

PROVIDER NAME**LWETB (Co Longford Vocational Education Committee)****POLICY: COMMUNICATIONS**

Procedure Title:	Communication with Learners B1.1	Version: 1.2	Date: March 2014
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Purpose: This procedure describes how LWETB (Co Longford VEC) facilitates a two-way communication process with learners, in particular in relation to their individual and collective experiences of the services and programmes which we offer.

Staff Involved: Principal/Centre Head, Programme co-ordinators, Programme Staff, Guidance Counsellor

Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure
Information Pack Publicity & promotional materials	Head of Centre, Programme co-ordinator, Staff	Copy of pack and related documents (eg centre policies), Publicity materials, Application forms
Informal Meetings	Head of Centre, Programme co-ordinator, Staff	Record diary of meetings
Formal Meetings	Head of Centre, Programme co-ordinator, Staff, Guidance Counsellor	Agenda and minutes of meetings, record of discussion and copy of review /evaluation sheets
Record of Learning Experience	Head of Centre, Programme co-ordinator, Staff	Evaluation sheets, copy of student progress reports, record of assessments and results

Monitoring

Monitor (Job Title)	Frequency	Monitoring Method(s)
Further Education QA Management Team, Principal/Head of Centre	Annually	Review of evidence and meetings

PROVIDER NAME**LWETB (Co Longford Vocational Education Committee)****POLICY: COMMUNICATIONS**

Procedure Title:	Communication with Staff B1.2	Version: 1.2	Date: March 2014
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Purpose: This procedure states how LWETB (Co Longford VEC) facilitates effective communication with staff on an individual and collective basis

Staff Involved: CE, EO, AEO, Principal/Centre Head, Programme Co-ordinator, Staff

Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure
Staff will be informed of ETB and centre documentation relevant to their employment	Head of Centre, Programme co-ordinator, Staff	Copies of documents and materials
Informal meetings	Programme co-ordinator, Staff	Record of meetings and discussions
Formal staff meetings	Head of Centre, Programme co-ordinator, Staff	Agenda and minutes (relevant to FETAC) Record of attendance Copies of documents/handouts distributed
Written Communication	Head of Centre, Programme co-ordinator, Staff	Website, e-mails, letters, copies of notice board notices, staff memos as they arise
In-service /Staff Development Seminars	Head of Centre, Programme co-ordinator, Staff	Memos, programmes, records of attendance, copies of documents distributed

Monitoring

Monitor (Job Title)	Frequency	Monitoring Method(s)
Principal/Head of Centre	Annually	Review of evidence

PROVIDER NAME

LWETB (Co Longford Vocational Education Committee)

POLICY: COMMUNICATIONS

Procedure Title:	Communication with other Stakeholders B1.3	Version: 1.2	Date: March 2014
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Purpose: This procedure states how LWETB (Co Longford VEC) works in partnership with the relevant public, private, community and voluntary stakeholders to ensure education and training programmes meet the needs of our target group.

Staff Involved: CE, EO, AEO, Principals/Centre Heads, Course Co-ordinators, AEGS

Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure
Disseminate information	CE, EO,AEO, Head of Centre, Programme co-ordinator, AEGS	VEC Education Plan, VEC website, Newspaper advertising and articles, photographs, Guide to Courses, Course brochures,(updated and standardised)
Meetings with local statutory and non-statutory agencies and employers	CE, EO, AEO, Head of Centre, Programme co-ordinator, AEGS	Agenda and minutes of relevant formal meetings Record of relevant informal meetings
Information sessions	CE, EO, AEO, Head of Centre, Programme co-ordinator, AEGS,CEF	Notification /diary of events, Attendance records, Copies of brochures, evaluation sheets
Work in collaboration with relevant agencies	CE, EO, AEO, Head of Centre, Programme co-ordinator	Working on boards and collaboration initiatives

Monitoring

Monitor (Job Title)	Frequency	Monitoring Method(s)
CE	Annually	Review of evidence

PROVIDER NAME**LWETB (Co Longford Vocational Education Committee)****POLICY: EQUALITY**

Procedure Title:	Equality Training B 2.1	Version: 1.2	Date March 2014
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Purpose: This procedure describes how LWETB (Co Longford VEC) aims to raise awareness of and provide training in equality issues so that staff have the capacity to promote equality and combat discrimination

Staff Involved: CE, EO, AEO, Principal/Centre Head, Programme co-ordinators, All staff

Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure
Raise awareness of equality legislation and policies Policy adopted by organisation will be promoted	CE, AEO, Principals/Head of Centre, Further Education QA Management Team	LWETB Equal Status Policy LWETB Equality Policy
Equality training for all staff	CE, AEO, Trainer, Head of Centre, Programme co-ordinator, Staff	Equality Mainstreaming project Records of attendance at equality training
Observations	Head of Centre, Programme co-ordinator, Staff	Record of observations/issues and notification of same to FETAC AQ Management Team Record of action taken

Monitoring

Monitor (Job Title)	Frequency	Monitoring Method(s)
Further Education QA Management Team	Annually	Review of evidence

PROVIDER NAME**LWETB (Co Longford Vocational Education Committee)****POLICY: EQUALITY****Procedure Title:****Equality Planning B 2.2****Version: 1.2****Date:** March 2014**Purpose:** This procedure describes how LWETB (Co Longford VEC) will audit all services in terms of equality**Staff Involved:** CEO, EO, AEO, Principal/Centre Head, Programme co-ordinators, Programme Staff**Method(s) used to carry out this procedure****Who does it****Evidence generated by this procedure**

Planning for equality training

CE, EO,AEO, Head of Centre,
Programme co-ordinator

Record of identification of training needs

Equality action plan developed and
implementedCE, EO,AEO, Head of Centre,
Programme co-ordinator, StaffCopy of action plan, copy of centre policies and
procedures in relation to equality issues and grounds
covered by equality legislation, records re
implementation**Monitoring****Monitor (Job Title)****Frequency****Monitoring Method(s)**

CE

Annually

Review of evidence

<p align="center">PROVIDER NAME</p> <p align="center">LWETB (Co Longford Vocational Education Committee)</p>			
<p>POLICY: STAFF RECRUITMENT AND DEVELOPMENT</p>			
<p>Procedure Title:</p>	<p>Staff Recruitment and Allocation B 3.1</p>	<p>Version: 1.2</p>	<p>Date: March 2014</p>
<p>Purpose: This procedure describes how LWETB (Co Longford VEC) recruits and allocates staff so that staff employed have the knowledge, skills and competencies to develop and deliver programmes.</p>			
<p>Staff Involved: CE, Head of Human Resources, Centre Heads</p>			
<p>Method(s) used to carry out this procedure</p>	<p>Who does it</p>	<p>Evidence generated by this procedure(See below)</p>	
<p>Staff recruitment carried out in accordance with LWETB procedures which comply with DES circulars and audit regulations</p>	<p>CE, HR</p>	<p>Copy of LWETB procedures in relation to recruitment of full-time and part-time staff</p>	
<p>Staff allocated so as to ensure skills and competencies to deliver quality programmes</p>	<p>CE, HR, Centre Head</p>	<p>Record of qualifications and experience of staff recruited or re-allocated to different programmes</p>	
		<p>NOTE: Details of above available at LWETB head office only.</p>	
<p align="center">Monitoring</p>			
<p>Monitor (Job Title)</p>	<p>Frequency</p>	<p>Monitoring Method(s)</p>	
<p>Monitoring team</p>	<p>Annually</p>	<p>Review of evidence</p>	

<p align="center">PROVIDER NAME</p> <p align="center">LWETB (Co Longford Vocational Education Committee)</p> <p>POLICY: STAFF RECRUITMENT AND DEVELOPMENT</p>			
Procedure Title:	Staff Induction B 3.2	Version: : 1.2	Date: March 2014
<p>Purpose: This procedure describes how LWETB (Co Longford VEC) provides induction for all staff new to the service and for staff involved in new role.</p>			
<p>Staff Involved: CE, EO, AEO, Principal/Centre Head, Programme co-ordinators, Programme Staff</p>			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Provide orientation programme for new staff and staff allocated to new role	Principal/Centre Head, Programme co-ordinators	Name of support person and outline of responsibilities to new staff Record of meetings with new staff	
Programme Co-ordinator/staff one to one informal meetings	Programme co-ordinator, Staff	Record of meetings, discussions and decisions reached and materials given to new staff members	
Centre Head/Programme Co-ordinator/staff formal meetings	Head of Centre, Programme co-ordinator, Staff	Schedule of meetings Agenda and minutes of meetings Attendance record	
Staff provided with policies and documentation relevant to their employment	Centre Head, Programme co-ordinator	Copy of documents Evidence of distribution	
<p align="center">Monitoring</p>			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
Monitoring team	Annually	Review of evidence	

