internal verification meetings
Co. Mayo VEC	Self Evaluation – Programmes will be reviewed according to the Co Mayo VEC Five Year Plan	Programme review minutes Self evaluation check list Self evaluation report Programme improvement Plan.
Co. Mayo VEC	Service Review – Services will be reviewed on an ongoing basis with an in-depth review taking place at the end of each academic year.	Formally – staff meetings Student questionnaires Plan for provision of future services.