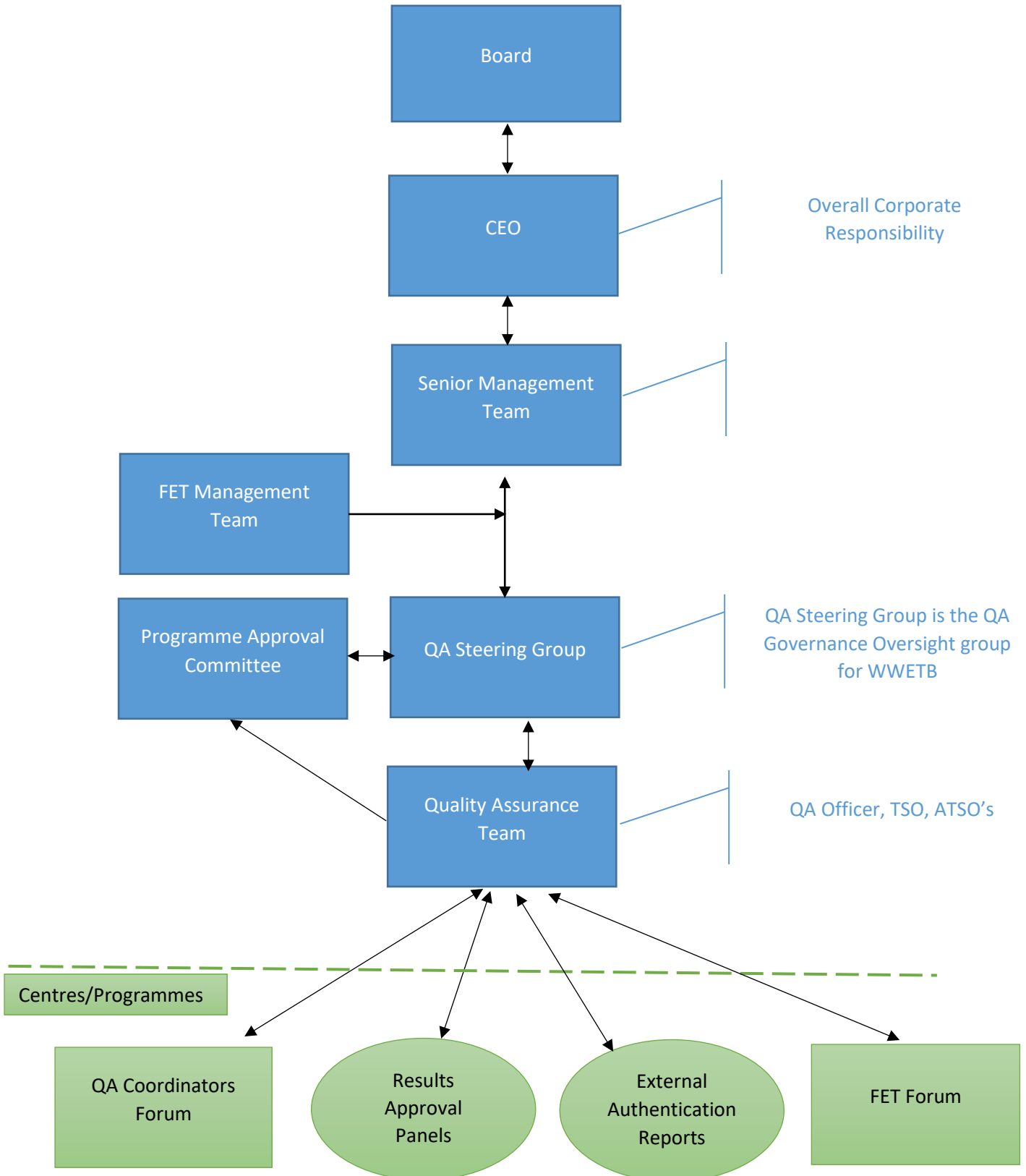


Quality Assurance Roles, Responsibilities & Decision Making Fora

Quality Assurance Governance and Oversight Structures



Senior Management Team

The WWETB Senior Management consisting on CEO, Director of FET, Director of Schools, Director of OSD, HR Manager, Finance Manager, Corporate Services Manager, Innovation and Development Manager.