PROVIDER NAME			
LWETB (Co Longford Vocational Education Committee)			
POLICY: STAFF RECRUITMENT AND DEVELOPMENT			
Procedure Title:	Staff Development B 3.3	Version: : 1.2	Date: March 2014
Purpose: This procedure describes how LWETB (Co Longford VEC) will identify and meet the training, development and support needs of staff			
Staff Involved: CE,EO, AEO, Principal/Centre Head, Programme co-ordinators, Programme Staff			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Training Needs Analysis	CE, EO, AEO, Principal/Centre Head, Programme co-ordinators, Programme Staff	Record of review of training needs; Completed questionnaires	
Programme Co-ordinator/Staff one to one meetings	Programme co-ordinators, Programme Staff	Record of meeting, discussion and decisions reached	
Centre Head/Programme Co-ordinator/Staff meeting	Principal/Centre Head, Programme co-ordinators, Programme Staff	Agenda of meeting, record of decisions taken, record of materials distributed	
Facilitate attendance at in-service	CE, AEO, Principal/Centre Head,	Record of in-service attended	
Allocate budget for staff development	CE, Finance Officer, AEO, Centre Heads	Budget allocated for staff development (details available in LWETB head office)	
Provision of training to individuals and teams	External and internal trainers	Evidence of training provided on individual or group basis, evaluation sheets, records of attendance	
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
Monitoring team	Annually	Review of evidence	

PROVIDER NAME			
LWETB (Co Longford Vocational Education Committee)			
POLICY: ACCESS, TRANSFER AND PROGRESSION			
Procedure Title:	Information Provision B 4.1	Version: : 1.2	Date: March 2014
Purpose: This procedure describes how LWETB (Co Longford VEC) will provide clear and accurate information on our programmes and services in order to facilitate access, successful participation and completion			
Staff Involved: CE,EO,AEO, Principal/Centre Head, Programme co-ordinators, AEGS, and Programme Staff			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Information available to learners and potential learners on programme structure and assessment methods	Principal/Centre Head, Programme co-ordinators, AEGS and Programme Staff	Programme brochures, student information pack, programme and examination timetables	
Information provided on support services available – guidance, mentoring, grants, childcare	CE, EO, AEO, Admin staff, Principal/Centre Head, Programme co-ordinators, AEGS and Programme Staff	Student information pack, website, guide to courses, information leaflets, record of induction sessions to include information on services	
Information provided on centre regulations, relevant legislation, rights and responsibilities	CEO, EO,AEO, Admin staff, Principal/Centre Head, Programme co-ordinators, AEGS and Programme Staff	Policy statements – health and safety, internet use, bullying/harassment, grievance procedures, etc. student information pack	
Publicity materials available	CEO, EO,AEO, Principal/Centre Head, Programme co-ordinators, AEGS and Staff	Website, Guide to courses, newspaper advertisements, course brochures	
Information on progression/employment opportunities	Principal/Centre Head, Programme co-ordinators, AEGS and Programme Staff	Record of meetings with Guidance Counsellor, programme staff and outside agencies	
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
Monitoring team	Annually	Review of evidence	

PROVIDER NAME			
LWETB (Co Longford Vocational Education Committee)			
POLICY: ACCESS, TRANSFER AND PROGRESSION			
Procedure Title:	Learner Entry Arrangements B 4.2	Version: : 1.2	Date: March 2014
Purpose: This procedure describes how LWETB (Co Longford VEC) provides for a fair and consistent approach to how learners are selected and entered onto a programme.			
Staff involved: CE,EO, AEO, Principal/Centre Head, Programme co-ordinators, AEGS			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Guidance service available to assist potential students in making informed choice	AEGS	Publicity material for guidance service Record of guidance meetings/seminars	
Statement of entry requirements	CE,AEO, Principal/Centre Head, Programme co-ordinators, AEGS	Copy of statement of entry requirements for various programmes	
Clear procedure for allocation of places Appeals policy and procedures in place	CE,AEO, Principal/Centre Head, Programme co-ordinators, AEGS	Copy of document outlining selection criteria Details of appeals procedures	
Supports/accommodations available	Principal/Centre Head, Programme co-ordinators, AEGS	Details of supports/accommodations available and availed of	
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
Monitoring team	Annually	Review of evidence	

