



**Co Waterford VEC**

***POLICY STATEMENTS AND  
PROCEDURES  
FOR  
FETAC QUALITY ASSURANCE***







## **Co Waterford VEC Mission Statement**

County Waterford VEC endeavours to be an innovative and inspiring provider of quality educational and training services, enabling young people and adults to pursue their potential and their aspirations so as to contribute meaningfully to their community and to society.

## **B1 Communications**

### **Policy**

The policy of Co. Waterford VEC is to remain committed to the effective exchange of information between learners, staff, and other stakeholders, and to continually look for ways to improve communication within the service.

Therefore we commit to a system of ongoing two way communication with

- Learners
- Staff
- Stakeholders

<b>Title</b>	<b>B.1.1 Communication with Learners</b>
<b>Purpose</b>	To describe how centres in Co. Waterford VEC, offering FETAC awards facilitate systems of effective ongoing two way communication with all our learners having due consideration for their diverse learning needs.
<b>Staff Involved</b>	Centre Director/Principal , FETAC Co-ordinator, Programme Co-ordinators, Community Education Facilitator, A.L.O., A.E.O. Guidance staff, Youthreach Coordinators and Resource staff.

<b>Methods</b>	<b>Who Does It</b>	<b>Evidence Generated</b>
<ul style="list-style-type: none"> <li>• Student Council/ Class Representatives</li> </ul>	<ul style="list-style-type: none"> <li>• Centre Director/Principal</li> <li>• FETAC Co-ordinator</li> <li>• Programme Co-ordinator</li> <li>• Programme Staff</li> <li>• BTEI Co-ordinator</li> <li>• VTOS Co-ordinator</li> <li>• Youthreach Co-ordinator</li> <li>• C.E.F.</li> <li>• A.L.O.</li> </ul>	<ul style="list-style-type: none"> <li>• Notes of student council meetings where appropriate</li> </ul>
<ul style="list-style-type: none"> <li>• Two way Communication with Learners</li> </ul>	<ul style="list-style-type: none"> <li>• Centre Director/Principal</li> <li>• FETAC Co-ordinator</li> <li>• Programme Co-ordinator</li> <li>• Programme Staff</li> <li>• BTEI Co-ordinator</li> <li>• VTOS Co-ordinator</li> <li>• Youthreach Co-ordinator</li> <li>• C.E.F.</li> <li>• A.L.O.</li> <li>• Guidance Service</li> </ul>	<ul style="list-style-type: none"> <li>• Notice Board</li> <li>• Telephone</li> <li>• Copies of correspondence including letters and memos</li> <li>• Diary records</li> <li>• Student Guidelines</li> <li>• Copies of need analysis and learning plans where applicable</li> <li>• E-mails</li> <li>• Web site</li> <li>• Module Briefs</li> <li>• Induction Booklet/student guidelines</li> <li>• Posters, brochures and photographs</li> <li>• Application forms</li> <li>• Student Timetables</li> <li>• Year calendar</li> <li>• Agenda and minutes of meetings</li> </ul> <p>Availability of publications in plain English</p>
<ul style="list-style-type: none"> <li>• Evaluation Forms completed by students.</li> </ul>	<ul style="list-style-type: none"> <li>• Centre Director/Principal</li> <li>• FETAC Co-ordinator</li> <li>• Programme Co-ordinator</li> <li>• Programme Staff</li> <li>• BTEI Co-ordinator</li> <li>• VTOS Co-ordinator</li> <li>• Youthreach Coordinator</li> <li>• C.E.F.</li> <li>• A.L.O.</li> </ul>	<ul style="list-style-type: none"> <li>• Student Evaluation forms</li> <li>• Tutor evaluation forms</li> <li>• Whole Centre/school Evaluations reports as appropriate</li> </ul>

<b>Monitor</b>	<b>Frequency</b>	<b>Method (s)</b>
Centre Director/Principal Programme Co-ordinator FETAC Co-ordinator VTOS Co-ordinator BTEI Co-ordinator Community Education Facilitator Adult Literacy Organiser Youthreach Coordinator	Bi-Annually	Manual review of evidence Spot checks by FETAC Q.A .team and/or A.E.O/C.E.O.

<b>Title</b>	<b>B1.2 Communication with Staff</b>
<b>Purpose</b>	To describe how centres in Co. Waterford VEC, offering FETAC awards facilitate systems of effective ongoing two-way communication with staff in diverse centres.
<b>Staff Involved</b>	Centre Director/Principal, FETAC Co-ordinator, Programme Co-ordinators, Programme Staff, VTOS Co-ordinator, BTEI Co-ordinator, Community Education Facilitator, A.L.O. Youthreach Coordinator/resource staff

<b>Methods</b>	<b>Who Does It</b>	<b>Evidence Generated</b>
<ul style="list-style-type: none"> <li>• Staff Meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Centre Director/Principal</li> <li>• FETAC Co-ordinator</li> <li>• Programme Co-ordinator</li> <li>• Programme Staff</li> <li>• BTEI Co-ordinator</li> <li>• VTOS Co-ordinator</li> <li>• Youthreach Co-ordinator</li> <li>• A.E.O.</li> <li>• C.E.F.</li> <li>• A.L.O.</li> </ul>	<ul style="list-style-type: none"> <li>• Agendas and Minutes of Meetings</li> </ul>
<ul style="list-style-type: none"> <li>• Two way Communication with Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Centre Director/Principal</li> <li>• FETAC Co-ordinator</li> <li>• Programme Co-ordinator</li> <li>• Programme Staff</li> <li>• BTEI Co-ordinator</li> <li>• VTOS Co-ordinator</li> <li>• Youthreach Co-ordinator</li> <li>• C.E.F.</li> <li>• A.L.O.</li> </ul>	<ul style="list-style-type: none"> <li>• Notice Board</li> <li>• Pigeon Holes</li> <li>• Staff information Diary</li> <li>• Incident Report Book</li> <li>• Staff Handbook</li> <li>• Copies of correspondence including letters and memos</li> <li>• E-mails</li> <li>• Centre/VEC Policy Folder</li> <li>• Year Calendar</li> <li>• Timetables</li> <li>• End of Year Reports</li> <li>• Evaluation Sheets</li> <li>• Module Briefs</li> <li>• Curriculum Plans</li> <li>• Records of attendance</li> <li>• Induction booklet</li> <li>• VEC Service Plan</li> <li>• Induction booklet/induction days</li> <li>• Staff Meeting minutes</li> <li>• In-service days</li> </ul>
<ul style="list-style-type: none"> <li>• Co-ordinators Meetings</li> </ul>	<ul style="list-style-type: none"> <li>• C.E.O./A.E.O./School Principal</li> </ul>	<ul style="list-style-type: none"> <li>• Agendas and Minutes of Meetings</li> <li>• Correspondence/memos/email</li> </ul>
<ul style="list-style-type: none"> <li>• Tutor Evaluations</li> </ul>	<ul style="list-style-type: none"> <li>• Centre Director/Principal</li> <li>• FETAC Co-ordinator</li> <li>• Programme Co-ordinator</li> <li>• Programme Staff</li> <li>• BTEI Co-ordinator</li> <li>• VTOS Co-ordinator</li> <li>• Youthreach Co-ordinator</li> <li>• C.E.F.</li> <li>• A.L.O.</li> </ul>	<ul style="list-style-type: none"> <li>• Evaluations available from and collated by the course co-ordinators</li> </ul>

<b>Title</b>	<b>B1.3 Communication with other Stakeholders</b>
<b>Purpose</b>	To describes how centres in Co. Waterford VEC, offering FETAC awards facilitate systems of effective ongoing two-way communication with other stakeholders .Who Does it
<b>Staff Involved</b>	

<b>Methods</b>	<b>Who Does It</b>	<b>Evidence Generated</b>
<ul style="list-style-type: none"> <li>• Communication with local community, employers and other external agencies</li> </ul>	<ul style="list-style-type: none"> <li>• Centre Director/Principal</li> <li>• FETAC Co-ordinator</li> <li>• Programme Co-ordinator</li> <li>• Programme Staff</li> <li>• BTEI Co-ordinator</li> <li>• VTOS Co-ordinator</li> <li>• Youthreach Co-ordinator</li> <li>• A.E.O.</li> <li>• Guidance Staff</li> <li>• A.L.O.</li> <li>• C.E.F.</li> </ul>	<ul style="list-style-type: none"> <li>• Agenda and Minutes of Meetings</li> <li>• Copies of correspondence</li> <li>• E-mails</li> <li>• Work Placement Supervisor report</li> </ul>
<ul style="list-style-type: none"> <li>• Promotional Material</li> </ul>	<ul style="list-style-type: none"> <li>• Centre Director/Principal</li> <li>• FETAC Co-ordinator</li> <li>• Programme Co-ordinator</li> <li>• Programme Staff</li> <li>• BTEI Co-ordinator</li> <li>• VTOS Co-ordinator</li> <li>• Youthreach Coordinator</li> <li>• Guidance staff</li> <li>• C.E.F.</li> <li>• A.L.O.</li> </ul>	<ul style="list-style-type: none"> <li>• Publicity Material</li> <li>• Brochure</li> <li>• Web Site</li> <li>• Copies of correspondence</li> <li>• Photographs, posters, media articles, advertising</li> <li>• Newspaper articles</li> <li>• Open Days</li> <li>• Awards Ceremonies</li> </ul>

<b>Monitor</b>	<b>Frequency</b>	<b>Method (s)</b>
Centre Director/Principal Programme Co-ordinator FETAC Co-ordinator  VTOS Co-ordinator BTEI Co-ordinator Community Education Facilitator Adult Literacy Organiser Youthreach Co-ordinator C.E.F. A.L.O.	Bi-Annually	Manual review of evidence Spot checks by FETAC Q.A.team



## **B2 Equality**

### **Policy**

Centres in Co. Waterford VEC, offering FETAC awards are committed to equality of opportunity for all staff and students. We aim to create awareness and a climate in which equal opportunity is developed and promoted in accordance with the spirit as well as the letter of the legislation. This policy applies with the County Waterford VEC “Equality of Opportunity for All” policy.

<b>Title</b>	<b>B2.1 Equality Training</b>
<b>Purpose</b>	This procedure describes how centres in Co. Waterford VEC, offering FETAC awards facilitate systems to promote awareness in our staff of the diversity within our student cohort and our potential learners. We hope to provide a harmonious and fair working environment with real and equal opportunities for all learners
<b>Staff Involved</b>	A.E.O. Centre Director/ , FETAC Co-ordinator, Programme Co-ordinators, Programme Staff, VTOS Co-ordinator, BTEI Co-ordinator, Community Education Facilitator, ALO's. Human Resources Department.

<b>Methods</b>	<b>Who Does It</b>	<b>Evidence Generated</b>
<ul style="list-style-type: none"> <li>Facilitate training on equality and discrimination</li> </ul>	<ul style="list-style-type: none"> <li>Centre Director/Principal</li> <li>FETAC Co-ordinator</li> <li>Programme Co-ordinator</li> <li>Programme Staff</li> <li>BTEI Co-ordinator</li> <li>VTOS Co-ordinator</li> <li>Guidance Staff</li> <li>C.E.F.</li> <li>A.L.O.</li> </ul>	<ul style="list-style-type: none"> <li>Agenda and Minutes of Meetings</li> <li>Training dates and materials</li> <li>Records of in-service training day attendance</li> </ul>
<ul style="list-style-type: none"> <li>Induction Training for new staff</li> </ul>	<ul style="list-style-type: none"> <li>Centre Director/Principal</li> <li>FETAC Co-ordinator</li> <li>Programme Co-ordinator</li> <li>Programme Staff</li> <li>BTEI Co-ordinator</li> <li>VTOS Co-ordinator</li> <li>Guidance staff</li> <li>C.E.F.</li> <li>A.L.O.</li> </ul>	<ul style="list-style-type: none"> <li>Tutor Pack</li> <li>Staff handbook</li> <li>Records of staff attendance</li> <li>Minutes and agendas of meetings</li> </ul>
<ul style="list-style-type: none"> <li>Promotion of the concept of equality and anti discrimination at meetings</li> </ul>	<ul style="list-style-type: none"> <li>Centre Director/Principal</li> <li>FETAC Co-ordinator</li> <li>Programme Co-ordinator</li> <li>Programme Staff</li> <li>BTEI Co-ordinator</li> <li>VTOS Co-ordinator</li> <li>Guidance staff</li> <li>C.E.F.</li> <li>A.L.O.</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>Minutes and agendas of meetings</li> </ul>
VEC Policies and National and EU legislation available to staff.	<ul style="list-style-type: none"> <li>Centre Director/Principal</li> <li>FETAC Co-ordinator</li> <li>Programme Co-ordinator</li> <li>Programme Staff</li> <li>BTEI Co-ordinator</li> <li>VTOS Co-ordinator</li> <li>Guidance staff</li> <li>C.E.F.</li> <li>A.L.O.</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>Policy Folder</li> <li>Legislation Folder</li> </ul>
<b>Monitor</b>	<b>Frequency</b>	<b>Method (s)</b>
Centre Director/Principal Programme Co-ordinator FETAC Co-ordinator VTOS Co-ordinator BTEI Co-ordinator Guidance staff Human Resource Dept. Community Education Facilitator Adult Literacy Organiser	Bi-Annually	Manual review of evidence Spot checks by FETAC Q.A.team

<b>Title</b>	<b>B2.2 Equality Planning</b>
<b>Purpose</b>	This procedure describes how centres in Co. Waterford VEC, offering FETAC awards endeavour to plan to ensure equality of provision and access to all stakeholders
<b>Staff Involved</b>	A.E.O. Centre Director/ , FETAC Co-ordinator, Programme Co-ordinators, Programme Staff, VTOS Co-ordinator, BTEI Co-ordinator, Community Education Facilitator, ALO's