FET Management Team

The FET Management Team consists of the Director of FET, 3 Adult Education Officers, Training Centre Manager, 4 Training Assistant Managers, Innovation and Development Manager. This team meets monthly to review strategic and operational issues including quality assurance.

Quality Assurance Steering Group

Responsibility for the governance and oversight of FET quality assurance current resides with the Quality Assurance Steering Group. This groups includes representatives from all services and programmes with WWETB. It is chaired by the FET Director and reports to the Senior Management Team.

The QA Steering Group currently consists of the FET Director, Quality Assurance Officer, Training Standards Officer, Assistant Manager Quality Assurance, 3 Adult Education Officers, Training Centre Manager, Contracted Training Manager, and Community Training Manager.

The QA Steering Group has responsibility, amongst other things, for the approval and oversight of the development of quality assurance policy and processes, programme development, delivery, assessment and review, approval of centres to deliver programmes, external authentication, results approval etc.

Programme Approval Committee

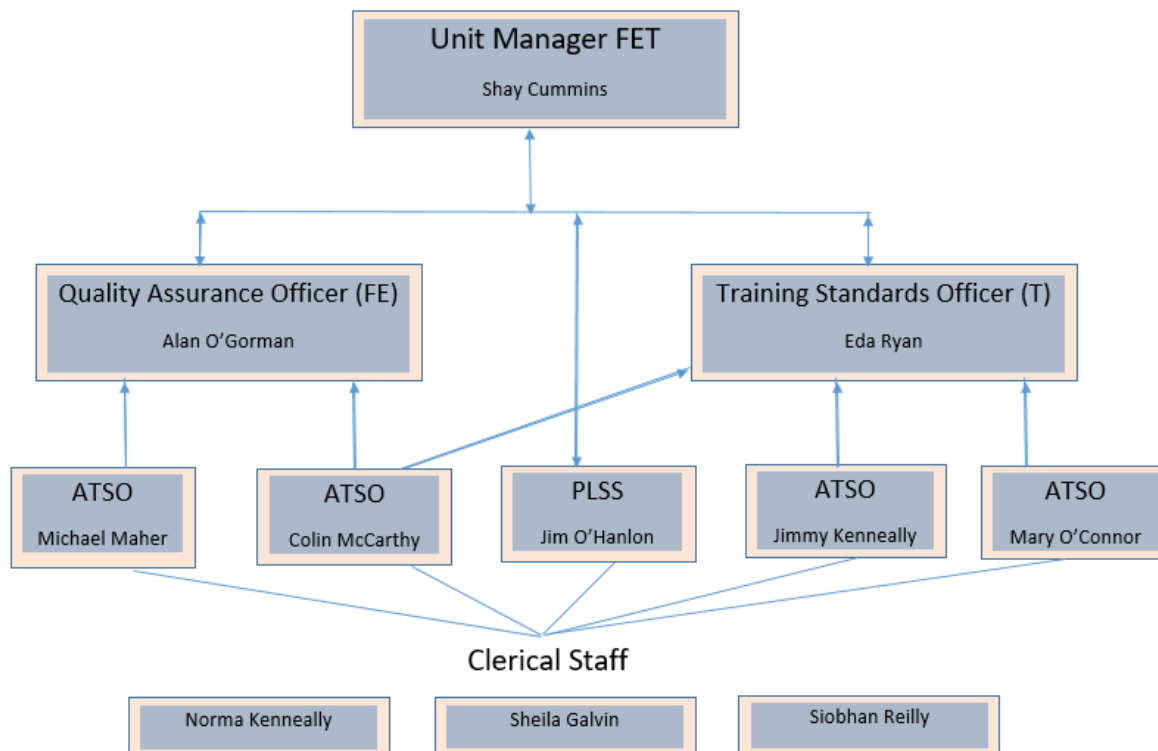
The Programme Approval Committee currently has the same make-up as the QA Steering Group (though this is under review).

The PAC has a dual role currently, firstly to review Programme Development or Delivery Applications from Quality Assurance and Validation perspective. Secondly, once the applications have been presented and reviewed from a QA viewpoint, the members of the QA Team leave the meeting if discussions around programme management and delivery issues are required.

The role and membership of the Programme Approval Committee in currently under review. The programme planning and management aspect would not be seen as a QA function and the committee may be a better fit with the FET Management Group.

