

CO WEXFORD VEC

Communications

Procedure Title:	Communications with Learners B1.1	Version:1.3	Date:30/12/06
Purpose: To ensure that learners have access to relevant, accurate and up to date information			
Staff Involved: Principals/Centre Managers/Directors/FETAC Coordinators/ALO/BTEI Coordinator/CEF/Local Programme Coordinators/VTOS & Youthreach Coordinators/Tutors/Guidance Counsellors/Administrative staff			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Advertising through a variety of channels/Open Days/Evenings	All the above 'Staff Involved'	Advertisements/attendance record at Open Days/Evenings	
Two way communication with learners through a variety of channels	“	Notices/copies of correspondence/timetables	
Learner verification	All the above excl Guidance Counsellors & Administrative staff	Learner evaluation forms	
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
All the above 'Staff Involved'	Annually	Review of evidence	

CO WEXFORD VEC

Communications

Procedure Title:	Communications with Staff B1.2	Version:1.3	Date:30/12/06
Purpose: To ensure effective communication that allows staff to maximise their effectiveness and management can plan in a strategic manner			
Staff Involved: CEO/Principals/Centre Managers/Directors/FETAC Coordinators/ALO/BTEI Coordinator/CEF/Local Programme Coordinators/VTOS & Youthreach Coordinators/Tutors			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Staff meetings	All the above	Minutes of meetings	
Two way communication with staff	“	Notices/copies of correspondence/timetables	
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
All the above 'Staff Involved'	Annually	Review of evidence	

CO WEXFORD VEC

Communications

Procedure Title:	Communications with other Stakeholders B1.3	Version:1.3	Date:30/12/06
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Purpose: To ensure that stakeholders have access to relevant, accurate and up to date information

Staff Involved: Principals/Centre Managers/Directors/FETAC Coordinators/ALO/BTEI Coordinator/CEF/Local Programme Coordinators/VTOS & Youthreach Coordinators/Tutors

Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure
Two way communication with other stakeholders	All the above 'Staff Involved'	Copies of correspondence
Provision of information on programmes and services available	“	Promotional material

Monitoring

Monitor (Job Title)	Frequency	Monitoring Method(s)
All the above 'Staff Involved'	Annually	Review of evidence

CO WEXFORD VEC

Equality

Procedure Title:	Equality Training B2.1	Version:1.3	Date:30/12/06
Purpose: Staff are aware of equality issues and have the awareness and support to foster equality and overcome discrimination			
Staff Involved: Principals/Centre Managers/Directors/FETAC Coordinators/ALO/BTEI Coordinator/CEF/Local Programme Coordinators/VTOS & Youthreach Coordinators/Tutors			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Information provision re: equality policy and legislation	All the above excl Tutors	Staff handbook/Learner handbook	
Induction training	Head office and all the above	Record of training	
Provision of a forum for discussion of equality related issues	All the above excl Tutors	Minutes of meeting	
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
All the above 'Staff Involved' bar tutors	Annually	Review of evidence	

CO WEXFORD VEC

Equality

Procedure Title:	Equality Planning B2.2	Version:1.3	Date:30/12/06
Purpose: A plan exists to ensure fulfilment of equality objectives			
Staff Involved: Principals/Centre Managers/Directors/FETAC Coordinators/ALO/BTEI Coordinator/CEF/Local Programme Coordinators/VTOS & Youthreach Coordinators/Tutors			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Equality audit	All the above	Equality audit report	
Drafting of Equality Action Plan	“	Equality Action Plan	
Guidelines for reporting & dealing with complaints/allegations in relation to equality issues	“	Copy of guidelines	
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
All the above 'Staff Involved' bar tutors	Annually	Review of evidence	