PROVIDER NAME			
LWETB (Co Longford Vocational Education Committee)			
POLICY: ACCESS, TRANSFER AND PROGRESSION			
Procedure Title:	Recognition of Prior Learning B4.3	Version: : 1.2	Date: March 2014
<p>Purpose: This procedure describes how LWETB (Co Longford VEC) aims to recognise students’ formal, non formal or informal prior learning for the purposes of entry to a programme</p> <p>LWETB (Co Longford VEC) will develop and implement procedures for recognition of prior learning for (a) receiving a credit towards an award and (b) access to an award, in accordance with emerging FETAC policies and guidelines</p>			
Staff Involved: CE, EO, AEO, Principal/Centre Head, Programme co-ordinators, AEGS			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Guideline established for assessing prior learning and prior certification	CE, AEO, Principal/Centre Head, Programme co-ordinators, AEGS	Copy of guidelines/criteria	
Establish list of competences needed to succeed on programme	CE,AEO, Principal/Centre Head, Programme co-ordinators, AEGS	Copy of statement of competences	
Training of key staff in RPL	CE,AEO, Principal/Centre Head, Programme co-ordinators, AEGS	Names of staff and outline of training programme undertaken	
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
Monitoring team	Annually	Review of evidence	

PROVIDER NAME			
LWETB (Co Longford Vocational Education Committee)			
POLICY: ACCESS, TRANSFER AND PROGRESSION			
Procedure Title:	Facilitating Diversity B 4.4	Version: : 1.2	Date: March 2012
Purpose: This procedure describes how LWETB (Co Longford VEC) recognises and caters for the ongoing needs of a diverse student population			
Staff Involved: CE,EO,AEO, Principal/Centre Head, Programme co-ordinators, AEGS			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Use wide variety of promotional materials	CE, EO,AEO, Principal/Centre Head, Programme co-ordinators, AEGS	Audit of current provision Leaflets and advertisements – plain English, different languages, strategic locations	
Ensure premises are accessible for persons with physical disability	CE,AEO, Principal/Centre Head	Lifts, ground floor premises	
Reasonable accommodation where possible Literacy and ESOL support available	Principal/Centre Head, Programme co-ordinators, AEGS	Adaptation of materials - audio, large print, specialised software, timetables, supports	
Course and examination timetables to facilitate participation	Principal/Centre Head, Programme co-ordinators, AEGS	Copy of timetables	
Guidance counselling provided	Guidance Staff	Record of counselling sessions	
Individual Learning Plans Individual support	Programme staff, AEGS	Copy of plans Record of supports provided	
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
Monitoring team	Annually	Review of evidence	

PROVIDER NAME			
LWETB (Co Longford Vocational Education Committee)			
POLICY;PROGRAMME DEVELOPMENT,DELIVERY AND REVIEW			
Procedure Title:	Need Identification B 5.1	Version: : 1.2	Date: March 2012
Purpose: This procedure describes how LWETB (Co Longford VEC) aims to develop and deliver programmes to meet the needs of individuals and groups			
Staff Involved: CE, EO,AEO, Principal/Centre Head, Programme co-ordinators, AEGS			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Identify needs and gaps in current provision	CE, EO,AEO, Principal/Centre Head, Programme co-ordinators, Guidance Counsellor	Findings of surveys conducted by LWETB and/or other agencies Correspondence with employers/industry/other education service providers Record of meetings with local statutory and non-statutory agencies and employers	
Provision of relevant programmes	CE,AEO, Principal/Centre Head, Programme co-ordinators, AEGS	Programmes delivered to meet identified needs	
Needs of current students identified and addressed	Principal/Centre Head, Programme co-ordinators, staff	Minutes of meetings, IEPs ,adaptation of materials, Evaluation sheets	
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
Monitoring team	Annually	Review of evidence	

PROVIDER NAME			
LWETB (Co Longford Vocational Education Committee)			
POLICY;PROGRAMME DEVELOPMENT,DELIVERY AND REVIEW			
Procedure Title:	Programme Design B5.2	Version: : 1.2	Date: March 2012
Purpose: This procedure describes how LWETB (Co Longford VEC) aims to design programmes to maximise learning opportunities for individuals and to facilitate transfer and progression.			
Staff Involved: CE, EO, AEO, Principal/Centre Head, Programme co-ordinators, AEGS			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Programme planning	CE, AEO, Principal/Centre Head, Programme co-ordinators, AEGS	Agenda, minutes of meetings between planning and delivery staff, programme content and timetable	
Selection of staff for delivery	CE, AEO, Principal/Centre Head	Selection criteria based on qualifications and competence	
Clear and fair assessment methods Co-ordinated planning of assessment	Principal/Centre Head, Programme co-ordinators, Programme staff	Copy of assessment principles, techniques and criteria	
Content modified to meet individual needs (IEPS)	Programme co-ordinators, Programme staff ,guidance staff	Copy of IEP where appropriate	
Evaluation of programmes	Principal/Centre Head, Programme co-ordinators, Programme staff ,learners	Copy of results of evaluation	
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
Monitoring team	Annually	Review of evidence	