<b>Methods</b>	<b>Who Does It</b>	<b>Evidence Generated</b>
<ul style="list-style-type: none"> <li>• Student council meetings / class representatives</li> </ul>	<ul style="list-style-type: none"> <li>• Centre Director/Principal</li> <li>• FETAC Co-ordinator</li> <li>• Programme Co-ordinator</li> <li>• Programme Staff</li> <li>• BTEI Co-ordinator</li> <li>• VTOS Co-ordinator</li> <li>• C.E.F.</li> <li>• A.L.O.</li> </ul>	<ul style="list-style-type: none"> <li>• Agenda and Minutes of Meetings</li> <li>• Learner verification</li> </ul>
Programme evaluation forms	<ul style="list-style-type: none"> <li>• Centre Director/Principal</li> <li>• FETAC Co-ordinator</li> <li>• Programme Co-ordinator</li> <li>• Programme Staff</li> <li>• BTEI Co-ordinator</li> <li>• VTOS Co-ordinator</li> <li>• C.E.F.</li> <li>• A.L.O.</li> </ul>	<ul style="list-style-type: none"> <li>• Collate records on evaluation forms</li> <li>• Evaluation form</li> <li>• Remedial action if required</li> </ul>
<ul style="list-style-type: none"> <li>• Implementation of procedures for dealing with bullying and harassment as adopted by Co. Waterford VEC based on IVEA guidelines</li> </ul>	<ul style="list-style-type: none"> <li>• Centre Director/Principal</li> <li>• FETAC Co-ordinator</li> <li>• Programme Co-ordinator</li> <li>• Programme Staff</li> <li>• BTEI Co-ordinator</li> <li>• VTOS Co-ordinator</li> <li>• C.E.F.</li> <li>• A.L.O.</li> </ul>	<ul style="list-style-type: none"> <li>• Reports from designated staff member</li> <li>• Staff Verification</li> <li>• Personnel file</li> </ul>
<ul style="list-style-type: none"> <li>• Programme co-ordinator/ management team meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Centre Director/Principal</li> <li>• FETAC Co-ordinator</li> <li>• Programme Co-ordinator</li> <li>• Programme Staff</li> <li>• BTEI Co-ordinator</li> <li>• VTOS Co-ordinator</li> <li>• C.E.F.</li> <li>• A.L.O.</li> </ul>	<ul style="list-style-type: none"> <li>• Agenda and minutes of meetings with C.E.O./A.E.O.</li> </ul>
<ul style="list-style-type: none"> <li>• Inclusion of further education equality issues in Whole School/Centre Planning</li> </ul>	<ul style="list-style-type: none"> <li>• Centre Director/Principal</li> <li>• FETAC Co-ordinator</li> <li>• Programme Co-ordinator</li> <li>• Programme Staff</li> <li>• BTEI Co-ordinator</li> <li>• VTOS Co-ordinator</li> <li>• C.E.F.</li> <li>• A.L.O.</li> </ul>	<ul style="list-style-type: none"> <li>• Policy folder</li> <li>• Planning folder</li> <li>• Whole Centre/School Evaluation report from Inspectorate</li> </ul>
<ul style="list-style-type: none"> <li>• Guidelines for reporting and dealing with allegations of discrimination</li> </ul>	<ul style="list-style-type: none"> <li>• Centre Director/Principal</li> <li>• FETAC Co-ordinator</li> <li>• Programme Co-ordinator</li> <li>• Programme Staff</li> <li>• BTEI Co-ordinator</li> <li>• VTOS Co-ordinator</li> <li>• C.E.F.</li> <li>• A.L.O.</li> </ul>	<ul style="list-style-type: none"> <li>• Copy of guidelines</li> <li>• Policy folder</li> <li>• Record of incidents</li> </ul>

<b>Monitor</b>	<b>Frequency</b>	<b>Method (s)</b>
Centre Director/Principal Programme Co-ordinator FETAC Co-ordinator VTOS Co-ordinator BTEI Co-ordinator Guidance Staff Community Education Facilitator Adult Literacy Organiser	Bi-Annually	Review of Evidence

## **Access, Transfer, and Progression Policy**

Centres in Co. Waterford VEC, offering FETAC awards are guided by employment equality legalisation/Department of Education and Science guidelines and best practice in its staff recruitment procedures as outlined by the IVEA. This policy is developed in accordance with the county Waterford VEC “Recruitment and Selection policy”.

We are committed to providing and facilitating effective induction procedures and ongoing professional development for all staff

## **B3 Staff Recruitment and Development**

### **Policy**

Centres in Co Waterford VEC, offering FETAC awards are guided by employment equality legislation/ Department of Education n Science guidelines and best practice in it staff recruitment procedures as outlined by IVEA. This policy is developed in accordance with the county Waterford VEC “Recruitment and Selection policy”

We are committed to providing and facilitating effective induction procedures an ongoing professional development for all staff.

<b>Title</b>	<b>B3.1 Staff Recruitment and Allocation</b>
<b>Purpose</b>	This procedure describes how centres in Co. Waterford VEC, offering FETAC awards endeavour to recruit staff with the necessary qualifications, skills and competencies to ensure quality programme delivery and in accordance with employment equality legislation
<b>Staff Involved</b>	Human Resource Dept. A.E.O. Centre Director/ , FETAC Co-ordinator, Programme Co-ordinators, Programme Staff, VTOS Co-ordinator, BTEI Co-ordinator, Community Education Facilitator, ALO's

<b>Methods</b>	<b>Who Does It</b>	<b>Evidence Generated</b>
<ul style="list-style-type: none"> <li>• Job advertised in national press or local press as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• CEO, County Waterford VEC</li> <li>• Human Resources Department</li> <li>• County Waterford VEC main office</li> </ul>	<ul style="list-style-type: none"> <li>• Copy of job Advertisement</li> </ul>
<ul style="list-style-type: none"> <li>• Application form provided</li> </ul>	<ul style="list-style-type: none"> <li>• CEO, County Waterford VEC</li> <li>• Human Resources Department</li> <li>• County Waterford VEC main office</li> </ul>	<ul style="list-style-type: none"> <li>• Copy of blank application form</li> </ul>
<ul style="list-style-type: none"> <li>• Application form stamped with date on arrival at receiving human resources department</li> </ul>	<ul style="list-style-type: none"> <li>• CEO, County Waterford VEC</li> <li>• Human Resources Department</li> <li>• County Waterford VEC</li> </ul>	<ul style="list-style-type: none"> <li>• Date stamped application form</li> </ul>
<ul style="list-style-type: none"> <li>• All applicants provided with job description and details relevant to job</li> </ul>	<ul style="list-style-type: none"> <li>• CEO, County Waterford VEC</li> <li>• Human Resources Department</li> <li>• County Waterford VEC</li> </ul>	<ul style="list-style-type: none"> <li>• Copies of all job specs given to applicants</li> </ul>
<ul style="list-style-type: none"> <li>• Short listing may apply</li> </ul>	<ul style="list-style-type: none"> <li>• CEO, County Waterford VEC</li> <li>• Human Resources Department</li> <li>• County Waterford VEC</li> </ul>	<ul style="list-style-type: none"> <li>• Short listing criteria and record of short listing</li> </ul>
<ul style="list-style-type: none"> <li>• Candidates interviewed and recommendation sheets prepared</li> </ul>	<ul style="list-style-type: none"> <li>• CEO, County Waterford VEC</li> <li>• Human Resources Department</li> <li>• County Waterford VEC</li> </ul>	<ul style="list-style-type: none"> <li>• Details of interview panel and interview times</li> <li>• Examples of score sheets used for interview as applicable</li> <li>• Copy of recommendation sheet</li> </ul>
<ul style="list-style-type: none"> <li>• Contact successful and unsuccessful candidates</li> </ul>	<ul style="list-style-type: none"> <li>• CEO, County Waterford VEC</li> <li>• Human Resources</li> <li>• County Waterford VEC</li> </ul>	<ul style="list-style-type: none"> <li>• Copies of correspondence with applicants</li> <li>• Successful applicants personnel file</li> <li>• Copies of successful applicants qualifications</li> </ul>

<b>Monitor</b>	<b>Frequency</b>	<b>Method (s)</b>
CEO, County Waterford VEC Centre Director/Principal Human Resources Department County Waterford VEC	Bi-Annually	Review of Evidence

<b>Title</b>	<b>B3.2 Staff Induction</b>
<b>Purpose</b>	This procedure describes how centres in Co. Waterford VEC, offering FETAC awards aim to provide induction for all staff support and empower them in their new role
<b>Staff Involved</b>	Centre Director/Principal, A.E.O. FETAC Co-ordinator, Programme Co-ordinators, Programme Staff, VTOS Co-ordinator, BTEI Co-ordinator, Community Education Facilitator, ALO's

<b>Methods</b>	<b>Who Does It</b>	<b>Evidence Generated</b>
<ul style="list-style-type: none"> <li>• One to one meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Centre Director/Principal</li> <li>• Adult Education Officer</li> <li>• Mentors</li> <li>• Programme Co-ordinator</li> <li>• FETAC Co-ordinator</li> <li>• FETAC support service</li> <li>• VTOS Co-ordinator</li> <li>• BTEI Co-ordinator</li> <li>• A.L.O.</li> </ul>	<ul style="list-style-type: none"> <li>• Schedule of meetings</li> <li>• Agenda and minutes of meeting</li> <li>• Staff Verification</li> <li>• Team Meetings</li> </ul>
<ul style="list-style-type: none"> <li>• Team Meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Centre Director/Principal</li> <li>• Adult Education Officer</li> <li>• Mentors</li> <li>• Programme Co-ordinator</li> <li>• FETAC Co-ordinator</li> <li>• FETAC support service</li> <li>• VTOS Co-ordinator</li> <li>• BTEI Co-ordinator</li> <li>• A.L.O.</li> </ul>	<ul style="list-style-type: none"> <li>• Schedule of meetings</li> <li>• Agenda and minutes of meeting</li> <li>• Staff Verification</li> <li>• Action Plan</li> <li>• Attendance Sheet</li> </ul>
<ul style="list-style-type: none"> <li>• Information giving session</li> </ul>	<ul style="list-style-type: none"> <li>• Centre Director/Principal</li> <li>• Adult Education Officer</li> <li>• Mentors</li> <li>• Programme Co-ordinator</li> <li>• FETAC Co-ordinator</li> <li>• FETAC support service</li> <li>• VTOS Co-ordinator</li> <li>• BTEI Co-ordinator</li> <li>• A.L.O.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff Verification</li> <li>• Agenda and minutes of meeting</li> <li>• Copies of information provided</li> <li>• Induction Policy</li> <li>• Schedule of meetings</li> <li>• Attendance Sheet</li> <li>• Evaluation Form</li> </ul>
<ul style="list-style-type: none"> <li>• Distribution of staff handbook</li> </ul>	<ul style="list-style-type: none"> <li>• Centre Director/Principal</li> <li>• Adult Education Officer</li> <li>• Mentors</li> <li>• Programme Co-ordinator</li> <li>• FETAC Co-ordinator</li> <li>• FETAC support service</li> <li>• VTOS Co-ordinator</li> <li>• BTEI Co-ordinator</li> </ul>	<ul style="list-style-type: none"> <li>• Staff Verification</li> <li>• Staff Handbook</li> </ul>
<ul style="list-style-type: none"> <li>• Providing access to policies</li> </ul>	<ul style="list-style-type: none"> <li>• Centre Director/Principal</li> <li>• Education Officer</li> <li>• Mentors</li> <li>• Programme Co-ordinator</li> <li>• FETAC Co-ordinator</li> <li>• FETAC support service</li> <li>• VTOS Co-ordinator</li> <li>• BTEI Co-ordinator</li> </ul>	<ul style="list-style-type: none"> <li>• Policy Folder</li> <li>• Staff Handbook</li> </ul>



Methods	Who Does It	Evidence Generated
<ul style="list-style-type: none"> <li>Assigning Mentors</li> </ul>	<ul style="list-style-type: none"> <li>Centre Director/Principal</li> <li>Education Officer</li> <li>Mentors</li> <li>Programme Co-ordinator</li> <li>FETAC Co-ordinator</li> <li>FETAC support service</li> <li>VTOS Co-ordinator</li> <li>BTEI Co-ordinator</li> <li>A.L.O.</li> </ul>	<ul style="list-style-type: none"> <li>Feedback from Mentor</li> <li>Staff Verification</li> </ul>
<ul style="list-style-type: none"> <li>Make provisions for ongoing reflective practice</li> </ul>	<ul style="list-style-type: none"> <li>Centre Director/Principal</li> <li>Adult Education Officer</li> <li>Mentors</li> <li>Programme Co-ordinator</li> <li>FETAC Co-ordinator</li> <li>FETAC support service</li> <li>VTOS Co-ordinator</li> <li>BTEI Co-ordinator</li> <li>A.L.O.</li> </ul>	<ul style="list-style-type: none"> <li>Agenda and minutes of meeting</li> <li>Staff Verification</li> <li>School Planning Folder</li> </ul>
<ul style="list-style-type: none"> <li>FETAC support service induction training</li> </ul>	<ul style="list-style-type: none"> <li>FETAC Support Service</li> </ul>	<ul style="list-style-type: none"> <li>Records of in service attendance</li> <li>Evaluation forms</li> </ul>

Monitor	Frequency	Method (s)
Centre Director/Principal Programme Co-ordinator A.E.O. FETAC Co-ordinator VTOS Co-ordinator Community Education Facilitator Adult Literacy Organiser	Bi-Annually	Review of Evidence

<b>Title</b>	<b>B3.3 Staff Development</b>
<b>Purpose</b>	This procedure describes how centres in Co. Waterford VEC, offering FETAC awards provide for identification of staff training and development needs. We aim to ensure these needs are met.
<b>Staff Involved</b>	Centre Director/Principal, A.E.O. FETAC Co-ordinator, Programme Co-ordinators, Programme Staff, VTOS Co-ordinator, BTEI Co-ordinator, Community Education Facilitator, ALO's

