DUNBOYNE COLLEGE
OF FURTHER EDUCATION

lmetb

Bord Oideachais agus Oiliúna Lú agus na Mí
Louth and Meath Education and Training Board

QUALITY ASSURANCE

POLICY AND

PROCEDURES

VERSION 1.0 – 2012

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SECTION 1	COMMUNICATIONS	

IT IS THE POLICY OF DUNBOYNE COLLEGE OF FURTHER EDUCATION TO HAVE INCLUSIVE, EFFECTIVE AND TRANSPARENT INTERNAL AND EXTERNAL COMMUNICATIONS NETWORKS.

WE ARE COMMITTED TO PROVIDING RELEVANT AND ACCURATE INFORMATION ON OUR SERVICES AND PROGRAMMES THAT FOSTER LEARNER CHOICE, STAFF EFFECTIVENESS AND STRONG STRATEGIC MANAGEMENT DECISIONS.

WE PROMOTE FEEDBACK MECHANISMS THAT ENSURE THE CONTINUAL DEVELOPMENT OF OUR PROGRAMMES AND SERVICES.

1.1 COMMUNICATION WITH LEARNERS

DUNBOYNE
COLLEGE
OF FURTHER EDUCATION

Methods used to carry out this procedure	Person Responsible	Evidence
Informal and formal meetings are held between staff and learners	PRINCIPAL OF COLLEGE, Teachers	• Template QA 1.1 - Recording meetings with Learners • Procedure listed in student diary for arranging meetings
Learner evaluations are carried out for each course	PRINCIPAL OF COLLEGE, Teachers	• Electronic surveys for each course are completed by students at the end of the year
Feedback mechanisms are made available to learners	PRINCIPAL OF COLLEGE, Teachers	• Student representatives in each class • Minutes of student council meetings • Feedback form in student diary and at student office
Centre reviews learner feedback on an on-going basis	PRINCIPAL OF COLLEGE, Teachers	• Minutes and agendas of meetings regarding learner feedback

1.2 COMMUNICATION WITH STAFF

DUNBOYNE
COLLEGE
OF FURTHER EDUCATION

Methods used to carry out this procedure	Person Responsible	Evidence
Informal and formal meetings are arranged with individual staff	PRINCIPAL OF COLLEGE, DOS Teachers	• Template QA 1.2 - Recording meetings with Staff

Methods used to carry out this procedure	Person Responsible	Evidence
		• Procedure listed in tutor guidelines for arranging meetings
Formal staff meetings are held on a regular basis	PRINCIPAL OF COLLEGE, Committee Members Teachers	• Agendas and minutes of staff meetings • Meeting timetable for college year
Written and verbal communication with staff	PRINCIPAL OF COLLEGE, DOS, Staff Members Teachers	• Email staff list • Notice board in staff room and resource room • Text list for staff
Staff evaluations are carried out on each course	PRINCIPAL OF COLLEGE, Teachers	• Staff are surveyed at the end of each year to get feedback on the courses and college
Staff induction and in-service training days are available to staff	PRINCIPAL OF COLLEGE Teachers	• LMETB Induction • First meeting • Staff training as required

1.3 COMMUNICATION WITH STAKEHOLDERS

DUNBOYNE COLLEGE OF FURTHER EDUCATION

Methods used to carry out this procedure	Person Responsible	Evidence
College website (www.dunboynecfe.ie) is updated regularly for all stakeholders to view	PRINCIPAL OF COLLEGE, DOS Teachers	• Website • Website Archive
Brochures are distributed and information leaflets are available for the courses on offer	PRINCIPAL OF COLLEGE, DL Teachers	• Copies of prospectus and leaflets
Publicity materials are made available and advertising of programmes is on-going	PRINCIPAL OF COLLEGE, DL Teachers	• Copies of advertisements
Correspondence with stakeholders	PRINCIPAL OF COLLEGE Teachers	• Email • Meetings • Website

Regular meetings take place with stakeholders	PRINCIPAL OF COLLEGE Teachers	• Minutes of meetings – LMETB • Local representatives forum each January
College Open Day and Careers Day	PRINCIPAL OF COLLEGE, DL, BMC Teachers	• Records of open days • Correspondence with other colleges

SECTION 2   EQUALITY

IT IS THE POLICY OF DUNBOYNE COLLEGE OF FURTHER EDUCATION TO ADDRESS ALL FORMS OF DISCRIMINATION, TO PROMOTE EQUALITY OF OPPORTUNITY AND ACCOMMODATE DIVERSITY.

