

City of Dublin Education and Training Board

Guidelines for Independent Panel Members

These guidelines are for learners, graduates and industry representatives nominated and selected as reviewers, for programme re-validation purposes

2023-26 **Create
Your
Future**



QAI AWARD

**City
of Dublin**
Bord Oideachais agus Oiliúna
Education and Training Board

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1. Introduction

These guidelines are for independent panel members (learners, graduates and industry representatives) nominated and selected by City of Dublin Education and Training Board (City of Dublin ETB) as reviewers, for programme validation/ revalidation purposes. City of Dublin ETB provides on-line induction for panel members engaged to review programmes. Induction focuses on briefing reviewers on their role and the context within which they will carry out their tasks.

2. Selecting panel members to review programmes

City of Dublin ETB selects and engages panel members with relevant knowledge, skills and attributes to review programmes. Reviewers are competent people with the capacity to offer an objective and informed opinion of the programme and who undertake the task of evaluating the programme in a professional manner.

The learner or graduate will be:

- a) Currently enrolled on a programme of a similar level and subject area OR
- b) A recent graduate of the programme or of a programme of a similar level and/or subject area

The industry representative will be:

- c) Currently employed in the industry in a work role related to the subject area OR
- d) A recent employee of the industry with experience in a work role closely related to the subject area

Panel members engaged for the review of a programme are expected to:

- a) Review all programme documentation
- b) Share and discuss their initial impressions with their fellow reviewers on the panel
- c) Based on their evaluations and discussions, arrive at a decision as to the outcome of the programme review process

3. Functions and role

Independent panel members are full members of the panel and their functions are:

- a) Reporting preliminary findings and initial impressions of the documentation submitted by City of Dublin ETB to the chairperson in advance of the panel meeting
- b) Investing time in formulating clear questions about the programme
- c) Asking questions during the pre-panel and panel meetings in a fair and constructive manner while remaining independently critical
- d) Avoiding personal questions as distinct from those about roles, responsibilities or competences
- e) Contributing to the production of the panel report
- f) Remaining contactable by email and telephone during an agreed period and to respond promptly when requested

3.1 Additional functions for learners and graduates

Learners and graduates have additional functions on the panel:

- a) Reviewing and evaluating documentation from a learner perspective
- b) Questioning City of Dublin ETB from a learner perspective

3.2 Additional functions for industry representatives

Industry representatives have additional functions on the panel:

- a) Reviewing and evaluating the intended programme learning outcomes from the perspective of industry
- b) Questioning City of Dublin ETB about how the programme will prepare the learner for the workplace and comply with all relevant regulations

3.3 The role of reviewer

Panel members engaged by City of Dublin ETB for the review of a programme are expected to:

- a) Review the programme documentation provided by City of Dublin ETB and critically assess this documentation
- b) Provide the Chair with written initial comments in advance of the pre-panel meeting. These can be bullet points of initial views- providing pointers on the main issues identified and/or points requiring further exploration/clarification arising from a review of the programme documentation and the main commendations in advance of the pre-panel meeting
- c) Share and discuss their initial impressions with their fellow reviewers on the panel at a scheduled pre-panel meeting. Assist the chair in preparing a list of specific topics that they would like to pursue during the panel meeting
- d) Participate in panel meetings with fellow reviewers and City of Dublin ETB. The panel meeting is primarily an opportunity for the panel to meet managers and staff from City of Dublin ETB who can field questions about the programme under review -thereby resolving any uncertainties from the programme documentation
- e) Remain contactable by the panel chair, and City of Dublin ETB while the panel report is being drafted and contribute to the panel report

3.4 Accepting an invitation from City of Dublin ETB to engage in a programme review

Independent panel members should only accept an engagement if they feel that they have the expertise required to evaluate the programme. Independent panel members should notify City of Dublin ETB if they discover, following engagement that they lack the expertise needed to undertake the task of evaluating the programme.

4. Conflict of Interest

City of Dublin ETB does not appoint persons as programme reviewers where there is any foreseen possibility of conflict of interest, such as:

- a) Current or previous appointment holders of City of Dublin ETB - for example employees, consultants, guest lecturers/ trainers, external examiners/ authenticators
- b) Former employees, consultants and graduates (except for learner representatives) of City of Dublin ETB
- c) Persons who have had long-standing service, or who are retired from their employment with City of Dublin ETB
- d) Collaborators in joint projects involving City of Dublin ETB
- e) Persons who have a potential future conflict of interest
- f) Persons with family or other relationship with any members employed by or attending City of Dublin ETB. Such persons should inform City of Dublin ETB prior to involvement in the review process, so that an appropriate judgement can be made as to the advisability of the individual's involvement

Independent panel members are required to declare any relevant interests and potential conflicts of interest prior to appointment. If there are no relevant interests or conflicts, this should be declared. Please complete [The Conflict of Interest Disclosure Form in Appendix A](#). The declarations will be published with the panel report. Where a panel member identifies a potential conflict after appointment, they should inform City of Dublin ETB without delay and inform the panel Chair.