<b>Methods</b>	<b>Who Does It</b>	<b>Evidence Generated</b>
<ul style="list-style-type: none"> <li>Review meeting with staff</li> </ul>	<ul style="list-style-type: none"> <li>Centre Director/Principal</li> <li>A.E.O.</li> <li>Programme Co-ordinator</li> <li>FETAC Co-ordinator</li> <li>FETAC support service</li> <li>VTOS Co-ordinator</li> <li>BTEI Co-ordinator</li> <li>A.L.O.s</li> </ul>	<ul style="list-style-type: none"> <li>Agenda and minutes of meeting</li> <li>Needs Analysis</li> </ul>
<ul style="list-style-type: none"> <li>Staff Training/Development Questionnaires</li> </ul>	<ul style="list-style-type: none"> <li>Centre Director/Principal</li> <li>A.E.O.</li> <li>Programme Co-ordinator</li> <li>FETAC Co-ordinator</li> <li>FETAC support service</li> <li>VTOS Co-ordinator</li> <li>BTEI Co-ordinator</li> <li>A.L.O.</li> </ul>	<ul style="list-style-type: none"> <li>Staff Questionnaires</li> </ul>
<ul style="list-style-type: none"> <li>Facilitate staff training/development</li> </ul>	<ul style="list-style-type: none"> <li>Centre Director/Principal</li> <li>A.E.O.</li> <li>Programme Co-ordinator</li> <li>FETAC Co-ordinator</li> <li>FETAC support service</li> <li>VTOS Co-ordinator</li> <li>BTEI Co-ordinator</li> <li>A.L.O.</li> </ul>	<ul style="list-style-type: none"> <li>Record of training/development</li> <li>Attendance sheet</li> <li>Notice Board</li> <li>Staff accreditation certificates</li> <li>Records of staff application to attend in-service</li> </ul>
<ul style="list-style-type: none"> <li>School/Centre Development Planning</li> </ul>	<ul style="list-style-type: none"> <li>Centre Director/Principal</li> <li>A.E.O.</li> <li>Programme Co-ordinator</li> <li>FETAC Co-ordinator</li> <li>FETAC support service</li> <li>VTOS Co-ordinator</li> <li>BTEI Co-ordinator</li> <li>A.L.O.</li> </ul>	<ul style="list-style-type: none"> <li>Policy Folder</li> <li>Planning Folder</li> </ul>
<ul style="list-style-type: none"> <li>Programme Development planning</li> </ul>	<ul style="list-style-type: none"> <li>Centre Director/Principal</li> <li>A.E.O.</li> <li>Programme Co-ordinator</li> <li>FETAC Co-ordinator</li> <li>FETAC support service</li> <li>VTOS Co-ordinator</li> <li>BTEI Co-ordinator</li> <li>A.L.O.</li> </ul>	<ul style="list-style-type: none"> <li>Agenda and Minutes of meetings</li> <li>Policy Folder</li> <li>Planning Folder</li> <li>Review of planning</li> </ul>

<ul style="list-style-type: none"> <li>• Facilitates in service attendance</li> </ul>	<ul style="list-style-type: none"> <li>• Centre Director/Principal</li> <li>• A.E.O.</li> <li>• Programme Co-ordinator</li> <li>• FETAC Co-ordinator</li> <li>• FETAC support service</li> <li>• VTOS Co-ordinator</li> <li>• BTEI Co-ordinator</li> <li>• A.L.O.</li> </ul>	<ul style="list-style-type: none"> <li>• Records of in service attendance</li> <li>• Records of in-service applications</li> <li>• Staff Verifications</li> </ul>
<ul style="list-style-type: none"> <li>• Provides access to relevant</li> </ul>	<ul style="list-style-type: none"> <li>• Centre Director/Principal</li> <li>• A.E.O.</li> <li>• Programme Co-ordinator</li> <li>• FETAC Co-ordinator</li> <li>• FETAC support service</li> <li>• VTOS Co-ordinator</li> <li>• BTEI Co-ordinator</li> <li>• A.L.O.</li> </ul>	<ul style="list-style-type: none"> <li>• Policy Folder</li> <li>• Examples of best practice/books/manuals</li> <li>• Staff Internet Access</li> </ul>

<b>Monitor</b>	<b>Frequency</b>	<b>Method (s)</b>
Centre Director/Principal Programme Co-ordinator A.E.O. FETAC Co-ordinator VTOS Co-ordinator Community Education Facilitator Adult Literacy Organiser	Annually	Review of Evidence

## **B4 Access, Transfer and Progression of Learners**

### **Policy**

Centres in Co. Waterford VEC, offering FETAC awards recognise that applicants have diverse life experiences and varied educational backgrounds.

Centres in Co. Waterford VEC, offering FETAC awards undertake the following:

- Application or registration forms will be devised so that relevant information can be obtained regarding prior formal and experiential learning.
- Programme staff will provide assistance to learners in selecting appropriate modules suitable to their individual needs.
- Course co-ordinators where applicable will advise learners on:
  - The relevance of previous attainment
  - Level
  - Exemptions
  - Certified learning
  - Available support services

<b>Title</b>	<b>B4.1 Information Provision</b>
<b>Purpose</b>	This aims to describe how potential learners can gain access to information about courses
<b>Staff Involved</b>	Centre Director/Principal, A.E.O. FETAC Co-ordinator, Programme Co-ordinators, Programme Staff, VTOS Co-ordinator, BTEI Co-ordinator, Community Education Facilitator, ALO's

<b>Methods</b>	<b>Who Does It</b>	<b>Evidence Generated</b>
<ul style="list-style-type: none"> <li>• Publicity and Advertising</li> </ul>	<ul style="list-style-type: none"> <li>• Centre Director/Principal</li> <li>• A.E.O.</li> <li>• FETAC Co-ordinator</li> <li>• Programme Co-ordinator</li> <li>• Programme Staff</li> <li>• BTEI Co-ordinator</li> <li>• VTOS Co-ordinator</li> <li>• A.L.O.</li> <li>• Guidance Service</li> <li>• Community Education Facilitator</li> </ul>	<ul style="list-style-type: none"> <li>• Newspaper, Radio</li> <li>• Brochure, Posters</li> <li>• Postal drop</li> <li>• Billboard</li> <li>• Website</li> <li>• Student Publications</li> <li>• PowerPoint Presentation</li> </ul>
<ul style="list-style-type: none"> <li>• Information Day/Evening</li> </ul>	<ul style="list-style-type: none"> <li>• Centre Director/Principal</li> <li>• A.E.O.</li> <li>• FETAC Co-ordinator</li> <li>• Programme Co-ordinator</li> <li>• Programme Staff</li> <li>• BTEI Co-ordinator</li> <li>• VTOS Co-ordinator</li> <li>• A.L.O.</li> <li>• Guidance Service</li> <li>• Community Education Facilitator</li> </ul>	<ul style="list-style-type: none"> <li>• Records of Open day/Evening</li> <li>• Photographs</li> </ul>
<ul style="list-style-type: none"> <li>• Evaluation of PR</li> </ul>	<ul style="list-style-type: none"> <li>• Centre Director/Principal</li> <li>• A.E.O.</li> <li>• FETAC Co-ordinator</li> <li>• Programme Co-ordinator</li> <li>• Programme Staff</li> <li>• BTEI Co-ordinator</li> <li>• VTOS Co-ordinator</li> <li>• A.L.O.</li> <li>• Guidance Service</li> <li>• Community Education Facilitator</li> </ul>	<ul style="list-style-type: none"> <li>• Record of Meetings</li> <li>• Review of Effectiveness of PR and advertising</li> </ul>
<ul style="list-style-type: none"> <li>• Award Ceremony</li> </ul>	<ul style="list-style-type: none"> <li>• Centre Director/Principal</li> <li>• A.E.O.</li> <li>• FETAC Co-ordinator</li> <li>• Programme Co-ordinator</li> <li>• Programme Staff</li> <li>• BTEI Co-ordinator</li> <li>• VTOS Co-ordinator</li> <li>• A.L.O.</li> <li>• Guidance Service</li> <li>• Community Education Facilitator</li> </ul>	<ul style="list-style-type: none"> <li>• Newspaper Report of Event</li> <li>• Photographs</li> </ul>

Monitor	Frequency	Method (s)
Centre Director/Principal Programme Co-ordinator FETAC Co-ordinator VTOS Co-ordinator BTEI Co-ordinator Adult Literacy Organiser	Bi-Annually	Review of Evidence

<b>Title</b>	<b>B4.2 Learning Entry Arrangements</b>
<b>Purpose</b>	To ensure equality and fairness in centres approach to candidate entry
<b>Staff Involved</b>	Centre Director/Principal, FETAC Co-ordinator, Programme Co-ordinators, Programme Staff, VTOS Co-ordinator, BTEI Co-ordinator, Community Education Facilitator, ALO's

<b>Methods</b>	<b>Who Does It</b>	<b>Evidence Generated</b>
<ul style="list-style-type: none"> <li>• Guidance and Advise</li> </ul>	<ul style="list-style-type: none"> <li>• Centre Director/Principal</li> <li>• A.E.O.</li> <li>• FETAC Co-ordinator</li> <li>• Programme Co-ordinator</li> <li>• Programme Staff</li> <li>• BTEI Co-ordinator</li> <li>• VTOS Co-ordinator</li> <li>• A.L.O.</li> <li>• Guidance Service</li> <li>• Community Education Facilitator</li> </ul>	<ul style="list-style-type: none"> <li>• Record of Appointments</li> <li>• Copies of programme information</li> </ul>
<ul style="list-style-type: none"> <li>• Clarity of Programme information</li> </ul>	<ul style="list-style-type: none"> <li>• Centre Director/Principal</li> <li>• A.E.O.</li> <li>• FETAC Co-ordinator</li> <li>• Programme Co-ordinator</li> <li>• Programme Staff</li> <li>• BTEI Co-ordinator</li> <li>• VTOS Co-ordinator</li> <li>• A.L.O.</li> <li>• Guidance Service</li> <li>• Community Education Facilitator</li> </ul>	<ul style="list-style-type: none"> <li>• Information on relevant programme</li> </ul>
<ul style="list-style-type: none"> <li>• Entry Requirement as required by FETAC</li> </ul>	<ul style="list-style-type: none"> <li>• Centre Director/Principal</li> <li>• FETAC Co-ordinator</li> <li>• Programme Co-ordinator</li> <li>• Programme Staff</li> <li>• BTEI Co-ordinator</li> <li>• VTOS Co-ordinator</li> <li>• A.L.O.</li> <li>• Community Education Facilitator</li> </ul>	<ul style="list-style-type: none"> <li>• Entry requirement stated in module descriptor</li> </ul>
<ul style="list-style-type: none"> <li>• Entry Appeals Policy</li> </ul>	<ul style="list-style-type: none"> <li>• Centre Director/Principal</li> <li>• FETAC Co-ordinator</li> <li>• Programme Co-ordinator</li> <li>• Programme Staff</li> <li>• BTEI Co-ordinator</li> <li>• VTOS Co-ordinator</li> <li>• A.L.O.</li> <li>• Community Education Facilitator</li> </ul>	<ul style="list-style-type: none"> <li>• Details of entry refusal appeals policy</li> </ul>

Monitor	Frequency	Method (s)
Centre Director/Principal A.E.O. Programme Co-ordinator FETAC Co-ordinator VTOS Co-ordinator BTEI Co-ordinator Adult Literacy Organiser Community Education Facilitator	Bi- Annually	Review of Evidence



<b>Title</b>	<b>B4.3 Recognition of Prior Learning</b>
<b>Purpose</b>	Centres in Co. Waterford VEC, offering FETAC awards aim to recognise and acknowledge prior formal and experiential learning on entry
<b>Staff Involved</b>	Centre Director/Principal, FETAC Co-ordinator, Programme Co-ordinators, Programme Staff, VTOS Co-ordinator, BTEI Co-ordinator, Community Education Facilitator, ALO's

<b>Methods</b>	<b>Who Does It</b>	<b>Evidence Generated</b>
<ul style="list-style-type: none"> <li>FETAC guidelines for assessing previous learning</li> </ul>	<ul style="list-style-type: none"> <li>Centre Director/Principal</li> <li>FETAC Co-ordinator</li> <li>Programme Co-ordinator</li> <li>Programme Staff</li> <li>BTEI Co-ordinator</li> <li>VTOS Co-ordinator</li> <li>C.E.F.</li> </ul>	<ul style="list-style-type: none"> <li>Entry at suitable level</li> <li>Copies of previous certificates</li> </ul>
<ul style="list-style-type: none"> <li>Recognition of previous learning</li> </ul>	<ul style="list-style-type: none"> <li>Centre Director/Principal</li> <li>FETAC Co-ordinator</li> <li>Programme Co-ordinator</li> <li>Programme Staff</li> <li>BTEI Co-ordinator</li> <li>VTOS Co-ordinator</li> <li>C.E.F.</li> </ul>	<ul style="list-style-type: none"> <li>Signed agreement of recognised previous learning</li> <li>Copies of previous certificates</li> </ul>

<b>Monitor</b>	<b>Frequency</b>	<b>Method (s)</b>
Centre Director/Principal A.E.O. Programme Co-ordinator FETAC Co-ordinator VTOS Co-ordinator BTEI Co-ordinator Adult Literacy Organiser C.E.F.	Bi-Annually	Review of Evidence

<b>Title</b>	<b>B4.4 Facilitating Diversity</b>
<b>Purpose</b>	The procedure describes how centres in Co. Waterford VEC, offering FETAC awards aim to learners with opportunity to develop and enhance their knowledge by taking cognisance of the diverse needs of modern society
<b>Staff Involved</b>	Centre Director/Principal, FETAC Co-ordinator, Programme Co-ordinators, Programme Staff, VTOS Co-ordinator, BTEI Co-ordinator, Community Education Facilitator, ALO's

<b>Methods</b>	<b>Who Does It</b>	<b>Evidence Generated</b>
<ul style="list-style-type: none"> <li>Information on available Support</li> </ul>	<ul style="list-style-type: none"> <li>Centre Director/Principal</li> <li>A.E.O.</li> <li>FETAC Co-ordinator</li> <li>Programme Co-ordinator</li> <li>Programme Staff</li> <li>BTEI Co-ordinator</li> <li>VTOS Co-ordinator</li> <li>A.L.O.</li> <li>C.E.F.</li> <li>Guidance staff</li> </ul>	<ul style="list-style-type: none"> <li>Confirmation of support provided</li> </ul>
<ul style="list-style-type: none"> <li>Accessible information about programmes and courses</li> </ul>	<ul style="list-style-type: none"> <li>Centre Director/Principal</li> <li>FETAC Co-ordinator</li> <li>Programme Co-ordinator</li> <li>Programme Staff</li> <li>BTEI Co-ordinator</li> <li>VTOS Co-ordinator</li> <li>A.L.O.</li> <li>C.E.F.</li> <li>Guidance staff</li> </ul>	<ul style="list-style-type: none"> <li>Advertisements</li> <li>Leaflets</li> <li>Website</li> <li>Visual Information</li> <li>Oral Information</li> <li>Promotional CD/Video</li> </ul>
<ul style="list-style-type: none"> <li>Timing of Classes</li> </ul>	<ul style="list-style-type: none"> <li>Centre Director/Principal</li> <li>A.E.O.</li> <li>FETAC Co-ordinator</li> <li>Programme Co-ordinator</li> <li>BTEI Co-ordinator</li> <li>VTOS Co-ordinator</li> <li>C.E.F.</li> <li>A.L.O.</li> </ul>	<ul style="list-style-type: none"> <li>Timetables</li> </ul>
<ul style="list-style-type: none"> <li>Tutorials/Learning Support</li> </ul>	<ul style="list-style-type: none"> <li>Centre Director/Principal</li> <li>FETAC Co-ordinator</li> <li>Programme Co-ordinator</li> <li>Programme Staff</li> <li>BTEI Co-ordinator</li> <li>VTOS Co-ordinator</li> <li>A.L.O.</li> </ul>	<ul style="list-style-type: none"> <li>Application form identifying supports required</li> </ul>

<b>Monitor</b>	<b>Frequency</b>	<b>Method (s)</b>
Centre Director/Principal A.E.O. Programme Co-ordinator FETAC Co-ordinator VTOS Co-ordinator BTEI Co-ordinator Adult Literacy Organiser C.E.F.	Bi-Annually	Review of Evidence

## **B5 Programme Development, Delivery, and Review**

### **Policy**

Centres in Co. Waterford VEC, offering FETAC awards are committed to providing a wide range of learning opportunities in response to the needs of its learners through partnership with all of its stakeholders. It is the Provider's Policy to develop the expertise of staff with regard to the development, delivery and review of programmes.