CO WEXFORD VEC

Staff Recruitment and Development

Procedure Title:	Staff Recruitment and Allocation B3.1	Version:1.3	Date:30/12/06
Purpose: To ensure that the experience and expertise of staff are sufficient to fulfil their designated roles			
Staff Involved : APO Human Resources/ Principals/Centre Managers/Directors/ ALO/BTEI Coordinator/CEF/VTOS & Youthreach Coordinators/Administrative staff			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Adherence to Co Wexford VEC's Recruitment Policy and Procedure (Draft) November 2007	All the above excl Administrative staff	Copy of Recruitment Policy and Procedure	
Advertisement and circulars/memos notifying of vacancies	All the above	Advertisements/circulars/memos	
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
All the above 'Staff Involved' bar Administrative staff	Annually	Review of evidence	

CO WEXFORD VEC

Staff Recruitment and Development

Procedure Title:	Staff Induction B3.2	Version:1.3	Date:30/12/06
Purpose: To ensure that all new staff have access to induction training into a new role			
Staff Involved: APO Human Resources/Principals/Centre Managers/Directors/FETAC Coordinators/ALO/BTEI Coordinator/CEF/VTOS & Youthreach Coordinators			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Induction for all newly appointed staff	APO Human Resources	Induction process/records	
Information given to all newly appointed staff	All the above excl APO Human Resources	Staff handbook	
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
All the above 'Staff Involved'	On appointment of staff	Review of evidence	

CO WEXFORD VEC

Staff Recruitment and Development

Procedure Title:	Staff Development B3.3	Version:1.3	Date:30/12/06
Purpose: To ensure that staff members have access to support and development opportunities based on a systematic approach to the identification of their training and development needs			
Staff Involved: Principals/Centre Managers/Directors/FETAC Coordinators/ALO/BTEI Coordinator/CEF/VTOS & Youthreach Coordinators/Administrative staff			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Training/development needs to be discussed and identified	All the above excl Administrative staff	Minutes of meetings/needs identified and recorded	
Circulate information re: training & development opportunities	All the above	Notices/emails	
Facilitate training/development attendance	All the above excl Administrative staff	Record of training/development	
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
All the above 'Staff Involved' bar Administrative staff			

CO WEXFORD VEC
Access, Transfer and Progression

Procedure Title:	Information Provision B4.1	Version:1.3	Date:30/12/06
Purpose: To ensure that learners have information on programmes and associated services sufficient to enable them to make informed choices			
Staff Involved: Principals/Centre Managers/Directors/FETAC Coordinators/ALO/BTEI Coordinator/CEF/Local Programme Coordinators/VTOS & Youthreach Coordinators/Tutors/Guidance Counsellors/Public Relations Officers/Administrative staff			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Publication and distribution of Programme/Service provision details	All the above	Programme brochures	
Publicity and advertising	All the above excl LPCs & tutors	Promotional material	
Open/Information Days/Evenings Evaluation of efficacy of information provision	All the above “	Record of same Minutes of meetings	
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
All the above 'Staff Involved'	Annually	Review of evidence	

CO WEXFORD VEC

Access, Transfer and Progression

Procedure Title:	Learner Entry Arrangements B4.2	Version:1.3	Date:30/12/06
Purpose: To ensure that arrangements for selecting learners for programmes are transparent and fair and that potential learners can be made aware of the process involved			
Staff Involved: Principals/Centre Managers/Directors/FETAC Coordinators/ALO/BTEI Coordinator/CEF/Local Programme Coordinators/VTOS & Youthreach Coordinators/Tutors			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Entry requirements made clear to prospective learners	All the above	Copies of programme information publicised	
Entry Appeals policy	All the above excl Tutors	Entry Appeals policy	
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
All the above 'Staff Involved'	Annually	Review of evidence	

CO WEXFORD VEC

Access, Transfer and Progression

Procedure Title:	Recognition of Prior Learning B4.3	Version:1.3	Date:30/12/06
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Purpose: To give potential learners the opportunity to validate/recognise prior learning

Staff Involved: Principals/Centre Managers/Directors/FETAC Coordinators/ALO/BTEI Coordinator/CEF/Local Programme Coordinators/VTOS & Youthreach Coordinators/Tutors

Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure
FETAC training in assessing Prior Learning	FETAC & all the above with responsibility for RPL	Record of training
FETAC guidelines for assessing Prior Learning	FETAC	Copy of guidelines
RPL procedure communicated to learners Recognition of Prior Learning	All the above “	Learner handbook Copies of RPL applications

Monitoring

Monitor (Job Title)	Frequency	Monitoring Method(s)
All the above 'Staff Involved'	Annually	Review of evidence

CO WEXFORD VEC			
Access, Transfer and Progression			
Procedure Title:	Facilitating Diversity B4.4	Version:1.3	Date:30/12/06
Purpose: To facilitate people with disabilities, and others covered by the equality legislation, to successfully participate in programmes and services			
Staff Involved: Principals/Centre Managers/Directors/FETAC Coordinators/ALO/BTEI Coordinator/CEF/Local Programme Coordinators/VTOS & Youthreach Coordinators/Tutors			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Publication/circulation of programme/service provision promoting equality	All the above excl Tutors	Promotional material	
Adaptation of class times where possible to meet learner needs	All the above	Timetables/application forms identifying specific needs	
Provision of support to learners	“	Record of Tutor/Learner meetings/referrals to supporting agencies	
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
All the above 'Staff Involved'	Annually	Review of evidence	

CO WEXFORD VEC

Programme Development, Delivery and Review

Procedure Title:	Need Identification B5.1	Version:1.3	Date:30/12/06
Purpose: To ensure that programmes are developed to meet identified needs			
Staff Involved: Principals/Centre Managers/Directors/FETAC Coordinators/ALO/BTEI Coordinator/CEF/Local Programme Coordinators/VTOS & Youthreach Coordinators/Tutors/Administrative staff			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Log, analyse & collate learner enquiries	All the above	Log of learner enquiries	
Identify need for Programme provision	All the above excl Administrative staff	Minutes of meetings/summary findings of surveys	
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
All the above 'Staff Involved'	Annually	Review of evidence	

CO WEXFORD VEC

Programme Development, Delivery and Review

Procedure Title:	Programme Design B5.2	Version:1.3	Date:30/12/06
Purpose: To design programmes that reflect Co Wexford VEC's mission statement and relevant policies and meet identified needs			
Staff Involved: Principals/Centre Managers/Directors/FETAC Coordinators/ALO/BTEI Coordinator/CEF/Local Programme Coordinators/VTOS & Youthreach Coordinators/Tutors			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Programme team meetings	All the above	Minutes of meetings	
Programme design/module integration	“	Copies of integrated briefs	
Programme content designed to meet learner needs and facilitate progression	“	Record of Tutor/Learner meetings/record of learner results	
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
All the above 'Staff Involved'	Annually	Review of evidence	

CO WEXFORD VEC

Programme Development, Delivery and Review

Procedure Title:	Programme Approval B5.3	Version:1.3	Date:30/12/06
Purpose: To gain and check approval for programmes from management prior to submission to FETAC for validation			
Staff Involved: Principals/Centre Managers/Directors/FETAC Coordinators/ALO/BTEI Coordinator/CEF/Local Programme Coordinators/VTOS & Youthreach Coordinators/Tutors			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Submission of designed programmes to management for approval	All the above	Record of Management approval	
Seeking and allocation of funding	“	Budget allocation	
Liason with FETAC for support/guidance	“	Record of communication with FETAC	
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
All the above 'Staff Involved'	Annually	Review of evidence	

CO WEXFORD VEC

Programme Development, Delivery and Review

Procedure Title:	Programme Planning B5.4	Version:1.3	Date:30/12/06
Purpose: To plan programmes that clearly reflect and meet the identified needs of learners			
Staff Involved: Principals/Centre Managers/Directors/FETAC Coordinators/ALO/BTEI Coordinator/CEF/Local Programme Coordinators/VTOS & Youthreach Coordinators/Tutors			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Programme/training planning meeting	All the above	Minutes of meetings/Programme/training plan	
Devise timetables/assessment schedules	“	Timetables/assessment schedules	
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
All the above 'Staff Involved'	Annually	Review of evidence	

