

<b>Policy Area:</b>	<b>Information and Data Management- FET</b>
<b>Version:</b>	<b>1.0</b>
<b>Date:</b>	<b>08.07.21</b>
<b>Review:</b>	<b>July 2023</b>
<b>Responsibility:</b>	<ul style="list-style-type: none"><li>· <b>Quality Steering Group</b></li><li>· <b>FET Management Team</b></li></ul>
<b>Approval:</b>	<b>January 2022- QA Steering Group</b>



## 1. Purpose

Waterford Education and Training Board (WWETB) is committed to the systematic and accurate recording of data for the purposes of the planning and review of its further education and training provision.

## 2. Scope

This policy statement concerns the collection and use of data associated with WWETB's provision of further education and training. Also incorporated is the use of that data for information purposes.

## 3. Definitions

### FET

WWETB's further education and training provision.

### Data

This refers to facts and figures gathered and generated by Waterford & Wexford Education and Training Board in the administration and monitoring of FET provision.

### Information

This refers to the processing and presentation of data and details that have been gathered by WWETB.

## 4. Policy Statement

WWETB endeavours to use data and information in the establishment and refinement of a rigorous and efficient further education and training provision. Due regard will be given to the statutory responsibilities associated with Data protection and Freedom of information.

WWETB will provide its funding partners with the necessary data and information required to resource a responsive, efficient and quality provision of further education and training in the south-east region.



WWETB will utilise robust and secure systems and platforms as appropriate for the compiling and sharing of data and information associated with core business. In particular, WWETB will endeavour to safeguard any sensitive information associated with its stakeholders in line with its data protection responsibilities. WWETB staff will be supported with achieving proficiency in using designated information systems and platforms and in ensuring accuracy in relation to data input.

WWETB will use data and information as a means of reviewing FET provision. Data and information used in this way will be accurate and up to date. Data and information will help to inform benchmarks and inform key performance indicators. Data and Information will be used as a tool for review of further education and training provision as part of a suite of methods for review. WWETB will utilise both quantitative and qualitative methods for review of provision to achieve best practice in review.

## 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.