<b>Title</b>	<b>B5.1 Identification of Learner Needs</b>
<b>Purpose</b>	The procedure shows how centres in Co. Waterford VEC, offering FETAC awards identify learner needs
<b>Staff Involved</b>	Centre Director/Principal, FETAC Co-ordinator, Programme Co-ordinators, Programme Staff, VTOS Co-ordinator, BTEI Co-ordinator, Community Education Facilitator, ALO's

<b>Methods</b>	<b>Who Does It</b>	<b>Evidence Generated</b>
<ul style="list-style-type: none"> <li>• Collate learner enquiries</li> </ul>	<ul style="list-style-type: none"> <li>• Centre Director/Principal</li> <li>• FETAC Co-ordinator</li> <li>• Programme Co-ordinator</li> <li>• Programme Staff</li> <li>• BTEI Co-ordinator</li> <li>• VTOS Co-ordinator</li> <li>• Guidance Counsellor</li> <li>• A.L.O.</li> <li>• C.E.F.</li> </ul>	<ul style="list-style-type: none"> <li>• Log/file learners enquiries</li> </ul>
<ul style="list-style-type: none"> <li>• Identify gaps in current provision</li> </ul>	<ul style="list-style-type: none"> <li>• Centre Director/Principal</li> <li>• A.E.O.</li> <li>• FETAC Co-ordinator</li> <li>• Programme Co-ordinator</li> <li>• BTEI Co-ordinator</li> <li>• VTOS Co-ordinator</li> <li>• Guidance Counsellor</li> <li>• A.L.O.</li> <li>• C.E.F.</li> </ul>	<ul style="list-style-type: none"> <li>• Minutes of meetings</li> <li>• Records of discussions</li> <li>• Records of research undertaken</li> </ul>
<ul style="list-style-type: none"> <li>• Review social and economic trends</li> </ul>	<ul style="list-style-type: none"> <li>• Centre Director/Principal</li> <li>• A.E.O.</li> <li>• FETAC Co-ordinator</li> <li>• Guidance Counsellor</li> <li>• VTOS Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>• Records of discussions</li> <li>• Record of research undertaken</li> <li>• Minutes of Meetings</li> </ul>
<ul style="list-style-type: none"> <li>• Ascertain needs of community groups</li> </ul>	<ul style="list-style-type: none"> <li>• Centre Director/Principal</li> <li>• FETAC Co-ordinator</li> <li>• C.E.F.</li> <li>• Guidance Counsellor</li> <li>• A.L.O.</li> <li>• BTEI Co-ordinator</li> <li>• VTOSCo-ordinator</li> </ul>	<ul style="list-style-type: none"> <li>• Feasibility study</li> <li>• Records of research</li> <li>• Minutes of Meetings</li> </ul>

<b>Methods</b>	<b>Who Does It</b>	<b>Evidence Generated</b>
<ul style="list-style-type: none"> <li>• Consult with other relevant agencies and employers</li> </ul>	<ul style="list-style-type: none"> <li>• Centre Director/Principal</li> <li>• A.E.O.</li> <li>• FETAC Co-ordinator</li> <li>• C.E.F.</li> <li>• BTEI Co-ordinator</li> <li>• VTOS Co-ordinator</li> <li>• Guidance Counsellor</li> <li>• A.L.O.</li> </ul>	<ul style="list-style-type: none"> <li>• Minutes of meetings</li> <li>• Records of discussions</li> <li>• Link with industry</li> </ul>
<ul style="list-style-type: none"> <li>• Identify suitable destination agencies</li> </ul>	<ul style="list-style-type: none"> <li>• Centre Director/Principal</li> <li>• A.E.O.</li> <li>• FETAC Co-ordinator</li> <li>• BTEI Co-ordinator</li> <li>• VTOS Co-ordinator</li> <li>• A.L.O.</li> <li>• Guidance Counsellor</li> </ul>	<ul style="list-style-type: none"> <li>• Records of research</li> <li>• Link with industry</li> <li>• Minutes of Meetings</li> </ul>

<b>Monitor</b>	<b>Frequency</b>	<b>Method (s)</b>
Centre Director/Principal A.E.O. C.E.F. FETAC Co-ordinator VTOS Co-ordinator BTEI Co-ordinator Adult Literacy Organiser	Bi-Annually	Review of Evidence

<b>Title</b>	<b>B5.2 Programme Design</b>
<b>Purpose</b>	Centres in Co. Waterford VEC, offering FETAC awards aim to provide courses consisting of content appropriate to the needs of its learners and other stakeholders.
<b>Staff Involved</b>	Centre Director/Principal, FETAC Co-ordinator, Programme Co-ordinators, Programme Staff, VTOS Co-ordinator, BTEI Co-ordinator, Community Education Facilitator, ALO's

<b>Methods</b>	<b>Who Does It</b>	<b>Evidence Generated</b>
<ul style="list-style-type: none"> <li>Respond to requirements identified by itself and other relevant agencies</li> </ul>	<ul style="list-style-type: none"> <li>Centre Director/Principal</li> <li>A.E.O.</li> <li>FETAC Co-ordinator</li> <li>Programme Co-ordinator</li> <li>BTEI Co-ordinator</li> <li>VTOS Co-ordinator</li> <li>A.L.O.</li> <li>C.E.F.</li> <li>Guidance Service</li> </ul>	<ul style="list-style-type: none"> <li>Contact with other agencies</li> <li>Study of reports from the various relevant agencies</li> <li>Agenda and minutes of meetings</li> </ul>
<ul style="list-style-type: none"> <li>Course content designed to meet learner needs and facilitate progression.</li> </ul>	<ul style="list-style-type: none"> <li>Centre Director/Principal</li> <li>FETAC Co-ordinator</li> <li>Programme Co-ordinator</li> <li>Programme Staff</li> <li>BTEI Co-ordinator</li> <li>VTOS Co-ordinator</li> <li>A.L.O.</li> <li>C.E.F.</li> </ul>	<ul style="list-style-type: none"> <li>Record of interim review of student progress</li> <li>Record of student results</li> <li>Agenda and minute of Meetings</li> </ul>
<ul style="list-style-type: none"> <li>Module integration</li> </ul>	<ul style="list-style-type: none"> <li>Centre Director/Principal</li> <li>FETAC Co-ordinator</li> <li>Programme Co-ordinator</li> <li>Programme Staff</li> <li>BTEI Co-ordinator</li> <li>VTOS Co-ordinator</li> <li>A.L.O.</li> <li>C.E.F.</li> </ul>	<ul style="list-style-type: none"> <li>Copy of integrated briefs</li> <li>Copy of assessment entries</li> </ul>
<ul style="list-style-type: none"> <li>Design course content in adherence with our existing policies</li> </ul>	<ul style="list-style-type: none"> <li>Centre Director/Principal</li> <li>FETAC Co-ordinator</li> <li>Programme Co-ordinator</li> <li>Programme Staff</li> <li>BTEI Co-ordinator</li> <li>VTOS Co-ordinator</li> <li>A.L.O.</li> <li>C.E.F.</li> </ul>	<ul style="list-style-type: none"> <li>Copy of assessment policy</li> <li>Copies of policies</li> </ul>
<b>Monitor</b>	<b>Frequency</b>	<b>Method (s)</b>
Centre Director/Principal A.E.O. FETAC Co-ordinator VTOS Co-ordinator BTEI Co-ordinator C.E.F. Adult Literacy Organiser	Bi-Annually	Review of Evidence

<b>Title</b>	<b>B5.3 Programme Approval</b>
<b>Purpose</b>	Centres in Co. Waterford VEC, offering FETAC awards aim to ensure that locally devised modules and programmes will have the approval of centre management
<b>Staff Involved</b>	Centre Director/Principal, FETAC Co-ordinator, Programme Co-ordinators, Programme Staff, VTOS Co-ordinator, BTEI Co-ordinator, Community Education Facilitator, ALO's

<b>Methods</b>	<b>Who Does It</b>	<b>Evidence Generated</b>
<ul style="list-style-type: none"> <li>• Liaise with FETAC support service</li> </ul>	<ul style="list-style-type: none"> <li>• Centre Director/Principal</li> <li>• FETAC Co-ordinator</li> <li>• Programme Co-ordinator</li> <li>• Programme Staff</li> <li>• BTEI Co-ordinator</li> <li>• VTOS Co-ordinator</li> <li>• A.L.O.</li> <li>• C.E.F.</li> </ul>	<ul style="list-style-type: none"> <li>• Verified FETAC guidelines</li> <li>• Record of consultation with FETAC support service</li> </ul>
<ul style="list-style-type: none"> <li>• Approval from centre management meeting.</li> </ul>	<ul style="list-style-type: none"> <li>• Centre Director/Principal</li> <li>• FETAC Co-ordinator</li> <li>• Programme Co-ordinator</li> <li>• Programme Staff</li> <li>• BTEI Co-ordinator</li> <li>• VTOS Co-ordinator</li> <li>• A.L.O</li> <li>• C.E.F..</li> </ul>	<ul style="list-style-type: none"> <li>• Minutes of meeting with centre management</li> </ul>

<b>Monitor</b>	<b>Frequency</b>	<b>Method (s)</b>
Centre Director/Principal A.E.O. FETAC Co-ordinator VTOS Co-ordinator BTEI Co-ordinator C.E.F. Adult Literacy Organiser	Bi-Annually	Review of Evidence



<b>Title</b>	<b>B5.4 Programme planning</b>
<b>Purpose</b>	This procedure outlines how centres in Co. Waterford VEC, offering FETAC awards aim to ensure the effective planning of programmes.
<b>Staff Involved</b>	Centre Director/Principal, FETAC Co-ordinator, Programme Co-ordinators, Programme Staff, VTOS Co-ordinator, BTEI Co-ordinator, Community Education Facilitator, ALO's

<b>Methods</b>	<b>Who Does It</b>	<b>Evidence Generated</b>
<ul style="list-style-type: none"> <li>Plan and design programmes in response to learner needs</li> </ul>	<ul style="list-style-type: none"> <li>Centre Director/Principal</li> <li>FETAC Co-ordinator</li> <li>Programme Co-ordinator</li> <li>BTEI Co-ordinator</li> <li>VTOS Co-ordinator</li> <li>A.L.O.</li> <li>C.E.F.</li> </ul>	<ul style="list-style-type: none"> <li>Minutes of planning meeting</li> </ul>
<ul style="list-style-type: none"> <li>Devise timetables</li> </ul>	<ul style="list-style-type: none"> <li>Centre Director/Principal</li> <li>FETAC Co-ordinator</li> <li>Programme Co-ordinator</li> <li>BTEI Co-ordinator</li> <li>VTOS Co-ordinator</li> <li>A.L.O.</li> <li>C.E.F.</li> </ul>	<ul style="list-style-type: none"> <li>Schedules and timetables</li> </ul>

<b>Monitor</b>	<b>Frequency</b>	<b>Method (s)</b>
Centre Director/Principal A.E.O. C.E.F. FETAC Co-ordinator VTOS Co-ordinator BTEI Co-ordinator Adult Literacy Organiser	Bi-Annually	Review of Evidence

<b>Title</b>	<b>B5.5 Programme delivery</b>
<b>Purpose</b>	This procedure outlines how centres in Co. Waterford VEC, offering FETAC awards aim to ensure a consistent and effective programme delivery
<b>Staff Involved</b>	Centre Director/Principal, FETAC Co-ordinator, Programme Co-ordinators, Programme Staff, VTOS Co-ordinator, BTEI Co-ordinator, Community Education Facilitator, ALO's

<b>Methods</b>	<b>Who Does It</b>	<b>Evidence Generated</b>
<ul style="list-style-type: none"> <li>• Training for staff</li> </ul>	<ul style="list-style-type: none"> <li>• Centre Director/Principal</li> <li>• A.E.O.</li> <li>• FETAC Co-ordinator</li> <li>• Programme Co-ordinator</li> <li>• C.E.F.</li> <li>• BTEI Co-ordinator</li> <li>• VTOS Co-ordinator</li> <li>• A.L.O.</li> <li>• National Governing Bodies</li> </ul>	<ul style="list-style-type: none"> <li>• Record of training days</li> </ul>
<ul style="list-style-type: none"> <li>• Review resources used</li> <li>• Resources for staff</li> </ul>	<ul style="list-style-type: none"> <li>• Centre Director/Principal</li> <li>• A.E.O.</li> <li>• FETAC Coordinator</li> <li>• Programme Coordinator</li> <li>• BTEI Co-ordinator</li> <li>• VTOS Co-ordinator</li> <li>• C.E.F.</li> <li>• A.L.O.</li> </ul>	<ul style="list-style-type: none"> <li>• Stock list of resources and variety of learning materials</li> </ul>
<ul style="list-style-type: none"> <li>• Review and evaluation of programme delivery and content</li> </ul>	<ul style="list-style-type: none"> <li>• Centre Director/Principal</li> <li>• A.E.O.</li> <li>• FETAC Co-ordinator</li> <li>• Programme Co-ordinator</li> <li>• BTEI Co-ordinator</li> <li>• VTOS Co-ordinator</li> <li>• A.L.O.</li> <li>• C.E.F.</li> </ul>	<ul style="list-style-type: none"> <li>• Learner questionnaires and feed back</li> <li>• Staff evaluation questionnaires</li> <li>• Minutes of team meetings where delivery is reviewed</li> </ul>
<ul style="list-style-type: none"> <li>• Contingency plans to cover for absent teachers/tutors</li> </ul>	<ul style="list-style-type: none"> <li>• Centre Director/Principal</li> <li>• FETAC Co-ordinator</li> <li>• Programme Co-ordinator</li> <li>• B.T.E.I. Co-ordinator</li> <li>• V.T.O.S. Co-ordinator</li> <li>• C.E.F.</li> </ul>	<ul style="list-style-type: none"> <li>• Contingency plan</li> <li>• Supervision and Substitution rota</li> </ul>