CO WEXFORD VEC

Programme Development, Delivery and Review

Procedure Title:	Programme Delivery B5.5	Version:1.3	Date:30/12/06
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Purpose: To deliver well resourced, flexible programmes

Staff Involved: Principals/Centre Managers/Directors/FETAC Coordinators/ALO/BTEI Coordinator/CEF/Local Programme Coordinators/VTOS & Youthreach Coordinators/Tutors

Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure
Staff training	All the above	Record of training
Review/analysis of resource needs for teaching/learning	“	Review of teaching/learning resources

Monitoring

Monitor (Job Title)	Frequency	Monitoring Method(s)
All the above 'Staff Involved'	Annually	Review of evidence

CO WEXFORD VEC

Programme Development, Delivery and Review

Procedure Title:	Learner Records B5.6	Version:1.3	Date:30/12/06
Purpose: To maintain records as required that will inform programme review and evaluation			
Staff Involved: Principals/Centre Managers/Directors/FETAC Coordinators/ALO/BTEI Coordinator/CEF/Local Programme Coordinators/VTOS & Youthreach Coordinators/Tutors/Administrative staff			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Maintenance of records of Learner entry, attendance and exit	All the above	Registration records/attendance records	
Maintenance of records of Learner progress	“	Progress records/certification records	
Evaluation of Learner progress	All the above excl Administrative staff	Minutes of meetings/Learner evaluation forms	
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
All the above 'Staff Involved'	Annually	Review of evidence	

CO WEXFORD VEC

Programme Development, Delivery and Review

Procedure Title:	Provision and Maintenance of resources B5.7	Version:1.3	Date:30/12/06
Purpose: To ensure that the necessary resources for successful participation by learners are allocated to and maintained on programmes and are in accordance with programme objectives			
Staff Involved: Principals/Centre Managers/Directors/FETAC Coordinators/ALO/BTEI Coordinator/CEF/Local Programme Coordinators/VTOS & Youthreach Coordinators/Tutors/Administrative staff			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Audit of existing resources	All the above	Audit of resources/stock list	
Audit/review of facilities	“	Review of facilities	
Issues re: resources/facilities to be raised at team meetings Amendments made where necessary Feedback from Staff/Learners	“ All the above excl Tutors & Administrative staff All the above	Minutes of meetings Requisition forms/adaptations made/resources allocated Staff/Learner evaluation forms	
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
All the above 'Staff Involved'	Annually	Review of evidence	

CO WEXFORD VEC
Programme Development, Delivery and Review

Procedure Title:	Health and Safety B5.8	Version:1.3	Date:30/12/06
Purpose: To ensure that physical premises/facilities are accessible and maintained to safeguard the health and safety of staff and learners			
Staff Involved: Principals/Centre Managers/Directors/FETAC Coordinators/ALO/BTEI Coordinator/CEF/Local Programme Coordinators/VTOS & Youthreach Coordinators			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Safety statement for each Centre/Co Wexford VEC Health & Safety Policy	All the above & Co Wexford VEC	Safety statement/Co Wexford VEC Health & Safety Policy	
Safety Representative position held in each Centre	All the above & Safety Reps	Safety Representative verification	
Safety issues forum at meetings Staff Health & Safety training Safety records maintained	All the above & tutors	Minutes of meetings Record of training/fire drills Accident/incident report forms	
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
All the above 'Staff Involved'	Annually	Review of evidence	