Quality Assurance Team

The WWETB Quality Assurance Team was formed in August 2016, with amalgamation of Training Standards Unit and the functions of the Further Education Quality Assurance Officer. The structure of the WWETB Quality Assurance Team is as follows;



QA/QQI Coordinators Forum

The QA/QQI Coordinators Forum is a communications group of individuals with QA or QQI responsibility for their centre or programme. This forum acts as consultative and communication groups for all QA or QQI issues, consultations or updates. This forum meets once a year as a QA workshop of current and appropriate QA items.

FET Forum

The FET Forum is a group of individuals with FET management responsibility for their centre or programme. This forum is made up of programme or centre managers and coordinators from both further education and training. This forum meets quarterly to review current and appropriate FET strategic and operational items which may include quality assurance.

Centre Level Quality Assurance Roles and Governance Responsibilities in FET

The roles and responsibilities for QA governance at centre level varies depending on the centre/programme. The responsibility from the implementation of Quality Assurance policy and procedures lies with the manager of each centre or programmes. These centre/programme managers report directly to the FET Director and are supported by Quality Assurance Team. The table below provides an overview of QA responsibility and governance and centre/programme level

	Adult Education Service	PLC Provision	Training Services
Centre Level Responsibility	Adult Education Officer (reports to the FET Director)	Principal (reports to the FET Director)	Training Manager(reports to the FET Director)
Programme Level Responsibility	Adult Literacy Organiser, Community Education facilitator, BTEI Coordinator, Youthreach Coordinator, Programme Coordinator etc.,	Assistant Principals, PLC Coordinators, Department Heads, Course Coordinators	Assistant Managers / Unit Managers
Day-to-day Responsibility	Teachers, Tutors, Adult Educators	Teachers	Trainers, Instructors, 2 nd Providers
QA/QQI Support	QQI Coordinator, Resource Workers, Quality Assurance Officer	QQI Coordinator, Exam/Assessment Coordinator, Quality Assurance Officer	Training Standards Officers, ATSOs

Adult Education

The Adult Education Service (AES) is led by 3 Adult Education Officer, with responsibility for Adult Literacy, BTEI, Community Education, ESOL, Guidance, VTOS and Youthreach with a number of adult education centres across the ETB, and is supported by programme coordinators. Adult Literacy Organisers, and Community Education Facilitators have responsibility for the classes within their own services. Other programmes, such as VTOS, BTEI, Skills for Work or ESOL, may be managed by programme coordinators who have responsibility for the day-to-day running of the courses which are delivered by teachers/tutors/adult educators. The AES delivers certified courses (mostly leading to QQI awards), as well as uncertified courses. ETB-level oversight of QQI delivery is managed through review of IV/EA/RAP processes as reported by the QA Officer to the QA Steering; currently oversight of uncertified and non-QQI certified courses resides at service level.

Post Leaving Certificate Provision / Further Education College

In our one dedicated FE College, final, centre-level responsibility for quality resides with the principal, supported by the deputy principal. In dual provision schools, consisting of a co-located further

education centre and secondary school, the further education element is managed by the PLC coordinator (or a similar role), who reports to the school principal. Thereafter, in both settings, department heads or course coordinators have day-to-day responsibility for the running of the courses, which are delivered by teachers who are subject matter experts.

PLC schools deliver QQI awards, as well as awards from other certification bodies. ETB-level oversight of QQI delivery is managed through a review of the IV/EA/RAP processes as reported by the Quality Assurance Officer to the QA Steering Group. Currently oversight for non-QQI awards resides at centre level.

Training Centres

The Training centres are run by the training centre manager, supported by assistant managers. Day-to-day responsibility for assessments and monitoring lies with the Training Standards Officer (TSO), supported by an Assistant Training Standards Officer (ATSO). The TSO reports directly to the Assistant Manager with responsibility for Quality Assurance. Training centres deliver courses leading to QQI certification, as well as extensively delivering courses leading to non-QQI certification. All contracted trainers who deliver courses for the training centres do so under the Transitional Quality Assurance System (TQAS), and contracted trainers are monitored on a monthly basis. All results are submitted to QQI through the training centres, following processes of IV/EA/RAP. Oversight for all certification currently resides at centre level.