<b>Monitor</b>	<b>Frequency</b>	<b>Method (s)</b>
Centre Director/Principal A.E.O. FETAC Co-ordinator Programme Co-ordinator VTOS Co-ordinator BTEI Co-ordinator C.E.F. Adult Literacy Organiser	Bi-Annually	Review of Evidence

<b>Title</b>	<b>B5.6 Learner records</b>
<b>Purpose</b>	This procedure outlines how centres in Co. Waterford VEC, offering FETAC awards maintain records in an appropriate form for programme review and evaluation
<b>Staff Involved</b>	Centre Director/Principal, FETAC Co-ordinator, Programme Co-ordinators, Programme Staff, VTOS Co-ordinator, BTEI Co-ordinator, Community Education Facilitator, ALO's

<b>Methods</b>	<b>Who Does It</b>	<b>Evidence Generated</b>
<ul style="list-style-type: none"> <li>Record of entry and attendance and exit</li> </ul>	<ul style="list-style-type: none"> <li>Centre Director/Principal</li> <li>FETAC Co-ordinator</li> <li>Programme Co-ordinator</li> <li>Programme Staff</li> <li>BTEI Co-ordinator</li> <li>VTOS Co-ordinator</li> <li>A.L.O.</li> <li>C.E.F.</li> <li>Admin staff</li> </ul>	<ul style="list-style-type: none"> <li>Registration records</li> <li>Attendance records</li> <li>Copies of all Certification</li> </ul>
<ul style="list-style-type: none"> <li>Monitoring of progress</li> </ul>	<ul style="list-style-type: none"> <li>Centre Director/Principal</li> <li>FETAC Co-ordinator</li> <li>Programme Co-ordinator</li> <li>Programme Staff</li> <li>BTEI Co-ordinator</li> <li>VTOS Co-ordinator</li> <li>C.E.F.</li> <li>A.L.O.</li> </ul>	<ul style="list-style-type: none"> <li>Team meeting minutes</li> <li>Learner review notes</li> <li>Tutor review notes</li> </ul>
<ul style="list-style-type: none"> <li>Identify and support special needs of learners</li> </ul>	<ul style="list-style-type: none"> <li>Centre Director/Principal</li> <li>FETAC Co-ordinator</li> <li>Programme Co-ordinator</li> <li>Programme Staff</li> <li>BTEI Co-ordinator</li> <li>VTOS Co-ordinator</li> <li>A.L.O.</li> <li>C.E.F.</li> <li>Guidance Service</li> </ul>	<ul style="list-style-type: none"> <li>Records of application for support</li> <li>Records showing support provided</li> </ul>
<ul style="list-style-type: none"> <li>Evaluation of learner progress</li> </ul>	<ul style="list-style-type: none"> <li>Centre Director/Principal</li> <li>FETAC Co-ordinator</li> <li>Programme Co-ordinator</li> <li>Programme Staff</li> <li>BTEI Co-ordinator</li> <li>VTOS Co-ordinator</li> <li>C.E.F.</li> </ul>	<ul style="list-style-type: none"> <li>Questionnaires and reviews</li> <li>Team meeting minutes</li> <li>Learner review notes</li> <li>Tutor review notes</li> </ul>

<b>Title</b>	<b>B5.7 Provision and Maintenance of Learning Facilities/Records</b>
<b>Purpose</b>	The following procedure describes how centres in Co. Waterford VEC, offering FETAC awards aim to allocate resources in the most beneficial way for the successful participation of learners
<b>Staff Involved</b>	Centre Director/Principal, A.E.O. FETAC Co-ordinator, Programme Co-ordinators, Programme Staff, VTOS Co-ordinator, BTEI Co-ordinator, Health and Safety Officer, Health and Safety Representative, Community Education Facilitator, ALO's

<b>Methods</b>	<b>Who Does It</b>	<b>Evidence Generated</b>
<ul style="list-style-type: none"> <li>• Analysis of resources</li> <li>• Review of premises</li> <li>• Caretaking/security duties</li> <li>• Programme resources</li> </ul>	<ul style="list-style-type: none"> <li>• Centre Director/Principal</li> <li>• FETAC Co-ordinator</li> <li>• Programme Co-ordinator</li> <li>• Programme Staff</li> <li>• BTEI Co-ordinator</li> <li>• VTOS Co-ordinator</li> <li>• Health and Safety Representative</li> <li>• Health and Safety Officer</li> <li>• A.L.O.</li> <li>• C.E.F.</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing provision and development of premises and resources</li> <li>• Records of meetings</li> <li>• Records of staff reports</li> <li>• Stock taken</li> <li>• Requisition forms</li> <li>• FETAC module requirements</li> </ul>
<ul style="list-style-type: none"> <li>• Health and Safety checks</li> </ul>	<ul style="list-style-type: none"> <li>• Centre Director/Principal</li> <li>• FETAC Co-ordinator</li> <li>• Programme Co-ordinator</li> <li>• Programme Staff</li> <li>• BTEI Co-ordinator</li> <li>• VTOS Co-ordinator</li> <li>• A.L.O.</li> <li>• C.E.F.</li> <li>• Health and Safety Representative</li> <li>• Health and Safety Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Records of staff reports</li> <li>• Records of meetings</li> <li>• Health and Safety reports</li> <li>• Accident Report forms</li> <li>• Accident Procedures</li> </ul>

<b>Monitor</b>	<b>Frequency</b>	<b>Method (s)</b>
Centre Director/Principal Programme Co-ordinator FETAC Co-ordinator VTOS Co-ordinator BTEI Co-ordinator Adult Literacy Organiser	Bi-Annually	Review of Evidence

<b>Title</b>	<b>B5.8 Health and Safety</b>
<b>Purpose</b>	This procedure outlines the Health and Safety policy of centres in Co. Waterford VEC, offering FETAC awards. We aim to create an awareness of health and safety issues within the learning environment.
<b>Staff Involved</b>	Centre Director/Principal, FETAC Co-ordinator, Programme Co-ordinators, Programme Staff, VTOS Co-ordinator, BTEI Co-ordinator, Health and Safety Representative, Health and Safety Officer, Community Education Facilitator, ALO's

<b>Methods</b>	<b>Who Does It</b>	<b>Evidence Generated</b>
<ul style="list-style-type: none"> <li>• Drafting of appropriate Health and Safety statement</li> </ul>	<ul style="list-style-type: none"> <li>• Centre Director/Principal</li> <li>• FETAC Co-ordinator</li> <li>• Programme Co-ordinator</li> <li>• Programme Staff</li> <li>• BTEI Co-ordinator</li> <li>• VTOS Co-ordinator</li> <li>• Health and Safety Representative</li> <li>• Health and Safety Officer</li> <li>• A.L.O.</li> <li>• C.E.F.</li> </ul>	<ul style="list-style-type: none"> <li>• Health and Safety statement</li> <li>• County Waterford VEC Health and Safety Policy</li> <li>• Health and Safety Officer in each centre</li> </ul>
<ul style="list-style-type: none"> <li>• Assessment of Health and Safety needs</li> <li>• Identifying maintenance standards</li> <li>• Review of Health and Safety procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Centre Director/Principal</li> <li>• FETAC Co-ordinator</li> <li>• Programme Co-ordinator</li> <li>• Programme Staff</li> <li>• BTEI Co-ordinator</li> <li>• VTOS Co-ordinator</li> <li>• Health and Safety Representative</li> <li>• Health and Safety Officer</li> <li>• A.L.O.</li> <li>• C.E.F.</li> </ul>	<ul style="list-style-type: none"> <li>• Incident report sheet</li> <li>• Health and Safety Statement</li> <li>• Fire drill</li> <li>• Fire Register</li> <li>• Records of meetings</li> </ul>
<ul style="list-style-type: none"> <li>• Appointing Health and Safety officers</li> </ul>	<ul style="list-style-type: none"> <li>• Centre Director/Principal</li> <li>• FETAC Co-ordinator</li> <li>• Programme Co-ordinator</li> <li>• Programme Staff</li> <li>• BTEI Co-ordinator</li> <li>• VTOS Co-ordinator</li> <li>• Health and Safety Representative</li> <li>• Health and Safety Officer</li> <li>• A.L.O.</li> <li>• C.E.F.</li> </ul>	<ul style="list-style-type: none"> <li>• Records of meetings</li> <li>• Record of CEOs appointments</li> </ul>
<ul style="list-style-type: none"> <li>• Induction process on Health and Safety</li> </ul>	<ul style="list-style-type: none"> <li>• Centre Director/Principal</li> <li>• FETAC Co-ordinator</li> <li>• Programme Co-ordinator</li> <li>• Programme Staff</li> <li>• BTEI Co-ordinator</li> <li>• VTOS Co-ordinator</li> <li>• Health and Safety Representative</li> <li>• Health and Safety Officer</li> <li>• C.E.F.</li> <li>• A.L.O.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff training records</li> <li>• Fire drill</li> </ul>

Monitor	Frequency	Method (s)
Centre Director/Principal A.E.O. FETAC Co-ordinator VTOS Co-ordinator BTEI Co-ordinator C.E.F. Adult Literacy Organiser	Bi-Annually	Review of Evidence

<b>Title</b>	<b>B5.9 Programme Review</b>
<b>Purpose</b>	This procedure outlines the method of ongoing review of courses to meet learner needs and to ensure the continued relevance
<b>Staff Involved</b>	Centre Director/Principal, FETAC Co-ordinator, Programme Co-ordinators, Programme Staff, VTOS Co-ordinator, BTEI Co-ordinator, Community Education Facilitator, ALO's

<b>Methods</b>	<b>Who Does It</b>	<b>Evidence Generated</b>
<ul style="list-style-type: none"> <li>• Evaluation of programmes</li> </ul>	<ul style="list-style-type: none"> <li>• Centre Director/Principal</li> <li>• A.E.O.</li> <li>• FETAC Co-ordinator</li> <li>• Programme Co-ordinator</li> <li>• Programme Staff</li> <li>• BTEI Co-ordinator</li> <li>• VTOS Co-ordinator</li> <li>• Guidance Service</li> <li>• Community Education Facilitator</li> </ul>	<ul style="list-style-type: none"> <li>• Learner questionnaires and evaluation sheets</li> <li>• Minute of Programme Staff meetings</li> </ul>
<ul style="list-style-type: none"> <li>• Evaluation of learner results</li> </ul>	<ul style="list-style-type: none"> <li>• Centre Director/Principal</li> <li>• FETAC Co-ordinator</li> <li>• Programme Co-ordinator</li> <li>• Programme Staff</li> <li>• BTEI Co-ordinator</li> <li>• VTOS Co-ordinator</li> <li>• C.E.F.</li> <li>• A.L.O.</li> <li>• Guidance Service</li> <li>• Community Education Facilitator</li> </ul>	<ul style="list-style-type: none"> <li>• Records of learner results</li> <li>• Reports of external examiners</li> </ul>
<ul style="list-style-type: none"> <li>• Evaluation of employer needs</li> </ul>	<ul style="list-style-type: none"> <li>• C.E.O.</li> <li>• Principal</li> <li>• A.E.O.</li> </ul>	<ul style="list-style-type: none"> <li>• Employer survey</li> <li>• Minutes of Meetings</li> </ul>
<ul style="list-style-type: none"> <li>• Students council consultation</li> </ul>	<ul style="list-style-type: none"> <li>• Centre Director/Principal</li> <li>• FETAC Co-ordinator</li> <li>• Programme Co-ordinator</li> <li>• Programme Staff</li> <li>• BTEI Co-ordinator</li> <li>• VTOS Co-ordinator</li> <li>• C.E.F.</li> <li>• A.L.O.</li> <li>• Guidance Service</li> <li>• Community Education Facilitator</li> </ul>	<ul style="list-style-type: none"> <li>• Minutes of Meetings</li> <li>• Evaluation forms</li> </ul>

<b>Monitor</b>	<b>Frequency</b>	<b>Method (s)</b>
Centre Director/Principal A.E.O. Programme Co-ordinator FETAC Co-ordinator VTOS Co-ordinator BTEI Co-ordinator C.E.F. Adult Literacy Organiser	Bi-Annually	Review of Evidence



## **B6 Fair and Consistent Assessment of Learners'**

### **Policy**

Centres in Co. Waterford VEC, offering FETAC awards are committed to a transparent, consistent, accessible and fair process of assessment of learners.

We aim to ensure a clear understanding by staff and learners of the assessment process and criteria.

Our procedure aims to ensure our consistency of marking across assessors in line with national standards and FETAC requirements.

