

# DOCUMENTED APPROACH TO QUALITY ASSURANCE

This section of the Quality Assurance (QA) Handbook outlines the policy for the documenting the approach to Quality Assurance. QA Policies and Procedures articulate how Kerry ETB will assure the quality of teaching, learning and service activities across its FET provision. This policy does not exist in isolation, so cross reference will be made to other related policies and procedures where appropriate.

## PURPOSE

The purpose of this policy is to set the framework within which the QA Policies and Procedures of Kerry ETB will be developed, monitored and maintained. This policy also has the purpose of complying with the following:

- a) The requirements of QQI, as set out in its Core Statutory Quality Assurance Guidelines and its Sectoral Specific Quality Assurance Guidelines, that Kerry ETB documents and implements a policy for Quality Assurance.
- b) The requirements of QQI, as set out in its Topic Specific Quality Assurance Guidelines for Blended Learning, that Kerry ETB documents and implements a policy for Quality Assurance.

## SCOPE

This policy applies to all policies and procedures relating to the quality assurance and enhancement of Kerry ETB FET programmes and related services.

This policy gives due regard to the following wider policy:

- Kerry ETB Framework for the Development of Policies and Procedures, approved by the Board of Kerry ETB.

## POLICY FOR POLICY DEVELOPMENT

Kerry ETB will develop a programme of policy development which is specific and time-defined, with input from all relevant stakeholders.

Each policy will be recorded in writing. Unrecorded custom and practice will not be deemed to be a policy. Policies will be clear and unambiguous and written so as to be understood by all stakeholders.

The extent to which policy is capable of being implemented within the structures of Kerry ETB Colleges and Centres will inform its development. Any policy which may not be capable of being implemented in a fair and consistent manner will not be recommended by the Quality Council to the Chief Executive Officer for approval.

Policies will reflect good practice within the FET sector. The norm of sectoral policies will be considered when policies are being developed.

The effectiveness of policies will be reviewed by Kerry ETB under its Self-Evaluation, Monitoring and Review Policy and Procedure, in line with its planned review schedule. Where a policy is not achieving its intended outcomes it will be amended outside of its planned review date where necessary.

Each policy will have an owner who is responsible for its implementation and for making suggestions for its amendment. Each policy will also have a recorded date of adoption, and the date by which a review of the policy must be commenced or completed.

### **AREAS FOR WHICH POLICES WILL BE DEVELOPED**

Kerry ETB will develop policies in the following areas:

- a) Governing and managing the quality assurance of programmes and related services.
- b) The development of programmes.
- c) Learner access to programmes and their subsequent transfer and progression.
- d) The recruitment, management and professional development of staff.
- e) Teaching and learning.
- f) Blended learning.
- g) Assessment of learners.
- h) Learner supports and the provision of learning resources.
- i) The management of information and data.
- j) The publication of information.
- k) Engagement with external parties involved in education and training.
- l) Self-evaluation, monitoring and review of programmes internally and externally.

Kerry ETB will update and where necessary create additional policies in line with regulatory and legal policies.

### **POLICY FOR PROCEDURES**

Kerry ETB will articulate the specific methods, steps and stages which will be used to implement its policies. A programme of procedure development will be set out which is specific and time-defined, with input from all relevant stakeholders.

Each policy will have an associated procedure for its implementation unless the owner of that policy formally expresses the view that no such procedure is required for that specific policy.

Each procedure shall be recorded in writing. Unrecorded custom and practice will not be deemed to be a procedure. The procedure will be clear and unambiguous and written so as to be understood by all stakeholders. The steps to be taken to implement the procedure, and the order in which they must be taken will be clear so that they can be easily understood by all stakeholders.

The extent to which a procedure is capable of being implemented within the structures of Kerry ETB Colleges and Centres will inform its development. Any procedure which may not be capable of being implemented in a fair and consistent manner will not be recommended by the Quality Council to the Chief Executive Officer for approval.

The effectiveness of procedures will be reviewed by Kerry ETB under its Self-Evaluation, Monitoring and Review Policy and Procedure, in line with its planned review schedule. Where a procedure is not achieving its intended outcomes it will be amended outside of its planned review date where necessary.

Each procedure will have an owner who is responsible for its implementation and for making suggestions for its amendment. Each procedure will also have a recorded date of adoption, and the date by which a review of the procedure must be commenced or completed.





CONTROL SHEET	
Policy and Procedures Title	Documented Approach to Quality Assurance
Responsible Officer(s)	FET Director
Issuance Date	
Effective Date	
Last Revision Date	
Supersedes	Version 1.0
Next Revision Date	September 2024
Designated Reviewers	Senior Management Team; Quality Council
Scope	All programmes

REVISION HISTORY				
Revision	Approval Date	Revision Description	Originator	Approved by
New Policy Version 1.0		New policy	Quality Assurance Officer	