THIS POLICY OPERATES SYSTEMATICALLY AT ALL LEVELS OF THE ORGANISATION'S STRUCTURES, POLICIES, PROCESSES AND PROCEDURES AND IN ALL OUR PROGRAMMES AND SERVICES

2.1 EQUALITY TRAINING

Methods used to carry out this procedure	Person Responsible	Evidence
Induction training with all staff includes an element of training on diversity and equality	PRINCIPAL OF COLLEGE, DOS Teachers	• Staff handbook which lists equality policy • New staff first meeting and training schedule • LMETB policies and procedures also made available to all new staff
Create awareness through dissemination and display of Equality Policies	PRINCIPAL OF COLLEGE Teachers	• Copies of equality policy in staff handbook, on website and in communal staff areas available for review
Staff encouraged to participate on professional development courses relating to equality issues i.e. literacy, intercultural and disability	PRINCIPAL OF COLLEGE, Teachers	• Equality training is held as required on staff days • Records of staff training undertaken

2.2 EQUALITY PLANNING

Methods used to carry out this procedure	Person Responsible	Evidence
College plans outlining college's commitment to equality objectives	PRINCIPAL OF COLLEGE Teachers	• Equality policy listed in college documentation and also on college website
Staff and team meetings to discuss equality issues	PRINCIPAL OF COLLEGE, DOS Teachers	• Minutes of staff and team meetings where equality issues have been discussed
Consultation is carried out with representative bodies covered by nine grounds of legislation	PRINCIPAL OF COLLEGE, Meath LMETB Teachers	• Consultation is carried out by Meath LMETB and results are communicated to the college as applicable

| Management are up to date with Equality legislation and its implications for the provision of programmes and services Equality Audit | PRINCIPAL OF COLLEGE, Management | • Management attend in-service training as required • Request additional training for management as required |

SECTION 3	STAFF RECRUITMENT AND DEVELOPMENT	DUNBOYNE COLLEGE OF FURTHER EDUCATION

IT IS THE POLICY OF DUNBOYNE COLLEGE OF FURTHER EDUCATION TO RECRUIT, APPOINT AND INDUCT STAFF ACCORDING TO BEST ESTABLISHED PRACTICE AND THE HIGHEST PROFESSIONAL STANDARDS IN CONJUNCTION WITH MEATH LMETB.

WE ARE COMITTED TO ENHANCING AND SUPPORTING THE CONTINUAL PROFESSIONAL DEVELOPMENT OF STAFF AT ALL LEVELS IN THE ORGANISATION.

3.1 STAFF RECRUITMENT AND ALLOCATION

Methods used to carry out this procedure	Person Responsible	Evidence
Recruitment guidelines for DCFE is published by Meath LMETB	HR – LMETB PRINCIPAL OF COLLEGE Teachers	• Copy of Recruitment Guidelines received and reviewed by DCFE management • Statements of qualifications and experience for new hires are reviewed by DCFE after being developed by Meath LMETB HR • Job Advertisements are developed through consultation with the LMETB
Interview Skills Training	HR – LMETB PRINCIPAL OF COLLEGE Teachers	• Staff interviewing on behalf of DCFE are provided with training by Meath LMETB • DCFE staff participating in interviews request interview training from LMETB as required

3.2 STAFF INDUCTION

Methods used to carry out this procedure	Person Responsible	Evidence
Staff Handbook and Teacher Diary is available to all staff	HR – LMETB PRINCIPAL OF COLLEGE Teachers	• Copy of Staff Handbook and Teacher Diary
Staff induction training available to all staff	HR – LMETB PRINCIPAL OF COLLEGE	• Staff participation at LMETB induction events