CO WEXFORD VEC

Programme Development, Delivery and Review

Procedure Title:	Review Cycle of existing programmes B5.9	Version:1.3	Date:30/12/06
Purpose: To review programmes at regular intervals to ensure their continued relevance			
Staff Involved: Principals/Centre Managers/Directors/FETAC Coordinators/ALO/BTEI Coordinator/CEF/Local Programme Coordinators/VTOS & Youthreach Coordinators/Tutors			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Evaluation of programmes	All the above & Learners	Minutes of meetings/Learner evaluation forms	
Evaluation of learner results	All the above & External examiners/moderators	Results review and evaluation by Staff/External examiner/moderator reports	
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
All the above 'Staff Involved'	Annually	Review of evidence	

CO WEXFORD VEC

Fair and Consistent Assessment of Learners

Procedure Title:	Coordinated Planning of Assessment B6.1	Version:1.3	Date:30/12/06
Purpose: Programme design, delivery and assessment are coordinated so as to facilitate learners to maximise the value of their assessments throughout the programme			
Staff Involved: Principals/Centre Managers/Directors/ FETAC Coordinators,/ALO/BTEI Coordinator/ CEF/Local Programme Coordinators/VTOS & Youthreach Coordinators/Tutors			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Team meetings wherein integration of modules & assessment schedule are on the agenda/discussed and agreed	All the above	Minutes of meetings Assessment schedule for each programme	
Formal assessment & evaluation	All the above & External examiners/moderators	Completed portfolios External examiner/moderator reports Student results	
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
All the above 'Staff Involved'	Annually	Review of evidence at end of academic year/programme	

CO WEXFORD VEC

Fair and Consistent Assessment of Learners

Procedure Title:	Information to Learners B6.2	Version:1.3	Date:30/12/06
Purpose: Learners have access to the information necessary for them to successfully participate in assessment			
Staff Involved: Principals/Centre Managers/Directors/FETAC Coordinators/ALO/BTEI Coordinator/CEF/Local Programme Coordinators/VTOS & Youthreach Coordinators/Tutors			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Provide assessment information to include assessment methods & learner responsibilities in relation to assessment	Course/Module tutor	Copy of assessment details from descriptors provided	
Timetable of Assessment/Deadlines	“	Copy of assessment timetable & assignment briefs provided	
Information provided on notice boards/leaflets/emails as appropriate to service Learner handbook to include calendar of FETAC assessment/ reasonable accommodations information/appeals process information/code of conduct/contract to be signed by learner Organisational website	All those with responsibility for overall provision “ Co Wexford VEC IT Support	Notices/leaflets/emails Learner handbook/signed contracts Website with FETAC website details where students may access assessment information	
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
All the above	Annually	Review of evidence	

CO WEXFORD VEC

Fair and Consistent Assessment of Learners

Procedure Title:	Security of assessment related processes and material B6.3	Version:1.3	Date:30/12/06
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Purpose: To ensure the security and integrity of all assessment processes and materials in keeping with FETAC guidelines and our commitment to learner confidentiality

Staff Involved: Principals/Centre Managers/Directors/FETAC Coordinators/ALO/BTEI Coordinator/CEF/Local Programme Coordinators/VTOS & Youthreach Coordinators/Tutors

Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure
Guidelines for assessment made available to all staff with responsibility for same	All the above excl Tutors	Copies of FETAC's Assessment Guidelines & FETAC's website details given to all staff at induction and annually
Verification of learners' work	Tutors/External examiner/moderator	All submitted work signed by assessing tutor/External examiner/moderator verification
Records maintained of assessment material submitted signed by Tutor & Learner Verification of authorship signed by learner All assessment material securely stored Examination procedures followed	Tutor/Learner Learner/Tutor Tutor All 'Staff Involved'	Signed record of submitted material Signed contracts Designated secure storage area FETAC's Examination Regulations on file in Centre & communicated to learners/Examination attendance roll

Monitoring

Monitor (Job Title)	Frequency	Monitoring Method(s)
All the above 'Staff Involved'	Annually	Review of evidence

