

Trainee - Learner Journey

1. Creating demand for courses/educational opportunities
 - a. Review local, national and international data on emerging trends, skills shortages and industry requirements.
 - b. Engage with industry bodies and employers to design training responses to their identified needs.
 - c. Design and secure right to deliver courses that respond to emerging or evolving skills deficits.
 - d. Engage with Intreo centres to maintain entry routes.
2. Establish and maintain processes to support the delivery of high-quality education provision.
 - a. securing 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
3. Recruitment
 - a. Advertising /Open Days/Career Guidance Counsellors/Careers Events/ Intreo offices/Employers - existing and new.
4. Selection Process
 - a. Interviews/Offering of Places/Enrolment/Registration.
5. Admission:
 - a. Timetabling and scheduling of course.
 - b. Induction which includes a discussion on explanation of and signing of the Traineeship agreement.
 - c. Identify learners who are required to furnish the following forms for input on Tap & TAC system
 - Registration Form
 - Proof of identity
 - Proof of address
 - F103/DA 103 in cases of disability
 - Bank Authorisation
 - d. Referrals to support services where appropriate.
6. Course Planning:
 - a. Course Department preparation and planning
 - b. Engage with external trainers if applicable.
 - c. Assessment Planning and co-ordination
7. Course commencement:

- a. Teaching and Learning begins; -- How we deliver our courses and engage learners; Teaching and Learning Resources for Tutors and students
- b. Monitoring student performance begins; attendance, meeting deadlines, behaviour (academic/non-academic), student progress reports.
- c. Work placement confirmed.
- d. Introduction to on-the-job mentor.
- e. Supervising on-the-job and off-the-job performance.
- c. Tutor self-evaluation; Tutor to Tutor; giving and receiving formal feedback, cross moderation, reflective and consultative practices.

8. Assessments:

- a. Assessment Plan
- b. Assignment briefs with marking scheme
- c. RPL
- d. Cross moderation of assessments
- e. Assessment and feedback to learners

9. Provisional results reviews:

- a. Provisional results from assessments issued to learner.
- b. External training results issued to learner - if applicable.
- c. On-the-job performance reviewed.
- d. Feedback taken from learners on their performance.

10. End of Programme:

- a. Exams devised with marking schemes and moderated.
- b. Assessments/Exams Collected.
- c. Scheduling and holding of Exams when deemed appropriate.
- 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:

- 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 Internal & External Verification/Authentication:

- a. Preparation of QQI Internal Verification
- b. Preparation for QQI External Authenticators/External Examiner
- c. Preparation for Exam Boards.

13. End of Year - Input of grades to QQI and other Awarding bodies

- a. Preparation for QQI internal verification of assessments and other awarding bodies:
 - Inputting grades to QBS
 - Internal verification as per QQI internal verification
 - Adjusting grades errors or miscalculations on QBS
 - Print Submission Summary from QBS
- b. Internal quality checks as per QA agreements with Awarding Bodies

14. External Authenticator Visit

- a. Recruitment and selection of External Authenticators
- b. Schedule of External Authenticators and External Authenticators visits

15. End of Year – Exam Boards

- a. Chaired by Principal or Deputy Principal
- b. Focus of Exam Board
 - Individual learner performance across whole programme
 - Course 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

- a. Meeting to oversee centre/college current results, assessments and operations.
- b. Final sign off to QBS

18. Centre Self-Evaluation

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

19. External Appeals

- a. June Appeals Process
- b. N10 Application Forms
- c. Remittance Advice Procedures – Office Administration Staff

20. Programme development

- a. Collaborative ongoing programme development with relevant employers
- b. New Course Applications
- c. Modifying Programmes
- d. New Award Proposals

21. Learner Queries

- a. Possibility of employment explored.

22. Learner progression

- a. Secure employment
- b. Progress to further or higher education

- c. Seamless transition back to Live register – if applicable