Methods used to carry out this procedure	Person Responsible	Evidence
	Teachers	
One-to-one meetings with new staff	PRINCIPAL OF COLLEGE Teachers	• New staff attendance at meetings • "Mentor" scheme set up where new staff are paired with an experienced member of staff and they meet regularly in the first few months of employment
Staff orientation available locally to all new staff	PRINCIPAL OF COLLEGE Teachers	• Mentor scheme • LMETB induction attendance

3.3 STAFF DEVELOPMENT

Methods used to carry out this procedure	Person Responsible	Evidence
Performance management development system implemented for staff	HR – LMETB PRINCIPAL OF COLLEGE Teachers	• Training needs analysis form in staff handbook • Performance management meetings with staff and management
Staff training	HR – LMETB PRINCIPAL OF COLLEGE Teachers	• Staff participation at training events • CPD events for staff
Implementation of Co. Meath LMETB Education Plan Goal 7 on staff development	HR – LMETB	• Reports in LMETB on Education Plan Implementation Committee

SECTION 4	ACCESS, TRANSFER AND PROGRESSION	

IT IS THE POLICY OF DUNBOYNE COLLEGE OF FURTHER EDUCATION TO FACILITATE LEARNER ENTRY TO APPROPRIATE PROGRAMMES AND DEVELOP LEARNER SUPPORTS THAT AID SUCCESFUL COMPLETION OF PROGRAMMES.

WE ARE COMMITTED TO DEVELOPING SUITABLE TRANSFER OPTIONG AND PROMOTING PROGRESSION FOR LEARNERS

4.1 INFORMATION PROVISION

DUNBOYNE COLLEGE OF FURTHER EDUCATION

Methods used to carry out this procedure	Person Responsible	Evidence
Programme Brochures developed each year	PRINCIPAL OF COLLEGE DL Teachers	• Copies of college brochures
Advertising and Promotional Literature	PRINCIPAL OF COLLEGE DL Teachers	• Copies of advertisements placed and stands used • Flyers, hand-outs
Facebook, Website	PRINCIPAL OF COLLEGE DL Teachers	• Facebook / Website with college information listed
Open Days / Nights / Learners Fairs	DL PRINCIPAL OF COLLEGE Teachers	• Calendar of events – Open Days, Interview Days, School Visits, College Visits, Fair attendance etc.
Guidance Service	Guidance Team	• Diary of events attended and promotional visits

4.2 LEARNER ENTRY

DUNBOYNE COLLEGE OF FURTHER EDUCATION

Methods used to carry out this procedure	Person Responsible	Evidence
Clear information is available on entry requirements for all programmes	PRINCIPAL OF COLLEGE Teachers	• Entry requirements listed in college brochure and on website
Clear statement of selection criteria and process	PRINCIPAL OF COLLEGE Interviewers	• Question sheet and Marking sheet for interviewers

		• Interview guidelines
		• Letter requesting interview to student

4.3 RECOGNITION OF PRIOR LEARNING

Methods used to carry out this procedure	Person Responsible	Evidence
Statement of Recognition of Prior Learning	PRINCIPAL OF COLLEGE	• Information in student handbook on prior learning requirements and procedures • QQI qualifications linked through PPS number
Tracking of learner awards	PRINCIPAL OF COLLEGE Teachers	• Record of past awards • Email / Letters to past students regarding further progression

4.4 FACILITATING DIVERSITY

Methods used to carry out this procedure	Person Responsible	Evidence
Adult Guidance Information and Counselling Service	Guidance Team	• Adult Education Guidance available during college opening times
Learner Induction	PRINCIPAL OF COLLEGE Teachers	• Induction programme for each year – mature open day, special needs day, spaced induction • Student diary and talk on first day

| Programme Team Meetings | PRINCIPAL OF COLLEGE
Teachers
PA Team | • Team meetings minutes discussing diversity when applicable

• PA team meetings |

SECTION 5	PROGRAMME DEVELOPMENT, DELIVERY AND REVIEW	
IT IS THE POLICY OF DUNBOYNE COLLEGE OF FURTHER EDUCATION TO PROVIDE A RANGE OF DYNAMIC PROGRAMMES AND SERVICES THAT RESPOND TO THE CHANGING NEEDS OF INDIVIDUALS AND GROUPS. WE ARE COMMITTED TO EXCELLENCE AND INNOVATION IN THE DESIGN, DEVELOPMENT, DELIVERY, MANAGEMENT AND EVALUATION OF PROGRAMMES.		