5. Data Protection and Freedom of Information

By agreeing to be on a review panel, panel members agree that the data provided by them will be kept and used, by City of Dublin ETB, for the nomination and selection of panel members for the programme review process. Such data will be processed by City of Dublin ETB as data controller (and combined with other relevant data), for the purposes of identifying reviewers and analysing and researching the effectiveness and impact of the programme review process. City of Dublin ETB is subject to Freedom of Information legislation, and this extends to any records of the programme review process. Panel members are required to return or delete any relevant notes to City of Dublin ETB on completion of the review process in which they were involved.

6. Confidentiality

Panel members involved in programme reviews are bound by strict confidentiality. Reviewers are required to preserve the confidentiality of any information obtained while carrying out the role of reviewer regarding City of Dublin ETB, their staff and learners, and QQI, and to share it only with City of Dublin ETB for the purposes of the programme review. Programme documentation shared by City of Dublin ETB is provided for review purposes only and must not be distributed or used for other purposes. This applies equally to any copies made for back-up purposes.

7. Fees

A per diem of €318.55 is paid by City of Dublin ETB, to panel members not employed by the Irish Public Service. City of Dublin ETB will agree in advance of appointing panel members the number of days that they will be engaged in the programme review.

Payment will be issued for preparing in advance of the panel meeting, attending the panel meeting, contributing to the panel report and reviewing the response from the ETB programme development team, such as:

Preparing in advance of the panel meeting:

- Reviewing the programme documentation provided by City of Dublin ETB and critically assessing this documentation
- Providing the chair with initial comments in advance of the pre-panel meeting. These can be bullet points of initial views- providing pointers on the main issues identified and/or points requiring further exploration/clarification arising from a review of the programme documentation and the main commendations in advance of the pre-panel meeting
- Attending a pre-panel meeting to share and discuss initial impressions with fellow reviewers on the panel and assisting the chair in preparing a list of specific topics that they would like to pursue during the panel meeting

Attending the panel meeting and contributing to the panel report:

- Participating in a panel meeting with City of Dublin ETB
- Contributing to the panel report

Reviewing the response from the ETB programme development team:

- Review the programme development team response to ensure it complies with the conditions and recommendations made by the panel
- Make recommendations to QQI on the revalidation of the programme

Appendix A. Conflict of Interest Disclosure Form

CONFLICT OF INTEREST DISCLOSURE FORM

Prospective members of the Independent Panel are required to declare any relevant interests and potential conflicts of interest prior to appointment. If there are no relevant interests or conflicts, this should be declared. The declarations will be published with the Independent Review Panel Report. Where a member of the Independent Review Panel's potential conflict of interest emerges after appointment, they should inform City of Dublin ETB without delay.

Name	
Address	
Phone No	
Email	

DECLARATIONS:

1. I wish to declare the following interests and understand that this declaration will be included in the validation / QA Approval report:

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2. I have read the above and confirm that I do not have any conflicts of interest in participating in the evaluation of application for validation / QA Approval by City of Dublin ETB.

3. I understand that the application documentation and materials are confidential and must (along with any copies made) be returned to City of Dublin ETB or destroyed/ deleted once the Independent Evaluation Report has been finalised. I understand that application materials are provided for evaluation purposes only and must not be distributed or used for other purposes. This applies equally to any copies made for evaluation or back-up purposes. I further understand that all communications concerning the process are confidential and that the publishable outcome of the process is the Independent Evaluation Report.

4. City of Dublin ETB is committed to a policy of protecting the rights and freedoms of individuals with respect to the processing of their personal data and has developed a range of data protection policies that can be found by following this [link](#). I understand that City of Dublin ETB is subject to the Freedom of Information legislation and City of Dublin ETB records are subject to requests under the Freedom of Information Act.

5. For the purposes of this evaluation only, I agree that my contact details may be shared with the other reviewers/evaluators who have agreed to participate in the evaluation of the application for validation by City of Dublin ETB.

Signature

Create Your Future

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