CO WEXFORD VEC

Fair and Consistent Assessment of Learners

Procedure Title:	Reasonable Accommodation B6.4	Version:1.3	Date: 30/12/06
Purpose: Assessment methodologies are adapted as necessary and reasonable, so as to cater for the needs of learners with a disability, or other persons covered by the 9 grounds of Equality legislation, who would otherwise be excluded from demonstrating their achievement of the standards being assessed			
Staff Involved: Principals/Centre Managers/Directors/FETAC Coordinators/ALO/BTEI Coordinator/CEF/Local Programme Coordinators/VTOS & Youthreach Coordinators/Tutors			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Staff training	All the above	Attendance record at training sessions re: assessing tutors on Reasonable Accommodation	
Assessment of needs of Special needs learners	Tutors	Learner report	
Learner centred assessment	Tutors	Alternative assessment evidence e.g. audio tape recording of examination etc	
External verification	External examiners/moderators	External examiner/moderator reports	
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
All the above 'Staff Involved'	Annually	Review of evidence	

CO WEXFORD VEC

Fair and Consistent Assessment of Learners

Procedure Title:	Consistency between assessors B6.5	Version:1.3	Date:30/12/06
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Purpose: Assessors are marking learner assessments in a fair and consistent fashion

Staff Involved: Principals/Centre Managers/Directors/FETAC Coordinators/ALO/BTEI Coordinator/CEF/Local Programme Coordinators/VTOS& Youthreach Coordinators/Tutors

Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure
FETAC training in relation to assessment	FETAC/Tutors	Attendance record at training sessions
Tutor team meetings	Tutors	Agenda &/or minutes of meetings
Guidelines for assessors Programme Team meeting to internally verify results Appeals process followed where applicable	FETAC Tutors All the above	Guidelines document Minutes of meeting Records of appeals
External examiner/moderator review of assessment material	External examiners/moderators	External examiner/moderator reports

Monitoring

Monitor (Job Title)	Frequency	Monitoring Method(s)
All the above 'Staff Involved'	Annually	Review of evidence

CO WEXFORD VEC

Fair and Consistent Assessment of Learners

Procedure Title:	Assessment performed by third parties B6.6	Version:1.3	Date:30/12/06
Purpose: Assessment is fair and consistent where carried out by persons not employed by the provider e.g. employers, contracted trainers			
Staff Involved: Principals/Centre Managers/Directors/FETAC Coordinators/ALO/BTEI Coordinator/CEF/Local Programme Coordinators/VTOS & Youthreach Coordinators & Tutors			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Contact made with third parties to formally agree assessment & to provide guidelines for same	Tutors	Record of meetings/letters/emails/phone calls as applicable Copy of contracts/letters of agreement Guidelines for assessment issued	
Review/monitoring	Tutors	Learner assessment material reviewed by tutor	
Programme team coordination	All the above 'Staff Involved'	Copy of agenda/minutes of Programme team meetings	
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
All the above 'Staff Involved'	Annually	Review of evidence	

CO WEXFORD VEC

Fair and Consistent Assessment of Learners

Procedure Title:	Consistency with national standards B6.7	Version:1.3	Date:30/12/06
Purpose: To prepare for and assist the process(es) of ensuring that assessors are marking in accordance with the national standard for the award			
Staff Involved: Principals/Centre Managers/Directors/FETAC Coordinators/ALO/BTEI Coordinator/CEF/Local Programme Coordinators/VTOS & Youthreach Coordinators/Tutors			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Issuing of guidelines to assessors	All the above excl Tutors	Copy of FETAC assessment guidelines/module descriptors Staff handbooks	
FETAC Training	FETAC/ Tutors	Record of training	
External examining/moderation	FETAC	External examiner/moderator reports	
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
All the above 'Staff Involved'	Annually	Review of evidence	

