



Policy Area:	Programmes of Education and Training - FET
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Responsibility:	<ul style="list-style-type: none">· Quality Assurance Steering Group· FET Management Team
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1. Purpose

Waterford and Wexford Education and Training Board (WWETB) is committed the provision of quality further education and training programmes with fit for purpose procedures regarding the development and approval of programmes, learner admission and progression and effective monitoring and reviewing of WWETB run programmes.

2. Scope

This policy statement covers all programmes associated with WWETB further education and training provision.

3. Definitions

FET

WWETB's further education and training provision.

Programme Development

This refers to the systematic approach to the design and improvement of programmes to meet awards bestowed by the certification bodies with which WWETB cooperates.

Approval

This refers to the process by which WWETB organises and coordinates its further education and training provision to meet the need of associated stakeholders including prospective learners and trainees and local industry.

Admission

This refers to the systematic provision of clear and expeditious access to programmes for learners. It also refers to the process of supporting learners to access the course most appropriate to their needs and personal learning goals.

Progression

This refers to the procedures associated with assisting learners in their movement through the national framework of qualifications as appropriate.

Recognition

This refers to the processes associated with recognising prior learning and attainment of learners and the formal use of this attainment for progression.



Programme Monitoring and Review

This refers to the processes and systems associated with the oversight and improvement of WWETB further education and training programmes.

4. Policy Statement

Waterford and Wexford Education and Training Board (WWETB) commits to implementing effective systems and processes for the development of the suite of programmes that make up its further education and training provision. This includes both;

- New programmes associated with QQI, City and Guilds awards or awards bestowed by other certification bodies with which WWETB has a formal further education and/or training provision relationship. WWETB commits to a quality approach to programme development and diligent adherence to the appropriate validation requirements.
- Existing programmes as appropriate. WWETB will engage in effective review and development of its programmes in a collaborative manner with all appropriate stakeholders.

Procedures for programme development and approval will ensure that programmes:

- Are designed with overall programme objectives in line with the provider strategy.
- Are developed in line with the requirements of the National Framework of Qualifications.
- Are designed with the involvement of relevant stakeholders and with the benefit of external expertise and reference points.
- In WWETB organised and procured training, where programmes involve second providers, before programme validation the ETB will consult with such providers and show evidence of this consultation.
- Define the expected learner workload.
- Are compliant with internal and other regulatory or professional policies and requirements.
- Are subject to ongoing monitoring and review.
- Practitioner staff are appropriately certified and experienced to deliver programmes.

WWETB will ensure quality in the systems and processes associated with access, transfer and progression of learners. WWETB commits to a clear and consistent process which supports prospective learners in gaining access to WWETB-run courses. Similarly, there is commitment to an effective and supported process for learners transferring from one course to another and progression from one course to another as appropriate.



WWETB is committed to recognising prior learning attained by prospective learners accessing WWETB programmes and the development of a formal process for this that is clear and consistent.

WWETB commits to formal processes associated with the monitoring and review of its further education and training programmes to ensure that they are;

- up to date and appropriate to the needs of learners and wider cohorts of society
- appropriate in terms of their settings and resourcing
- performing in terms of appropriate outcomes for learners
- fair and consistent in terms of learner workload and assessment

5. Review and Update

This policy statement will be reviewed within two years of approval. The supplementary FET policies, procedures and guides which emanate from this statement will be reviewed as appropriate by the quality assurance oversight body and FET management in turn.