<b>Title</b>	<b>B6.1 Coordinated Planning assessment</b>
<b>Purpose</b>	Centres in Co. Waterford VEC, offering FETAC awards aim to facilitate learners to maximise the value of their assessment through an integrated approach to delivery and assessment of modules.
<b>Staff Involved</b>	Centre Director/Principal, FETAC Co-ordinator, Programme Co-ordinators, Programme Staff, VTOS Co-ordinator, BTEI Co-ordinator, Community Education Facilitator, ALO's

<b>Methods</b>	<b>Who Does It</b>	<b>Evidence Generated</b>
<ul style="list-style-type: none"> <li>Programmes designed with a view to integration</li> </ul>	<ul style="list-style-type: none"> <li>Centre Director/Principal</li> <li>FETAC Co-ordinator</li> <li>Programme Co-ordinator</li> <li>BTEI Co-ordinator</li> <li>VTOS Co-ordinator</li> <li>C.E.F.</li> <li>A.L.O.</li> </ul>	<ul style="list-style-type: none"> <li>Collaboration between module tutors on "Brief" design and implementation</li> </ul>
<ul style="list-style-type: none"> <li>Programme team meetings to review integration and assessment</li> </ul>	<ul style="list-style-type: none"> <li>Centre Director/Principal</li> <li>FETAC Co-ordinator</li> <li>Programme Co-ordinator</li> <li>Programme Staff</li> <li>BTEI Co-ordinator</li> <li>VTOS Co-ordinator</li> <li>C.E.F.</li> <li>A.L.O.</li> </ul>	<ul style="list-style-type: none"> <li>Records of meetings</li> </ul>
<ul style="list-style-type: none"> <li>Informal assessment and evaluation</li> </ul>	<ul style="list-style-type: none"> <li>Centre Director/Principal</li> <li>FETAC Co-ordinator</li> <li>Programme Co-ordinator</li> <li>Programme Staff</li> <li>BTEI Co-ordinator</li> <li>VTOS Co-ordinator</li> <li>A.L.O.</li> <li>C.E.F.</li> </ul>	<ul style="list-style-type: none"> <li>Tutor record</li> <li>Student record</li> </ul>
<ul style="list-style-type: none"> <li>Formal assessment and evaluation</li> </ul>	<ul style="list-style-type: none"> <li>Centre Director/Principal</li> <li>FETAC Co-ordinator</li> <li>Programme Co-ordinator</li> <li>Programme Staff</li> <li>BTEI Co-ordinator</li> <li>VTOS Co-ordinator</li> <li>C.E.F.</li> <li>A.L.O.</li> </ul>	<ul style="list-style-type: none"> <li>Completed portfolios</li> <li>External moderator's sheets</li> <li>Student results on their files</li> </ul>

<b>Monitor</b>	<b>Frequency</b>	<b>Method (s)</b>
Centre Director/Principal Programme Co-ordinator FETAC Co-ordinator VTOS Co-ordinator BTEI Co-ordinator Adult Literacy Organiser C.E.F.	Bi-Annually	Review of Evidence

<b>Title</b>	<b>B6.2 Information to learners</b>
<b>Purpose</b>	Centres in Co. Waterford VEC, offering FETAC awards aim to provide learners with access to necessary information to successfully undertake and participate in FETAC assessment in a fair and consistent manner
<b>Staff Involved</b>	Centre Director/Principal, FETAC Co-ordinator, Programme Co-ordinators, Programme Staff, VTOS Co-ordinator, BTEI Co-ordinator, Community Education Facilitator, ALO's

<b>Methods</b>	<b>Who Does It</b>	<b>Evidence Generated</b>
<ul style="list-style-type: none"> <li>• Programme brochures outlining course details</li> </ul>	<ul style="list-style-type: none"> <li>• Centre Director/Principal</li> <li>• FETAC Co-ordinator</li> <li>• Programme Co-ordinator</li> <li>• Programme Staff</li> <li>• BTEI Co-ordinator</li> <li>• VTOS Co-ordinator</li> <li>• A,L,O,</li> <li>• C.,E.F.</li> </ul>	<ul style="list-style-type: none"> <li>• Programme brochures detailing modules, Assessment techniques and modular integration within programmes</li> </ul>
<ul style="list-style-type: none"> <li>• Learner briefing meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Centre Director/Principal</li> <li>• FETAC Co-ordinator</li> <li>• Programme Co-ordinator</li> <li>• Programme Staff</li> <li>• BTEI Co-ordinator</li> <li>• VTOS Co-ordinator</li> <li>• A.L.O.</li> <li>• C.E.F.</li> </ul>	<ul style="list-style-type: none"> <li>• Record of meetings</li> </ul>
<ul style="list-style-type: none"> <li>• Learner information pack</li> </ul>	<ul style="list-style-type: none"> <li>• Centre Director/Principal</li> <li>• FETAC Co-ordinator</li> <li>• Programme Co-ordinator</li> <li>• Programme Staff</li> <li>• BTEI Co-ordinator</li> <li>• VTOS Co-ordinator</li> <li>• C.E.F.</li> <li>• A.L.O.</li> </ul>	<ul style="list-style-type: none"> <li>• Assessment deadlines</li> <li>• Examination dates</li> <li>• Assessment techniques</li> <li>• Centre procedures</li> <li>• Student Guidelines</li> </ul>
<ul style="list-style-type: none"> <li>• Information provision</li> </ul>	<ul style="list-style-type: none"> <li>• Centre Director/Principal</li> <li>• FETAC Co-ordinator</li> <li>• Programme Co-ordinator</li> <li>• Programme Staff</li> <li>• BTEI Co-ordinator</li> <li>• VTOS Co-ordinator</li> <li>• C.E.F.</li> <li>• A.L.O.</li> </ul>	<ul style="list-style-type: none"> <li>• Notice board</li> <li>• E-mail</li> <li>• Evaluation sheets</li> <li>• Website</li> <li>• Letters to learners</li> </ul>

<b>Monitor</b>	<b>Frequency</b>	<b>Method (s)</b>
Centre Director/Principal A.E.O. FETAC Co-ordinator VTOS Co-ordinator BTEI Co-ordinator Adult Literacy Organiser C.E.F.	Bi-Annually	Review of Evidence

<b>Title</b>	<b>B6.3 Security of assessment and related process and material</b>
<b>Purpose</b>	Centres in Co. Waterford VEC, offering FETAC awards aim to ensure and safeguard security of learner assessment, taking cognisance of learner confidentiality and FETAC guidelines
<b>Staff Involved</b>	Centre Director/Principal, FETAC Co-ordinator, Programme Co-ordinators, Programme Staff, VTOS Co-ordinator, BTEI Co-ordinator, Community Education Facilitator, ALO's

<b>Methods</b>	<b>Who Does It</b>	<b>Evidence Generated</b>
<ul style="list-style-type: none"> <li>• Staff guidelines</li> </ul>	<ul style="list-style-type: none"> <li>• Centre Director/Principal</li> <li>• FETAC Co-ordinator</li> <li>• Programme Co-ordinator</li> <li>• BTEI Co-ordinator</li> <li>• VTOS Co-ordinator</li> <li>• A.L.O.</li> <li>• C.E.F.</li> <li>• Human Resources Department</li> </ul>	<ul style="list-style-type: none"> <li>• Assignment receipt system</li> <li>• Designated storage room</li> <li>• Record of stored material</li> <li>• FETAC module guidelines for internal assessor</li> </ul>
<ul style="list-style-type: none"> <li>• Learner guidelines</li> </ul>	<ul style="list-style-type: none"> <li>• Centre Director/Principal</li> <li>• FETAC Co-ordinator</li> <li>• Programme Co-ordinator</li> <li>• BTEI Co-ordinator</li> <li>• VTOS Co-ordinator</li> <li>• A.L.O.</li> <li>• C.E.F.</li> </ul>	<ul style="list-style-type: none"> <li>• Receipt system</li> <li>• Information regarding storage of portfolios</li> <li>• Learner information pack</li> </ul>
<ul style="list-style-type: none"> <li>• Programme team meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Centre Director/Principal</li> <li>• FETAC Co-ordinator</li> <li>• Programme Co-ordinator</li> <li>• BTEI Co-ordinator</li> <li>• VTOS Co-ordinator</li> <li>• A.L.O.</li> <li>• C.E.F.</li> </ul>	<ul style="list-style-type: none"> <li>• Training days for all staff</li> <li>• Minutes of meetings</li> <li>• Record of attendance at meetings</li> </ul>
<ul style="list-style-type: none"> <li>• External moderator's report</li> </ul>	<ul style="list-style-type: none"> <li>• FETAC External Moderator</li> </ul>	<ul style="list-style-type: none"> <li>• Record of external examiner report</li> </ul>
<ul style="list-style-type: none"> <li>• Adequate storage, filing and retrieval system</li> </ul>	<ul style="list-style-type: none"> <li>• Centre Director/Principal</li> <li>• FETAC Co-ordinator</li> <li>• Programme Co-ordinator</li> <li>• Programme Staff</li> <li>• BTEI Co-ordinator</li> <li>• VTOS Co-ordinator</li> <li>• A.L.O.</li> <li>• C.E.F.</li> </ul>	<ul style="list-style-type: none"> <li>• Designated storage room</li> <li>• Limited access to storage room</li> </ul>

<b>Monitor</b>	<b>Frequency</b>	<b>Method (s)</b>
Centre Director/Principal A.E.O. Programme Co-ordinator FETAC Co-ordinator VTOS Co-ordinator BTEI Co-ordinator Adult Literacy Organiser	Bi-Annually	Review of Evidence

<b>Title</b>	<b>B6.4 Reasonable Accommodation</b>
<b>Purpose</b>	Centres in Co. Waterford VEC, offering FETAC awards aim to facilitate learners are other persons covered by the nine grounds of Equality legislation. To ensure that programme assessments are designed to accommodate learners with disabilities and to enable these learners to demonstrate their achievements of FETQAC standards.
<b>Staff Involved</b>	Centre Director/Principal, A.E.O. FETAC Co-ordinator, Programme Co-ordinators, VTOS Co-ordinator, BTEI Co-ordinator, Community Education Facilitator, ALO's

<b>Methods</b>	<b>Who Does It</b>	<b>Evidence Generated</b>
<ul style="list-style-type: none"> <li>• Staff guidelines</li> </ul>	<ul style="list-style-type: none"> <li>• Centre Director/Principal</li> <li>• FETAC Co-ordinator</li> <li>• Programme Co-ordinator</li> <li>• Programme Staff</li> <li>• BTEI Co-ordinator</li> <li>• VTOS Co-ordinator</li> <li>• A.L.O.</li> <li>• C.E.F.</li> <li>• Admin Staff</li> </ul>	<ul style="list-style-type: none"> <li>• FETAC module guidelines for internal assessor</li> <li>• Guideline for assessors</li> <li>• Tutor records</li> <li>• Records of staff meetings</li> <li>• Programme staff noticeboard</li> </ul>
<ul style="list-style-type: none"> <li>• Staff training</li> </ul>	<ul style="list-style-type: none"> <li>• Centre Director/Principal</li> <li>• A.E.O.</li> <li>• FETAC Co-ordinator</li> <li>• Programme Co-ordinator</li> <li>• BTEI Co-ordinator</li> <li>• VTOS Co-ordinator</li> <li>• A.L.O.</li> <li>• C.E.F.</li> </ul>	<ul style="list-style-type: none"> <li>• Training days for all staff on Reasonable Accommodation in Assessment</li> </ul>
<ul style="list-style-type: none"> <li>• Learner centered assessment</li> </ul>	<ul style="list-style-type: none"> <li>• Centre Director/Principal</li> <li>• FETAC Co-ordinator</li> <li>• Programme Co-ordinator</li> <li>• Programme Staff</li> <li>• BTEI Co-ordinator</li> <li>• VTOS Co-ordinator</li> <li>• A.L.O.</li> <li>• C.E.F.</li> </ul>	<ul style="list-style-type: none"> <li>• Briefs composed with learners needs in mind</li> <li>• Student portfolios</li> <li>• Tutor record</li> </ul>
<ul style="list-style-type: none"> <li>• External moderator</li> </ul>	<ul style="list-style-type: none"> <li>• Centre Director/Principal</li> <li>• FETAC Co-ordinator</li> <li>• Programme Co-ordinator</li> <li>• Programme Staff</li> <li>• BTEI Co-ordinator</li> <li>• VTOS Co-ordinator</li> <li>• A.L.O.</li> <li>• C.E.F.</li> </ul>	<ul style="list-style-type: none"> <li>• External moderator's report</li> </ul>

<b>Monitor</b>	<b>Frequency</b>	<b>Method (s)</b>
Centre Director/Principal Programme Co-ordinator FETAC Co-ordinator VTOS Co-ordinator BTEI Co-ordinator Adult Literacy Organiser	Bi-Annually	Review of Evidence

<b>Title</b>	<b>B6.5 Consistency of marking between assessors</b>
<b>Purpose</b>	Centres in Co. Waterford VEC, offering FETAC awards aim to ensure that internal assessors mark learner assessment in a consistent and fair manner. Marking guidelines should be clear and understood by all concerned and consistent with learner needs and FETAC requirements
<b>Staff Involved</b>	Centre Director/Principal, FETAC Co-ordinator, Programme Co-ordinators, Programme Staff, VTOS Co-ordinator, BTEI Co-ordinator, Community Education Facilitator, ALO's

<b>Methods</b>	<b>Who Does It</b>	<b>Evidence Generated</b>
<ul style="list-style-type: none"> <li>FETAC training in evaluation and assessment</li> </ul>	<ul style="list-style-type: none"> <li>Centre Director/Principal</li> <li>FETAC Co-ordinator</li> <li>Programme Co-ordinator</li> <li>Programme Staff</li> <li>BTEI Co-ordinator</li> <li>VTOS Co-ordinator</li> <li>A.L.O.</li> <li>C.E.F.</li> <li>FETAC support staff</li> </ul>	<ul style="list-style-type: none"> <li>Records of training days</li> <li>FETAC module descriptor</li> </ul>
<ul style="list-style-type: none"> <li>External moderation</li> </ul>	<ul style="list-style-type: none"> <li>FETAC External Moderator</li> </ul>	<ul style="list-style-type: none"> <li>External moderator's report</li> </ul>
<ul style="list-style-type: none"> <li>Provision for appeal of results</li> </ul>	<ul style="list-style-type: none"> <li>Centre Director/Principal</li> <li>FETAC Co-ordinator</li> <li>Programme Co-ordinator</li> <li>BTEI Co-ordinator</li> <li>VTOS Co-ordinator</li> <li>A.L.O.</li> <li>C.E.F.</li> </ul>	<ul style="list-style-type: none"> <li>Learner handbook</li> <li>PLC notice board</li> <li>FETAC appeals guidelines</li> </ul>
<ul style="list-style-type: none"> <li>Programme team co-ordinator</li> </ul>	<ul style="list-style-type: none"> <li>Centre Director/Principal</li> <li>FETAC Co-ordinator</li> <li>Programme Co-ordinator</li> <li>Programme Staff</li> <li>BTEI Co-ordinator</li> <li>VTOS Co-ordinator</li> <li>A.L.O.</li> <li>C.E.F.</li> </ul>	<ul style="list-style-type: none"> <li>Records of team meetings</li> <li>Tutor journal</li> <li>memos</li> </ul>