CO WEXFORD VEC

Fair and Consistent Assessment of Learners

Procedure Title:	Feedback to Learners B6.8	Version:1.3	Date:30/12/06
Purpose: Individual learners receive timely and constructive feedback on their assessments which informs their participation on the programme.			
Staff Involved: Principals/Centre Managers/Directors/FETAC Coordinators/ALO/BTEI Coordinator/CEF/Local Programme Coordinators/VTOS & Youthreach Coordinators/Tutors			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Tutor/Learner meetings to provide feedback	Tutor/Learner	Tutor/Learner meetings record	
Learner verification	Tutor/Learner	Learner evaluation forms	
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
All the above 'Staff Involved'	Annually	Review of evidence	

CO WEXFORD VEC

Fair and Consistent Assessment of Learners

Procedure Title:	Learner Appeals B6.9	Version:1.3	Date: 30/12/06
Purpose: Learners can appeal an assessment result which they consider to be unfair			
Staff Involved: Principals/Centre Managers/Directors/FETAC Coordinators/ALO/BTEI Coordinator/CEF/Local Programme Coordinators/VTOS & Youthreach Coordinators/Tutors			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
FETAC appeals procedure communicated to all relevant parties	All the above	FETAC notice board Staff handbook Learner handbook Copies of information posted to learners with statement of results	
FETAC appeals procedure followed on request	All the above	Record of appeals	
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
All the above 'Staff Involved'	Annually	Review of evidence	

CO WEXFORD VEC

Fair and Consistent Assessment of Learners

Procedure Title:	Return of Certification Data B6.10	Version:1.3	Date:30/12/06
Purpose: Data submitted to FETAC for certification purposes is thoroughly checked for accuracy and reliability and that details of this checking process are recorded			
Staff Involved: Principals/Centre Managers/Directors/FETAC Coordinators/ALO/BTEI Coordinator/CEF/Local Programme Coordinators/VTOS & Youthreach Coordinators/Tutors			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
In house procedures/timetable for the collection, checking, submission and recording of certification data	All the above and Administrative support where it exists	Staff handbook Learner handbook Student data and certification data stored on file	
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
All the above 'Staff Involved'	Annually	Review of evidence	

CO WEXFORD VEC

Fair and Consistent Assessment of Learners

Procedure Title:	Corrective Action B6.11	Version:1.3	Date:30/12/06
Purpose: To deal with errors, omissions and/or deliberate acts by learners, staff or contracted trainers, any of which impact on the validity of the assessment process			
Staff Involved: Principals/Centre Managers/Directors/FETAC Coordinators/ALO/BTEI Coordinator/CEF/Local Programme Coordinators/VTOS & Youthreach Coordinators/Tutors			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Assessors to notify person with responsibility for FETAC Coordination in centre of any errors, omissions or actions that compromise the integrity of assessment	Assessors	Record of notification	
Tutor/learner meetings	Assessors & FETAC Coordinator of centre	Record of meetings Record of any action taken	
FETAC to be informed of any errors, omissions or actions as above	FETAC Coordinator	Copies of fax/e mails/letters Log of calls	
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
All the above 'Staff Involved'	Annually	Review of evidence	

CO WEXFORD VEC

Self Evaluation of Programmes and Services

Procedure Title:	Assignment of Responsibility B9.1	Version:1.3	Date:30/12/06
Purpose: To assign responsibility to a person who will coordinate and conduct an effective evaluation			
Staff Involved: Principals/Centre Managers/Directors/FETAC Coordinators/ALO/BTEI Coordinator/CEF/Local Programme Coordinators/VTOS & Youthreach Coordinators			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Programme team meetings wherein programme evaluators are designated & evaluations planned & scheduled	All the above	Minutes of meetings Designated evaluators Evaluation plan & schedule	
Allocation of time	Centre Management	Agreed time allocation	
Staff briefing/advisory session(s) on evaluation	Centre Management	Record of briefing	
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
All the above 'Staff Involved'	In accordance with evaluation schedule	Review of evidence	

