

## QA review of Learner Journey – FE College

1. Supporting the social, cultural and economic development of the city, creating and responding to demand for education and training
  - a. Engaging with local organisations and employers to design responses to their needs
  - b. Reviewing data about economic and cultural changes and developing courses to respond
  - c. Designing and securing right to deliver courses that respond to emerging or created needs
  - d. Engaging with centres providing level 1-4 provision and maintaining entry routes
  
2. Establishing and maintaining processes to support the delivery of high quality education provision
  - a. Securing, managing and reporting on funding
  - b. Governance and QA systems
  - c. Recruitment, selection and support of staff
  - d. Professional development of staff
  - e. Development and maintenance of facilities and equipment
  - f. Procurement of equipment
  
3. Recruitment of learners
  - a. Advertising /Open Days/Career Guidance Counsellors/Careers Events/ Learner Queries to Centre
  
4. Selection Process
  - a. Interviews/RPL/Offering of Places/Enrolment/Registration/Fee collection/Assessment of learner suitability
  
5. Admission
  - a. Timetabling and scheduling of course
  - b. Induction: student handbooks, informing students of what we expect from them and what they should expect from us, team building exercises for new classes
  - c. Identify learners in need of reasonable accommodation
  - d. Referrals to support services where appropriate
  - e. RPL where appropriate
  
6. Course Planning
  - a. Course Department preparation and planning
  - b. Assessment planning and co-ordination across programme

7. **Course commencement**
  - a. Teaching and Learning begins; -- How we deliver our courses and engage learners; Teaching and Learning Resources for teachers and students
  - b. Monitoring student performance begins; attendance, meeting deadlines, behaviour (academic/non-academic), trips, student progress reports. Dealing with performance issues
  - c. Teacher self-evaluation; Teacher to teacher; giving and receiving formal feedback, cross moderation, reflective and consultative practices
  
8. **Assessments**
  - a. Assessment Plan
  - b. RPL
  - c. Assignment Briefs with marking schemes
  - d. Cross Moderation of assessments
  - e. Assessment and feedback to learners, scheduling feedback at the right time; Teacher--Learner, Learner--Teacher; oral, formal written and annotated feedback.
  
9. **Interim results reviews**
  - a. In--progress results from across the programme issued to learners
  - b. Feedback taken from learners on learner performance
  
10. **End of Programme**
  - a. Exams devised with marking schemes and moderated
  - b. Assessments/Exams Collected
  - c. Scheduling and holding of Exams
  - d. Supervision of Exams and information to Learners of regulations
  - e. Issues of Cheating/Plagiarism
  - f. Repeat Exam/Repeat Assessments identified
  
11. **Secure storage of Assessments/work**
  - a. Hold Assessment Material until after appeals
  - b. Maintain Final Results Indefinitely

Assessment and work should always be stored on designated work devices and not on personal devices. Results files should be securely stored in soft and/or hard copy possibly remotely after a period of time e.g. in the cloud.

12. Preparation for External Verification/Authentication
  - a. Preparation for QQI Internal Verification
  - b. Preparation for QQI External Authenticators/External Examiners
  - c. Preparation for: --Centre Course Exam Boards.
  
13. End of Year: in-put of grades to QQI and other Awarding bodies
  - a. Preparation for QQI Internal verification of assessments and other awarding bodies
    - i. Inputting grades to QBS
    - ii. Internal Verification as per: - QQI Internal verification
    - iii. Adjusting grades errors or miscalculations on QBS
    - iv. Print Submission Summary from QBS for college/centre records
  - b. Internal quality checks as per: – QA agreements with Awarding Bodies (other)
  - c. Inputting grades to Non QQI Awarding bodies.
  
14. External Authenticator / Awarding Body External Examiner Visits
  - a. Recruitment & selection of External Authenticators
  - b. Schedule of External Authenticators/EE visits
  
15. End of Year: -- Exam--boards
  - a. Chaired by Principal or Deputy Principal
  - b. Focus of Exam Board
    - i. Individual learner performance across whole programme
    - ii. Course/Programme performance - self-evaluation
  
16. Issuing Provisional and/or Final Results to Learners
  - a. Progression/completion of awards
  - b. Appeals
  - c. Repeats
  
17. End of year: -- Results Approval Panel Meeting – sign--off of results
  - a. Meeting to Oversee of Centre/College current results, assessments and operations

- b. Final sign off to QBS
- c. CDET review of results data on a periodic basis to ensure consistency across centres + between programmes

18. Centre Self-Evaluation

- a. Data Collection methods
- b. Findings examined with improvement measures Identified
- c. Actions to be taken

19. External Appeals: processing of appeals to meet QQI early July deadline for CAO offers to FE students

- a. June Appeals Process
- b. N10 application forms
- c. Remittance Advice Procedures: Office Administration Staff

20. Programme Development (arising from self-evaluation and review)

- a. New Course Applications; Changes to Course Title.
- b. Modifying Programmes; New Programme Proposals.
- c. New Award Proposals

21. Learner Queries

- a. Issues with progression; Admin Staff essential for Red Alert Responses to any progression issues e.g. CAO

22. Learner progression

- a. secure employment
- b. progress to further or higher education
- c. apply learning to existing role-professional development of the learner