

Policy B1: Communications

It is the Communications Policy of The Waterford Adult Education Centre that all learners be afforded the formal and informal means to express feedback and commentary on the various programmes and services provided; on the manner in which they are delivered; the media through which they are advertised and the method through which they are administered.

That all staff be granted effective, transparent and purposeful means to receive and deliver information.

That all other stakeholders be provided with accurate, timely and appropriate information.

In so doing we will ensure that our communications procedures will deliver the means to encompass information and clarity around our programmes and services.

Policy B2: Equality

It is the policy of the Waterford Adult Education Centre to ensure that all learners, staff and service users are treated with the status afforded to them under both current legislation and the anti-discrimination policies governing the City of Waterford VEC. In our capacity as a provider of programmes and services we will commit to equality of opportunity, access, and participation free from

discrimination, bullying or any form of harassment for all service users and staff.

Furthermore we will endeavour to sustain a proactive approach in ensuring the sustained participation of individuals or groups covered under the nine areas in the equality legislation.

Policy B3: Staff Recruitment & Development

It is the policy of the Adult Education Centre Waterford that staff recruitment processes be carried out in accordance with City of Waterford VEC policy. That selection and recruitment procedures be carried out in a fair and transparent manner. That new staff will be facilitated in the carrying out of roles and duties and that all staff will have access to professional development and training as appropriate.

B4 Access, Transfer and Progression

The AEC Waterford will ensure that access to our programmes will be enabled through offering informed choices to participants and by recognition where appropriate of prior learning whether this is the acquisition of knowledge, skills and competencies. Furthermore, we will ensure the availability, facilitation, and monitoring of transfer and progression opportunities for learners on a regular basis.

B5 Programme Development, Delivery and Review

It is the policy of the Adult Education Centre Waterford to ensure that the design, approval, planning, recording, delivery, and review of programmes be carried out in a coordinated, transparent, safe, consultative, and effective manner to ensure the best possible learning opportunities for participants.

B6 Fair and Consistent Assessment of Learners

It is the policy of the Waterford Adult Education Centre to promote fair and consistent assessment of learners across programmes. We therefore endorse a planned and coordinated approach with providers and learners that will involve consultation, monitoring and feedback both across and within programmes. This will further commit us to providing information to learners to ensure successful participation in assessment.

B7 Protection for Learners

The Adult Education Centre is regulated by the same legislation governing The City of Waterford V.E.C and is therefore not subject to Section 43 of the Qualifications Act. However, we will endeavour to provide alternative arrangements to accommodate those participants who are without provision following the cessation of a programme of three months duration or more.

B9 Self Evaluation of Programmes and Services

It is the policy of the Adult Education Centre Waterford to conduct a self evaluation of its programmes and services through a consultative, inclusive and frequent process which will be underpinned by a methodical yet fair approach to programme and service provision analysis.