<b>Monitor</b>	<b>Frequency</b>	<b>Method (s)</b>
Centre Director/Principal A.E.O. Programme Co-ordinator FETAC Co-ordinator VTOS Co-ordinator BTEI Co-ordinator C.E.F. Adult Literacy Organiser	Bi-Annually	Review of Evidence

<b>Title</b>	<b>B6.6 Assessment performed by third parties</b>
<b>Purpose</b>	Centres in Co. Waterford VEC, offering FETAC awards aim to that third parties grade learner assessments in a consistent and fair manner. Marking guidelines should be clear and understood by all concerned and consistent with learner needs, modular needs and FETAC requirements
<b>Staff Involved</b>	Centre Director/Principal, FETAC Co-ordinator, Programme Co-ordinators, Programme Staff, VTOS Co-ordinator, BTEI Co-ordinator, Community Education Facilitator, ALO's

<b>Methods</b>	<b>Who Does It</b>	<b>Evidence Generated</b>
<ul style="list-style-type: none"> <li>• Programme team co-ordination</li> </ul>	<ul style="list-style-type: none"> <li>• Centre Director/Principal</li> <li>• A.E.O.</li> <li>• FETAC Co-ordinator</li> <li>• Programme Co-ordinator</li> <li>• BTEI Co-ordinator</li> <li>• VTOS Co-ordinator</li> <li>• A.L.O.</li> <li>• C.E.F.</li> </ul>	<ul style="list-style-type: none"> <li>• Record of team meetings</li> <li>• Tutor journal</li> <li>• Letters</li> <li>• Memos</li> </ul>
<ul style="list-style-type: none"> <li>• Guidance for third party assessors</li> </ul>	<ul style="list-style-type: none"> <li>• Centre Director/Principal</li> <li>• FETAC Co-ordinator</li> <li>• Programme Co-ordinator</li> <li>• BTEI Co-ordinator</li> <li>• VTOS Co-ordinator</li> <li>• C.E.F.</li> <li>• A.L.O.</li> </ul>	<ul style="list-style-type: none"> <li>• Course specific guidelines fir third party assessor</li> <li>• Records of meetings with third party assessor</li> <li>• Module requirements and assessment criteria</li> </ul>
<ul style="list-style-type: none"> <li>• Contact with third party assessors</li> </ul>	<ul style="list-style-type: none"> <li>• Centre Director/Principal</li> <li>• FETAC Co-ordinator</li> <li>• Programme Co-ordinator</li> <li>• Programme Staff</li> <li>• BTEI Co-ordinator</li> <li>• VTOS Co-ordinator</li> <li>• A.L.O</li> <li>• C.E.F.</li> </ul>	<ul style="list-style-type: none"> <li>• Record of monitoring by staff</li> <li>• Records of meetings with third party assessor</li> <li>• Letters</li> <li>• Memos</li> </ul>
<ul style="list-style-type: none"> <li>• Learner evidence</li> </ul>	<ul style="list-style-type: none"> <li>• Centre Director/Principal</li> <li>• FETAC Co-ordinator</li> <li>• Programme Co-ordinator</li> <li>• Programme Staff</li> <li>• BTEI Co-ordinator</li> <li>• VTOS Co-ordinator</li> <li>• C.E.F.</li> <li>• A.L.O.</li> </ul>	<ul style="list-style-type: none"> <li>• Learner portfolios</li> </ul>

<b>Monitor</b>	<b>Frequency</b>	<b>Method (s)</b>
Centre Director/Principal A.E.O. Programme Co-ordinator FETAC Co-ordinator VTOS Co-ordinator BTEI Co-ordinator C.E.F. Adult Literacy Organiser	Bi-Annually	Review of Evidence

<b>Title</b>	<b>B6.7 Consistency of marking with national standards</b>
<b>Purpose</b>	Centres in Co. Waterford VEC, offering FETAC awards aim to ensure that all assessors adhere to national standards of marking for the award, and marking is consistent with FETAC requirements
<b>Staff Involved</b>	Centre Director/Principal, FETAC Co-ordinator, Programme Co-ordinators, Programme Staff, VTOS Co-ordinator, BTEI Co-ordinator, Community Education Facilitator, ALO's

<b>Methods</b>	<b>Who Does It</b>	<b>Evidence Generated</b>
<ul style="list-style-type: none"> <li>Guidelines for assessors</li> </ul>	<ul style="list-style-type: none"> <li>Centre Director/Principal</li> <li>FETAC Co-ordinator</li> <li>Programme Co-ordinator</li> <li>Programme Staff</li> <li>BTEI Co-ordinator</li> <li>VTOS Co-ordinator</li> <li>A.L.O.</li> <li>C.E.F.</li> <li>Outside Agencies</li> </ul>	<ul style="list-style-type: none"> <li>FETAC assessment guidelines</li> <li>FETAC module guidelines for internal assessors</li> <li>Records of staff meetings</li> <li>Tutors handbook</li> <li>Learner feedback</li> </ul>
<ul style="list-style-type: none"> <li>External moderation</li> </ul>	<ul style="list-style-type: none"> <li>FETAC External Moderator</li> </ul>	<ul style="list-style-type: none"> <li>External moderator's report</li> </ul>
Formal and Informal assessment	<ul style="list-style-type: none"> <li>Centre Director/Principal</li> <li>FETAC Co-ordinator</li> <li>Programme Co-ordinator</li> <li>Programme Staff</li> <li>BTEI Co-ordinator</li> <li>VTOS Co-ordinator</li> <li>A.L.O.</li> <li>C.E.F.</li> <li>Outside Agencies</li> </ul>	<ul style="list-style-type: none"> <li>Completed portfolios</li> <li>Records of continuous assessment and evaluations</li> <li>Class plans</li> <li>Records of certification</li> </ul>
<ul style="list-style-type: none"> <li>FETAC training</li> </ul>	<ul style="list-style-type: none"> <li>Centre Director/Principal</li> <li>FETAC Co-ordinator</li> <li>Programme Co-ordinator</li> <li>Programme Staff</li> <li>BTEI Co-ordinator</li> <li>VTOS Co-ordinator</li> <li>C.E.F.</li> <li>A.L.O.</li> <li>FETAC support service</li> </ul>	<ul style="list-style-type: none"> <li>Staff training records</li> <li>Tutors handbook</li> </ul>

<b>Monitor</b>	<b>Frequency</b>	<b>Method (s)</b>
Centre Director/Principal A.E.O. Programme Co-ordinator FETAC Co-ordinator VTOS Co-ordinator BTEI Co-ordinator C.E.F. Adult Literacy Organiser	Bi-Annually	Review of Evidence



<b>Title</b>	<b>B6.8 Feedback to learners</b>
<b>Purpose</b>	Centres in Co. Waterford VEC, offering FETAC awards aim to ensure that information is conveyed to learners in a clear, consistent and fair manner. It should be clear and understood by all concerned and consistent with learner needs and FETAC requirements.
<b>Staff Involved</b>	Centre Director/Principal, FETAC Co-ordinator, Programme Co-ordinators, Programme Staff, VTOS Co-ordinator, BTEI Co-ordinator, Community Education Facilitator, ALO's

<b>Methods</b>	<b>Who Does It</b>	<b>Evidence Generated</b>
<ul style="list-style-type: none"> <li>• Availability of centre and programme management to meet with learners</li> </ul>	<ul style="list-style-type: none"> <li>• Centre Director/Principal</li> <li>• FETAC Co-ordinator</li> <li>• Programme Co-ordinator</li> <li>• Programme Staff</li> <li>• BTEI Co-ordinator</li> <li>• VTOS Co-ordinator</li> <li>• A.L.O.</li> <li>• C.E.F.</li> </ul>	<ul style="list-style-type: none"> <li>• Designated consultation times</li> <li>• Records of meetings</li> </ul>
<ul style="list-style-type: none"> <li>• Communicating of information</li> </ul>	<ul style="list-style-type: none"> <li>• Centre Director/Principal</li> <li>• FETAC Co-ordinator</li> <li>• Programme Co-ordinator</li> <li>• Programme Staff</li> <li>• BTEI Co-ordinator</li> <li>• VTOS Co-ordinator</li> <li>• A.L.O.</li> <li>• C.E.F.</li> <li>• Guidance staff</li> </ul>	<ul style="list-style-type: none"> <li>• Designated notice board</li> <li>• Website</li> <li>• News letter</li> <li>• Designated whole programme meetings</li> <li>• Letters</li> </ul>
<ul style="list-style-type: none"> <li>• Programme tutor verification</li> </ul>	<ul style="list-style-type: none"> <li>• Centre Director/Principal</li> <li>• FETAC Co-ordinator</li> <li>• Programme Co-ordinator</li> <li>• Programme Staff</li> <li>• BTEI Co-ordinator</li> <li>• VTOS Co-ordinator</li> <li>• A.L.O.</li> <li>• C.E.F.</li> </ul>	<ul style="list-style-type: none"> <li>• Tutor handbook</li> <li>• Tutor journal</li> <li>• Records of minutes of meetings</li> <li>• FETAC guidelines on learner results</li> </ul>
<ul style="list-style-type: none"> <li>• Learner verification</li> </ul>	<ul style="list-style-type: none"> <li>• Centre Director/Principal</li> <li>• FETAC Co-ordinator</li> <li>• Programme Co-ordinator</li> <li>• Programme Staff</li> <li>• BTEI Co-ordinator</li> <li>• VTOS Co-ordinator</li> <li>• A.L.O.</li> <li>• C.E.F.</li> </ul>	<ul style="list-style-type: none"> <li>• Learner journal</li> <li>• Learner evaluation and reports</li> <li>• Learner feedback sheets</li> </ul>
<b>Monitor</b>	<b>Frequency</b>	<b>Method (s)</b>
Centre Director/Principal A.E.O. Programme Co-ordinator FETAC Co-ordinator VTOS Co-ordinator BTEI Co-ordinator C.E.F. Adult Literacy Organiser	Bi-Annually	Review of Evidence

<b>Title</b>	<b>B6.9 Learner Appeals</b>
<b>Purpose</b>	Centres in Co. Waterford VEC, offering FETAC awards aim to ensure that the learner appeals mechanism is fair, transparent and consistent with FETAC requirements.
<b>Staff Involved</b>	Centre Director/Principal, FETAC Co-ordinator, Programme Co-ordinators, Programme Staff, VTOS Co-ordinator, BTEI Co-ordinator, Community Education Facilitator, ALO's

<b>Methods</b>	<b>Who Does It</b>	<b>Evidence Generated</b>
<ul style="list-style-type: none"> <li>FETAC Appeals procedure</li> </ul>	<ul style="list-style-type: none"> <li>Centre Director/Principal</li> <li>FETAC Co-ordinator</li> <li>Programme Co-ordinator</li> <li>BTEI Co-ordinator</li> <li>VTOS Co-ordinator</li> <li>A.L.O.</li> <li>C.E.F.</li> </ul>	<ul style="list-style-type: none"> <li>FETAC notice board</li> <li>Learner handbook</li> <li>Tutor handbook</li> <li>Copies of letters to students</li> <li>Record of appeals</li> </ul>

<b>Monitor</b>	<b>Frequency</b>	<b>Method (s)</b>
Centre Director/Principal A.E.O. Programme Co-ordinator FETAC Co-ordinator VTOS Co-ordinator BTEI Co-ordinator C.E.F. Adult Literacy Organiser	Bi-Annually	Review of Evidence

<b>Title</b>	<b>B6.10 Return of Certified Data</b>
<b>Purpose</b>	Centres in Co. Waterford VEC, offering FETAC awards aim to ensure that all learner and programme data is accurate and submitted to FETAC within the designated deadlines
<b>Staff Involved</b>	Centre management, Programme management, Programme Staff, Community Education Facilitator, A.L.O.

<b>Methods</b>	<b>Who Does It</b>	<b>Evidence Generated</b>
<ul style="list-style-type: none"> <li>• Appropriate certification data procedure</li> </ul>	<ul style="list-style-type: none"> <li>• Centre Director/Principal</li> <li>• FETAC Co-ordinator</li> <li>• Programme Co-ordinator</li> <li>• Programme Staff</li> <li>• BTEI Co-ordinator</li> <li>• VTOS Co-ordinator</li> <li>• A.L.O.</li> <li>• C.E.F.</li> </ul>	<ul style="list-style-type: none"> <li>• Accurate student data on file</li> <li>• Tutor handbook</li> <li>• Record of checking certification data</li> <li>• Copies of all certification data held on file</li> <li>• Learner handbook</li> </ul>

<b>Monitor</b>	<b>Frequency</b>	<b>Method (s)</b>
Centre Director/Principal A.E.O. Programme Co-ordinator FETAC Co-ordinator VTOS Co-ordinator BTEI Co-ordinator C.E.F. Adult Education Officer	Bi-Annually	Review of Evidence

<b>Title</b>	<b>B6.11 Corrective Action</b>
<b>Purpose</b>	Centres in Co. Waterford VEC, offering FETAC awards aim to provide a set of measures to enable a centre deal with issues that endanger the integrity of assessment.
<b>Staff Involved</b>	Centre Director/Principal, FETAC Co-ordinator, Programme Co-ordinators, Programme Staff, VTOS Co-ordinator, BTEI Co-ordinator, Community Education Facilitator, ALO's

<b>Methods</b>	<b>Who Does It</b>	<b>Evidence Generated</b>
<ul style="list-style-type: none"> <li>• Programme team meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Centre Director/Principal</li> <li>• FETAC Co-ordinator</li> <li>• Programme Co-ordinator</li> <li>• Programme Staff</li> <li>• BTEI Co-ordinator</li> <li>• VTOS Co-ordinator</li> <li>• C.E.F.</li> <li>• A.L.O.</li> </ul>	<ul style="list-style-type: none"> <li>• Records of meetings</li> <li>• Records of steps taken</li> <li>• Critical incident plan</li> <li>• Assessment deadlines</li> <li>• FETAC guidelines</li> </ul>
<ul style="list-style-type: none"> <li>• Tutor/Learner meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Centre Director/Principal</li> <li>• FETAC Co-ordinator</li> <li>• Programme Co-ordinator</li> <li>• Programme Staff</li> <li>• BTEI Co-ordinator</li> <li>• VTOS Co-ordinator</li> <li>• A.L.O.</li> <li>• C.E.F.</li> </ul>	<ul style="list-style-type: none"> <li>• Records of meetings</li> <li>• Records of steps taken</li> </ul>
<ul style="list-style-type: none"> <li>• Storage of all records in an accessible format</li> </ul>	<ul style="list-style-type: none"> <li>• Centre Director/Principal</li> <li>• FETAC Co-ordinator</li> <li>• Programme Co-ordinator</li> <li>• BTEI Co-ordinator</li> <li>• VTOS Co-ordinator</li> <li>• A.L.O.</li> <li>• C.E.F.</li> </ul>	<ul style="list-style-type: none"> <li>• Records of meetings</li> <li>• Certification data</li> <li>• Copies of correspondence</li> <li>• Logging of telephone calls</li> <li>• Records of incidents and events</li> </ul>
<ul style="list-style-type: none"> <li>• Immediate communication with FETAC</li> </ul>	<ul style="list-style-type: none"> <li>• Centre Director/Principal</li> <li>• FETAC Co-ordinator</li> <li>• Programme Co-ordinator</li> <li>• BTEI Co-ordinator</li> <li>• VTOS Co-ordinator</li> <li>• A.L.O.</li> <li>• C.E.F.</li> </ul>	<ul style="list-style-type: none"> <li>• Copies of e-mails, letters and any other written forms of communication</li> <li>• Logging of telephone calls</li> </ul>

<b>Monitor</b>	<b>Frequency</b>	<b>Method (s)</b>
Centre Director/Principal A.E.O. Programme Co-ordinator FETAC Co-ordinator VTOS Co-ordinator BTEI Co-ordinator C.E.F. Adult Literacy Organiser	Bi-Annually	Review of Evidence

## **B7 Protection for Learners'**

### **Policy**

Centres in Co. Waterford VEC, offering FETAC awards will endeavour to provide similar learning opportunities for course participation (on a course of 3 months or more duration) should the existing programme cease unexpectedly. Section 43 of the qualifications (Educational & Training) Act does not apply to the Co. Waterford VEC service.