5.1 NEED IDENTIFICATION

Methods used to carry out this procedure	Person Responsible	Evidence
Enquiries and referrals from local guidance counsellors	PRINCIPAL OF COLLEGE DL	• Emails and meetings with guidance counsellors in local school regarding requirements
Enquiries from employers and community groups	PRINCIPAL OF COLLEGE DL Teachers	• Correspondence kept on file if received and considered in programme delivery
Co Meath LMETB Education Plan	LMETB	• Education Plan documents in LMETB
Networking	DL PRINCIPAL OF COLLEGE Teachers	• Networking with guidance counsellors to recognise needs, minutes / emails
Research Documents	PRINCIPAL OF COLLEGE, DL Guidance Team Teachers	• Secondary research on demographics, government publications etc.

5.2 PROGRAMME DESIGN

Methods used to carry out this procedure	Person Responsible	Evidence
Programme Planning and Design meetings	PRINCIPAL OF COLLEGE	• Management team meetings re programme design and planning

| Learner Evaluations to establish satisfaction levels with programmes feed into programme design | PRINCIPAL OF COLLEGE
Exam Board | • Meeting of exam board minutes include discussion on student feedback |

5.3 PROGRAMME APPROVAL PRE SUBMISSION FOR VALIDATION

DUNBOYNE COLLEGE OF FURTHER EDUCATION

Methods used to carry out this procedure	Person Responsible	Evidence
Proposed programmes are submitted to Centre Principal for approval	PRINCIPAL OF COLLEGE Teachers	• Proposed programmes submitted in writing to management if applicable
Centre Principal checks programmes to ensure relevant design, structure, delivery and assessment procedures are in place	PRINCIPAL OF COLLEGE	• Records of management approval of proposals
Budgetary and Resource Allocations agreed	PRINCIPAL OF COLLEGE	• Copy of allocations

5.4 PROGRAMME PLANNING

DUNBOYNE COLLEGE OF FURTHER EDUCATION

Methods used to carry out this procedure	Person Responsible	Evidence
Work Plan developed for programme	EC	• Copy of programme plan
Timetable devised for programme	EC Teachers	• Copy of timetable / Assessment timetable / Work Experience dates and Year Calendar

5.5 PROGRAMME DELIVERY

Methods used to carry out this procedure	Person Responsible	Evidence
Contingency Plan for Staff Cover	PRINCIPAL OF COLLEGE EC	• Panel of teacher – Meath LMETB HR and local for emergency cover
Resources available for programme delivery as a result of meetings with relevant stakeholders	PRINCIPAL OF COLLEGE Teachers	• Copy of budget allocations • Resources spread to programmes • Tutor requests for resources
Staff / Programme team meetings to review effectiveness of programme delivery	PRINCIPAL OF COLLEGE Teachers	• Minutes of team / staff meetings reviewing programme effectiveness

5.6 LEARNER RECORDS

Methods used to carry out this procedure	Person Responsible	Evidence
Learner records of attendance, progress and certification are maintained	PRINCIPAL OF COLLEGE EC Teachers	• Roll Books • Certification Records • Results Records • Student Reports
QQI data requirements are adhered to	PRINCIPAL OF COLLEGE EC Teachers	• Checklist for teachers when completing folder work • QQI Results Input

5.7 PROVISION AND MAINTENANCE OF LEARNING FACILITIES / RECORDS

Methods used to carry out this procedure	Person Responsible	Evidence
Learner evaluations	PRINCIPAL OF COLLEGE EC	• Copies of learner evaluations
Non-teaching budget for courses	PRINCIPAL OF COLLEGE EC PA Team	• Budget allocations non-teaching – PA support, PA room, Learning support, Literacy support, Maths support
Staff / Programme Team meetings	PRINCIPAL OF COLLEGE Teachers	• Minutes of team meetings dealing with resource issues as required
Student supports available to learners	Guidance counsellors PA Team	• PA support, PA room, Learning support, Literacy support, Maths support