CO WEXFORD VEC

Self Evaluation of Programmes and Services

Procedure Title:	Frequency B9.2	Version:1.3	Date: 30/12/06
Purpose: To determine how often self evaluations of programmes will take place			
Staff Involved: Principals/Centre Managers/Directors/FETAC Coordinators/BTEI Coordinator/CEF/Local Programme Coordinators/VTOS & Youthreach Coordinators			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
One programme evaluation to be completed within one year of QA system agreement	Designated evaluators (See B9:1)	Self evaluation documentation (FETAC's Self evaluation checklist)	
Following initial self evaluation (as above) each centre will evaluate its programmes every three years	As above	As above	
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
All the above 'Staff Involved'	In accordance with evaluation schedule	Review of evidence	

CO WEXFORD VEC

Self Evaluation of Programmes and Services

Procedure Title:	Range B9.3	Version:1.3	Date:30/12/06
Purpose: To establish how programmes will be grouped for the purpose of self evaluation			
Staff Involved: Principals/Centre Managers/Directors/FETAC Coordinators/ALO/BTEI Coordinator/CEF/Local Programme Coordinators/VTOS & Youthreach Coordinators			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Centre Management & Programme Team meetings to agree the range & scope of self evaluation	Centre Management & Programme Team	Minutes of meetings mapping how (if applicable) programmes are to be grouped for self evaluation bearing in mind the diversity of programme provision within Co Wexford VEC	
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
All the above 'Staff Involved'	In accordance with self evaluation schedule	Review of evidence	

CO WEXFORD VEC

Self Evaluation of Programmes and Services

Procedure Title:	Learner Involvement B9.4	Version:1.3	Date:30/12/06
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Purpose: To establish how learners will contribute to the process of self evaluation

Staff Involved: Principals/Centre Managers/Directors/FETAC Coordinators/ALO/BTEI Coordinator/CEF/Local Programme Coordinators/VTOS & Youthreach Coordinators & Tutors

Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure
Centre Management & Programme Teams to agree how to involve learners in the evaluation process	Centre Management & Programme Team	Minutes of meetings Agreed means of acquiring learner input e.g. interviews/questionnaires/evaluation forms
Learner representative groups to be proposed to learners & facilitated where established	Centre Management	Minutes of meetings from learner representative groups

Monitoring

Monitor (Job Title)	Frequency	Monitoring Method(s)
All the above 'Staff Involved'	Annually	Review of evidence

CO WEXFORD VEC

Self Evaluation of Programmes and Services

Procedure Title:	Selection of External Evaluator B9.5	Version:1.3	Date:30/12/06
Purpose: To agree the criteria for the selection of an external evaluator			
Staff Involved: Principals/Centre Managers/Directors/FETAC Coordinators/ALO/BTEI Coordinator/CEF/Local Programme Coordinators/VTOS & Youthreach Coordinators			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Centre Management to compile a list of suitably qualified external evaluators based on FETAC's selection guidelines	Centre Management	List of suitably qualified external evaluators	
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
Centre Management	In accordance with self evaluation schedule	Review of evidence	

CO WEXFORD VEC

Self Evaluation of Programmes and Services

Procedure Title:	Methodology B9.6	Version:1.3	Date:30/12/06
Purpose: To establish how self evaluation will be carried out			
Staff Involved: Principals/Centre Managers/Directors/FETAC Coordinators/ALO/BTEI Coordinator/CEF/Local Programme Coordinators/VTOS & Youthreach Coordinators & Tutors			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Learner evaluation	All the above & Learners	Appropriate form of evaluation evidence in accordance with evaluation method used	
Staff evaluation	Centre Management & Programme Team	Evaluation forms	
Programme Team meeting Work experience supervisors' feedback Analysis of above data External evaluation Briefing of staff on reports Forwarding of Self Evaluation Report & Programme Improvement Plan to FETAC	Programme Team Work experience Tutors Designated Centre Evaluator External evaluator Centre Management “	Minutes of meeting Feedback collated from supervisors' report forms Analysis form Evaluation report Record of briefing session Record of same sent	
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
All the above 'Staff Involved' bar Tutors	In line with self evaluation schedule & FETAC monitoring & evaluation schedule	Review of evidence	