<b>Title</b>	<b>B7.1 Cessation of programme(s)</b>
<b>Purpose</b>	This procedure outlines how learners are protected in the event of a programme ceasing unexpectedly (only applies in exceptional circumstances)
<b>Staff Involved</b>	Centre Director/Principal, FETAC Co-ordinator, Programme Co-ordinators, Programme Staff, VTOS Co-ordinator, BTEI Co-ordinator, Community Education Facilitator, ALO's

<b>Methods</b>	<b>Who Does It</b>	<b>Evidence Generated</b>
<ul style="list-style-type: none"> <li>Policy Statement informing students of procedures, should a programme cease unexpectedly will be included in <ul style="list-style-type: none"> <li>Brochures</li> <li>Handbook/Briefing document</li> <li>Notice boards</li> <li>Verbal Briefing</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Centre Director/Principal</li> <li>FETAC Co-ordinator</li> <li>Programme Co-ordinator</li> <li>BTEI Co-ordinator</li> <li>VTOS Co-ordinator</li> <li>A.L.O.</li> <li>C.E.F.</li> </ul>	<ul style="list-style-type: none"> <li>Policy Statement</li> </ul>
<ul style="list-style-type: none"> <li>Student will be asked to sign a document which will indicate their knowledge of such a policy</li> </ul>	<ul style="list-style-type: none"> <li>Centre Director/Principal</li> <li>FETAC Co-ordinator</li> <li>Programme Co-ordinator</li> <li>Programme Staff</li> <li>BTEI Co-ordinator</li> <li>VTOS Co-ordinator</li> <li>A.L.O.</li> <li>C.E.F.</li> </ul>	<ul style="list-style-type: none"> <li>Signed copy of briefing document</li> </ul>
<ul style="list-style-type: none"> <li>Every effort will be made to accommodate the student on another VEC course at that level in the vicinity.</li> </ul>	<ul style="list-style-type: none"> <li>Centre Director/Principal</li> <li>FETAC Co-ordinator</li> <li>Programme Co-ordinator</li> <li>Programme Staff</li> <li>BTEI Co-ordinator</li> <li>VTOS Co-ordinator</li> <li>A.L.O.</li> <li>C.E.F.</li> </ul>	<ul style="list-style-type: none"> <li>Letter of offer</li> </ul>
<ul style="list-style-type: none"> <li>Additional providers running courses will be identified</li> </ul>	<ul style="list-style-type: none"> <li>Centre Director/Principal</li> <li>FETAC Co-ordinator</li> <li>Programme Co-ordinator</li> <li>BTEI Co-ordinator</li> <li>VTOS Co-ordinator</li> <li>A.L.O.</li> <li>C.E.F.</li> </ul>	<ul style="list-style-type: none"> <li>Correspondence requesting information from provider</li> <li>Records of Transfer</li> <li>Records of Support</li> </ul>

<b>Monitor</b>	<b>Frequency</b>	<b>Method (s)</b>
Centre Director/Principal A.E.O. Programme Co-ordinator FETAC Co-ordinator VTOS Co-ordinator BTEI Co-ordinator C.E.F. Adult Literacy Organiser	Bi-Annually	Review of Evidence

## **B8 Contracting to Other Providers'**

### **Policy**

Centres in Co. Waterford VEC, offering FETAC awards retain ultimate responsibility of primary provider for the quality of its programmes. We aim to ensure this formal contracting and monitoring procedures will be followed in the case of subcontracting to a second provider.

<b>Title</b>	<b>B8.1 Selection of second provider</b>
<b>Purpose</b>	Centres in Co. Waterford VEC, offering FETAC awards aim to ensure that centres provide a statement of criteria to guide the selection of a second provider .
<b>Staff Involved</b>	Centre Director/Principal, FETAC Co-ordinator, Programme Co-ordinators, Programme Staff, VTOS Co-ordinator, BTEI Co-ordinator, Community Education Facilitator, ALO's

<b>Methods</b>	<b>Who Does It</b>	<b>Evidence Generated</b>
<ul style="list-style-type: none"> <li>• Statement of criteria</li> </ul>	<ul style="list-style-type: none"> <li>• Centre Director/Principal</li> <li>• FETAC Co-ordinator</li> <li>• Programme Co-ordinator</li> <li>• Programme Staff</li> <li>• BTEI Co-ordinator</li> <li>• VTOS Co-ordinator</li> <li>• A.L.O.</li> <li>• C.E.F.</li> </ul>	<ul style="list-style-type: none"> <li>• Correspondence between first and second provider</li> <li>• Minutes of meetings between first and second provider</li> <li>• Statement of Criteria</li> </ul>

<b>Monitor</b>	<b>Frequency</b>	<b>Method (s)</b>
Centre Director/Principal A.E.O. Programme Co-ordinator FETAC Co-ordinator VTOS Co-ordinator BTEI Co-ordinator C.E.F. Adult Literacy Organiser	Bi-Annually	Review of Evidence



<b>Title</b>	<b>B8.2 Contract arrangements</b>
<b>Purpose</b>	Centres in Co. Waterford VEC, offering FETAC awards aim to ensure a written contract outlining respective responsibilities exists between the first and second provider in the event of subcontracting where this occurs.
<b>Staff Involved</b>	Centre Director/Principal, FETAC Co-ordinator, Programme Co-ordinators, Programme Staff, VTOS Co-ordinator, BTEI Co-ordinator, Community Education Facilitator, ALO's

<b>Methods</b>	<b>Who Does It</b>	<b>Evidence Generated</b>
<ul style="list-style-type: none"> <li>• Contract between first and second provider</li> </ul>	<ul style="list-style-type: none"> <li>• Centre Director/Principal</li> <li>• A.E.O.</li> <li>• FETAC Co-ordinator</li> <li>• Programme Co-ordinator</li> <li>• BTEI Co-ordinator</li> <li>• VTOS Co-ordinator</li> <li>• C.E.F.</li> <li>• A.L.O.</li> </ul>	<ul style="list-style-type: none"> <li>• Copy of the contract</li> <li>• Correspondence between first and second provider</li> <li>• Minutes of meetings between first and second providers</li> </ul>

<b>Monitor</b>	<b>Frequency</b>	<b>Method (s)</b>
Centre Director/Principal A.E.O. Programme Co-ordinator FETAC Co-ordinator VTOS Co-ordinator BTEI Co-ordinator C.E.F. Adult Literacy Organiser	Bi-Annually	Review of Evidence

<b>Title</b>	<b>B8.3 Reporting Arrangements</b>
<b>Purpose</b>	Centres in Co. Waterford VEC, offering FETAC awards aim to ensure agreed reporting procedures by the second provider to the first provider as part of the contract, where this occurs.
<b>Staff Involved</b>	Centre Director/Principal, A.E.O. FETAC Co-ordinator, Programme Co-ordinators, Programme Staff, VTOS Co-ordinator, BTEI Co-ordinator, Community Education Facilitator, ALO's

<b>Methods</b>	<b>Who Does It</b>	<b>Evidence Generated</b>
<ul style="list-style-type: none"> <li>• Agreed reporting procedure</li> </ul>	<ul style="list-style-type: none"> <li>• Centre Director/Principal</li> <li>• FETAC Co-ordinator</li> <li>• Programme Co-ordinator</li> <li>• Programme Staff</li> <li>• BTEI Co-ordinator</li> <li>• VTOS Co-ordinator</li> <li>• C.E.F.</li> <li>• A.L.O.</li> </ul>	<ul style="list-style-type: none"> <li>• Copy of contract</li> <li>• Report from second provider to first provider</li> <li>• Correspondence between the first and second provider</li> <li>• Minutes of meetings between the first and second provider</li> </ul>

<b>Monitor</b>	<b>Frequency</b>	<b>Method (s)</b>
Centre Director/Principal A.E.O. Programme Co-ordinator FETAC Co-ordinator VTOS Co-ordinator BTEI Co-ordinator Adult Literacy Organiser C.E.F.	Annually	Review of Evidence

<b>Title</b>	<b>B8.4 Monitoring Arrangements</b>
<b>Purpose</b>	Centres in Co. Waterford VEC, offering FETAC awards aim to ensure the monitoring of the quality of the second providers programme delivery, in the rare instances where this occurs.
<b>Staff Involved</b>	Centre Director/Principal, A.E.O. FETAC Co-ordinator, Programme Co-ordinators, Programme Staff, VTOS Co-ordinator, BTEI Co-ordinator, Community Education Facilitator, ALO's

<b>Methods</b>	<b>Who Does It</b>	<b>Evidence Generated</b>
<ul style="list-style-type: none"> <li>• Learner evaluation form</li> </ul>	<ul style="list-style-type: none"> <li>• Centre Director/Principal</li> <li>• FETAC Co-ordinator</li> <li>• Programme Co-ordinator</li> <li>• Programme Staff</li> <li>• BTEI Co-ordinator</li> <li>• VTOS Co-ordinator</li> <li>• C.E.F.</li> <li>• A.L.O.</li> </ul>	<ul style="list-style-type: none"> <li>• Evaluation for 5ms</li> <li>• Composite report of evaluation forms</li> </ul>
<ul style="list-style-type: none"> <li>• Analysis of second provider reports</li> </ul>	<ul style="list-style-type: none"> <li>• Centre Director/Principal</li> <li>• A.E.O.</li> <li>• FETAC Co-ordinator</li> <li>• Programme Co-ordinator</li> <li>• Programme Staff</li> <li>• BTEI Co-ordinator</li> <li>• VTOS Co-ordinator</li> <li>• A.L.O.</li> <li>• C.E.F.</li> </ul>	<ul style="list-style-type: none"> <li>• Minutes of Meetings of Quality Assurance team</li> <li>• Copy of second provider reports</li> <li>• Copy of analysis of second provider reports</li> </ul>

<b>Monitor</b>	<b>Frequency</b>	<b>Method (s)</b>
Centre Director/Principal A.E.O. Programme Co-ordinator FETAC Co-ordinator VTOS Co-ordinator BTEI Co-ordinator Adult Literacy Organiser C.E.F.	Annually	Review of Evidence

## **B9 Self Evaluation of Programmes and Services'**

### **Policy**

Centres in Co. Waterford VEC, offering FETAC awards are committed to an evaluation process which promotes ongoing improvement of programme quality and delivery.

B9.1	Assignment of Responsibility	The A.E.O., Principal ensure that programme managers or co-ordinators form a team(s) to evaluate each programme or group of programmes. Each Coordinator will carry out student and staff evaluations of each programme in the first instance.
B9.2	Frequency	Following initial self evaluation each centre will evaluate its programmes every three years or in exceptional circumstances at an earlier date.
B9.3	Range	Centres may group programmes for the purpose self evaluation taking cognisance of each centres structure, range of programmes, resources and overall effectiveness of the self evaluation process
B9.4	Learner Involvement	Learner view points will be included and involvement will be ensured through – <ul style="list-style-type: none"> <li>▪ Evaluation forms</li> <li>▪ Student council/ class representative</li> <li>▪ Analysis of information gathered from learners during programme review(s)</li> </ul>
B9.5	External Evaluator	County Waterford VEC will establish a panel of external (to the centre) evaluators based on the following criteria: <ul style="list-style-type: none"> <li>▪ Education/Training expertise</li> <li>▪ Experience in implementation of FETAC guidelines</li> <li>▪ Experience in one or more of the following <ul style="list-style-type: none"> <li>○ Programme Design</li> <li>○ Programme Delivery</li> <li>○ Programme Evaluation</li> </ul> </li> </ul>
B9.6	Methodology	Each centre will conduct an initial self evaluation by applying the evaluation checklist separately to each of the programmes or groups of programmes being evaluated.  The person co-ordinating the evaluation, together with the programme team, draws up a draft report based on the outcomes to be submitted to the C.E.O./A.E.O./Principal.  At this stage the external evaluator will, through a process of sampling, verify the findings in the draft report. The external evaluator will contribute suggestions for improvement based on his/her own expertise. The final evaluation report will contain the agreed findings of the centre and the external evaluator.  In addition to the evaluation report each centre will prepare a Programme Improvement Plan (to be submitted to the CEO/AEO) which is signed by management and indicates how the findings of the evaluation report will be acted on so as to maintain and improve the quality of the programme.  The self evaluation report together with the Programme Improvement Plan will be sent by the CEO/AEO to FETAC.