5.8 HEALTH AND SAFETY

DUNBOYNE COLLEGE OF FURTHER EDUCATION

Methods used to carry out this procedure	Person Responsible	Evidence
Health and Safety Statement	PRINCIPAL OF COLLEGE DP Teachers	• Copy of health and safety statement in student handbook • Health and Safety statement on premises and in offices
Maintenance budget for building	PRINCIPAL OF COLLEGE	• Budget allocation for maintenance
Health and Safety Training for staff	PRINCIPAL OF COLLEGE Teachers	• Health and Safety training as required
Staff and Learner Evaluations	Principal of college Teachers	• Records of evaluations / Complaints / Questions re Health & Safety

5.9 PROGRAMME REVIEW

Methods used to carry out this procedure	Person Responsible	Evidence
Annual reports from programmes and centres / Statistical analysis of leaners achievements	PRINCIPAL OF COLLEGE	• Annual statistics
Review of programmes at end of cycle	PRINCIPAL OF COLLEGE Teachers	• Year-end learner and tutor reviews
Staff / Programme Team meetings	PRINCIPAL OF COLLEGE, Teachers	• Minutes of meetings at year-end on review of programmes

SECTION 6 — FAIR AND CONSISTENT ASSESSMENT OF LEARNERS

IT IS THE POLICY OF DUNBOYNE COLLEGE OF FURTHER EDUCATION TO ENSURE ITS ASSESSMENT PROCEDURES ARE TRANSPARENT AND EASILY UNDERSTOOD AND ACCESSED BY LEARNERS AND STAFF.

WE ARE COMMITTED TO CARRYING OUT ASSESSMENTS THAT ARE FAIR TO LEARNERS,

CONSISTENT ACROSS ASSESSORS AND IN LINE WITH BEST NATIONAL PRACTICE

6.1 CO-ORDINATED PLANNING OF ASSESSMENT

Methods used to carry out this procedure	Person Responsible	Evidence
Programmes are designed with integration in mind	Teachers	• Emails and meetings between teachers discussing integration of modules • Many modules currently integrated
Programme Team Meetings where integration is reviewed	Teachers	• Formal and informal meetings between staff discussing integration

6.2 ASSESSMENT INFORMATION FOR LEARNERS

Methods used to carry out this procedure	Person Responsible	Evidence
Provision of course brochures	PRINCIPAL OF COLLEGE Teachers	• Course brochures are distributed in college and online outlining assessment information
Learner Handbook / Information pack distributed to all learners	PRINCIPAL OF COLLEGE Teachers	• Assessment information is outlined in the student handbook which is distributed to all students
Dissemination of Assessment Information to Learners	PRINCIPAL OF COLLEGE Teachers	• Student Handbook • Course Brochures • Learner Notice Boards

		• Emails • Letters • Provision of Module Descriptors at start of year • Briefs from teachers

6.3 SECURITY OF ASSESSMENT PROCESS AND MATERIALS

DUNBOYNE COLLEGE OF FURTHER EDUCATION

Methods used to carry out this procedure	Person Responsible	Evidence
Provision of information to teachers on storage and security procedures	PRINCIPAL OF COLLEGE Teachers	• Communication to teachers regarding security of assessment
Students sign verification of authorship statements	Teachers	• Teachers request students to sign statements
Staff and Programme Team Meetings	PRINCIPAL OF COLLEGE Teachers	• Security of assessment discussed in staff and team meetings
External Examiner Visits	PRINCIPAL OF COLLEGE Teachers	• Reports of external examiner kept on file
Training courses on Preparation of Module Folders	PRINCIPAL OF COLLEGE Teachers	• Guideline sheet for completing folders • Training for new staff and mentor scheme for completing folders

6.4 REASONABLE ACCOMODATION IN ASSESSMENT

DUNBOYNE COLLEGE OF FURTHER EDUCATION

Methods used to carry out this procedure	Person Responsible	Evidence
Individual meetings with learners and teachers to assess accommodation needs in assessment	PA Team PRINCIPAL OF COLLEGE Teachers	• Minutes of meetings with students and teachers to discuss reasonable accommodation requirements in assessment
Learner-Centred Assessment: Assignment briefs are adapted to suit needs of learners and alternative assessment	Teachers	• Copies of adopted assignment briefs for students with special needs if required

methodologies available to learners e.g. use of video etc.		
Learner evaluations	PA Team	• Meetings with learners to review provision of special needs accommodations • Survey of learners with section focussed on special needs provision
Guidelines and training on reasonable accommodation available to assessors	PRINCIPAL OF COLLEGE Teachers	• Staff can request training as required by training request form
External examiner checks that special needs are catered for in assessment	External Examiner PRINCIPAL OF COLLEGE	• External Examiner Reports

6.5 CONSISTENCY BETWEEN ASSESSORS

DUNBOYNE COLLEGE OF FURTHER EDUCATION

Methods used to carry out this procedure	Person Responsible	Evidence
Programme / Staff Team Meeting where assessment is planned and reviewed	Teachers	• Staff meetings where consistency of assessment discussed • Subject groups plan of joint assessments
Induction Training provided for Teachers	PRINCIPAL OF COLLEGE Teachers	• Induction training for new staff on assessment • Mentor scheme
Sampling of Portfolios by Internal Verifier	Teachers	• Internal verification carried out by selected teachers
Appeals process in place for learners	PRINCIPAL OF COLLEGE CPRINCIPAL OF COLLEGE	• Appeals process outlined in student diary
Review of feedback from External Examiner	PRINCIPAL OF COLLEGE Teachers	• Review of feedback and actions to take from this
Learner Evaluations of assessment	PRINCIPAL OF COLLEGE	• Student survey includes section on evaluation of assessment

6.6 CONSISTENCY OF MARKING WITH NATIONAL STANDARDS

DUNBOYNE COLLEGE OF FURTHER EDUCATION

Methods used to carry out this procedure	Person Responsible	Evidence
Staff attend QQI Training Courses on assessment and portfolio preparation	PRINCIPAL OF COLLEGE CPRINCIPAL OF COLLEGE Teachers	• Provision of training to staff on marking • Mentor scheme – new teachers • Checklist for assessment
Visit of External Examiner	External Examiner PRINCIPAL OF COLLEGE	• Report of external examiner
Programme / Staff Team Meeting where assessment is reviewed	Teachers PRINCIPAL OF COLLEGE	• Assessment and marking is discussed as required at programme / staff meetings

6.7 ASSESSMENT FEEDBACK TO LEARNERS

DUNBOYNE COLLEGE OF FURTHER EDUCATION

Methods used to carry out this procedure	Person Responsible	Evidence
Scheduled meetings with learners	Teachers	• Learners can request meetings formally or informally to discuss feedback with teachers
Provision of Formal Assessment Feedback mechanisms	Teachers	• All teachers provide written feedback to students on first assignment before second assignment brief is given • Photocopies of feedback

6.8 LEARNER APPEALS

DUNBOYNE COLLEGE OF FURTHER EDUCATION

Methods used to carry out this procedure	Person Responsible	Evidence
Appeals procedure established for learners	PRINCIPAL OF COLLEGE	• Appeals process in student diary and on website
Appeal records	PRINCIPAL OF COLLEGE Teachers	• Records of appeals kept on file

6.9	CORRECTIVE ACTION	

Methods used to carry out this procedure	Person Responsible	Evidence
Assessment Corrective Action Plan developed for all centres	PRINCIPAL OF COLLEGE	• Corrective action report after each year
Record of actions taken in response to critical issues	PRINCIPAL OF COLLEGE	• Year-end learner and tutor reviews • Records of actions taken

SECTION 7	SUB-CONTRACTING / PROCURING PROGRAMME DELIVERY	

IT IS THE POLICY OF DUNBOYNE COLLEGE OF FURTHER EDUCATION TO ENSURE THAT SIMILAR QUALITY STANDARDS WILL APPLY TO ANY PROGRAMME THAT IS DELIVERED BY ANOTHER PROVIDOR ON ITS BEHALF.

THIS POLICY WILL BE REFLECTED IN THE SELECTING OF A SECOND PROVIDOR; DEVELOPING CONTRACTUAL ARRANGEMENTS; IMPLEMENTING APPROPRIATE REPORTING MECHANISMS AND ENSURING THE HIGHEST MONITORING STANDARDS.

IN THE EVENT OF DCFE USING A SECOND PROVIDOR THE MEATH LMETB GUIDELINES WILL BE ADHERED TO

7.1 SELECTION OF SECOND PROVIDER

Methods used to carry out this procedure	Person Responsible	Evidence
Statement of criteria is developed by DCFE when wishing to use a second provider	PRINCIPAL OF COLLEGE LMETB	• Criteria developed if second provider needed in future
Statement of criteria is used in the selection of second provider	PRINCIPAL OF COLLEGE LMETB	• Statement of criteria used if second provider needed in future

7.2 CONTRACT ARRANGEMENTS

Methods used to carry out this procedure	Person Responsible	Evidence
Written contract developed between centre and second provider	PRINCIPAL OF COLLEGE LMETB	• Written contract developed if second provider used in future
Meetings or correspondence regarding contract	PRINCIPAL OF COLLEGE LMETB	• Minutes of meetings • Copies of correspondence

7.3 REPORTING ARRANGEMENTS

DUNBOYNE
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Methods used to carry out this procedure	Person Responsible	Evidence
Agreed reporting procedures established between DCFE and second provider	PRINCIPAL OF COLLEGE	• Copy of contract specifying reporting procedures

7.4 MONITORING ARRANGEMENTS

DUNBOYNE
COLLEGE
OF FURTHER EDUCATION

Methods used to carry out this procedure	Person Responsible	Evidence
Learner evaluations of programmes delivered by second provider	PRINCIPAL OF COLLEGE	• Learner evaluations of programmes • Feedback forms to be completed after each course
Reports from second provider reviewed and assessed by DCFE staff	PRINCIPAL OF COLLEGE	• Reports from second provider reviewed at staff meetings • Minutes of meetings
On-site visits to second provider	PRINCIPAL OF COLLEGE	• Visits to courses to evaluate and inspect learning both formal and informally • Reports of on-site visits
Meetings with second provider	PRINCIPAL OF COLLEGE	• Reports of meetings

SECTION 8	SELF-EVALUATION OF PROGRAMMES AND SERVICES	DUNBOYNE COLLEGE OF FURTHER EDUCATION

IT IS THE POLICY OF DUNBOYNE COLLEGE OF FURTHER EDUCATION TO IMPLEMENT A RIGOROUS, TRANSPARENT, ONGOING SELF-EVALUATION PROCESS TO ENSURE THAT ITS SERVICES AND PROGRAMMES ARE CONSTANTLY UPDATED AND IMPROVED TO MEET THE CHANGING NEEDS AND EXPECTATIONS OF LEARNERS, STAFF AND OTHER STAKEHOLDERS.

8.1 ASSIGNMENT OF RESPONSIBILITY

Methods used to carry out this procedure	Person Responsible	Evidence
Dunboyne College of Further Education appoints one person as a Quality Assurance Officer (QAO) each year. The Quality Assurance Officer will develop a team within DCFE called the QA Team and will assign responsibility for ensuring that the QA policy is updated and implemented each year. The QA Team will meet approximately once every six weeks as a full team with more frequent informal meetings occurring also.	PRINCIPAL OF COLLEGE QA Team	• Minutes of QA Team meetings

8.2 FREQUENCY OF SELF-EVALUATION

Methods used to carry out this procedure	Person Responsible	Evidence
DCFE will conduct a self-evaluation each year targeting different courses. This schedule will continue on each year to ensure that each course is evaluated at-least every three years.	PRINCIPAL OF COLLEGE QA Team Teachers	• Reports of self-evaluation

8.3 LEARNER INVOLVEMENT

Methods used to carry out this procedure	Person Responsible	Evidence
Review of learner evaluation forms	PRINCIPAL OF COLLEGE	• Findings incorporated into self-evaluation reports

Feedback from past and present learners	PRINCIPAL OF COLLEGE	• Feedback from learners is encouraged informally also and communicated to management and the QA team