PROVIDER NAME			
LWETB (Co Longford Vocational Education Committee)			
POLICY;PROGRAMME DEVELOPMENT,DELIVERY AND REVIEW			
Procedure Title:	Programme Approval B 5.3	Version: : 1.2	Date: March 2014
Purpose: LWETB (Co Longford VEC) ensures that programmes are checked and approved by the VEC prior to being submitted to FETAC for validation.			
Staff Involved: LWETB,CE, EO, AEO, Principal/Centre Head, Programme co-ordinators, AEGS			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Guidelines in place for programme design	CE, EO, AEO, Principal/Centre Head, Programme co-ordinators, AEGS	Checklist against FETAC and LWETB guidelines for approval	
Programme submitted to LWETB for approval	CE,EO, AEO, Principal/Centre Head,	Record of LWETB approval	
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
Monitoring team	Annually	Review of evidence	

PROVIDER NAME			
LWETB (Co Longford Vocational Education Committee)			
POLICY;PROGRAMME DEVELOPMENT,DELIVERY AND REVIEW			
Procedure Title:	Programme Planning B 5.4	Version: : 1.2	Date: March 2014
Purpose: LWETB (Co Longford VEC) will plan for delivery of its FETAC accredited programmes.			
Staff Involved: CE, EO, AEO, Principal/Centre Head, Programme co-ordinators, AEGS			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Plan for delivery of programmes	CEO, EO, AEO, Principal/Centre Head, programme co-ordinators, programme staff, AEGS	Record of planning meetings Record of planned programmes Programme timetables Schemes of work Assessment schedule	
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
Monitoring team	Annually	Review of evidence	

PROVIDER NAME			
LWETB (Co Longford Vocational Education Committee)			
POLICY;PROGRAMME DEVELOPMENT,DELIVERY AND REVIEW			
Procedure Title:		Programme Delivery B 5.5	Version: : 1.2
Date: March 2014			
Purpose: LWETB (Co Longford VEC) supports the delivery of programmes using delivery styles appropriate to the learners			
Staff Involved: CEO, EO, AEO, Principal/Centre Head, Programme co-ordinators Programme Staff, AEGS			
Method(s) used to carry out this procedure		Who does it	Evidence generated by this procedure
Tutor training/in-service in relation to delivery		CEO, AEO, Principal/Centre Head, programme co-ordinators, staff	Schedule/agenda for training programmes Evaluation sheets
Provide resources for delivery of quality programmes		CEO, EO, AEO, Principal/Centre Head, programme co-ordinators,	Needs analysis of resources and record of corrective actions taken
Programmes delivered appropriate to learners		AEO, Principal/Centre Head, programme co-ordinators, staff, AEGS	Record of changes made in response to learner feedback where appropriate
Flexibility in timetabling where possible Timetables adhered to where possible		AEO, Principal/Centre Head, programme co-ordinators,	Part time options available Cover for absent staff where possible
Mentoring/additional support for learners as required		Principal/Centre Head, programme co-ordinators, staff, Guidance Counsellor	Record of assessment, referral and supports provided
Regular review/evaluation by staff and learners		Principal/Centre Head, programme co-ordinators, staff, learners	Staff and learners verification, questionnaires, evaluation sheets, record of review meetings and actions
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
Monitoring team	Annually	Review of evidence	

<p style="text-align: center;">PROVIDER NAME</p> <p style="text-align: center;">LWETB (Co Longford Vocational Education Committee)</p>			
POLICY;PROGRAMME DEVELOPMENT,DELIVERY AND REVIEW			
Procedure Title:	Learner Records B 5.6	Version: : 1.2	Date: March 2014
Purpose: LWETB (Co Longford VEC) maintains records of learner participation and achievement in an appropriate manner to facilitate programme review and evaluation.			
Staff Involved: Principal/Centre Head, Programme co-ordinators, Programme Staff			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Record entry onto programme	Principal/Centre Head, Programme co-ordinators, Programme Staff	Registration forms ,Attendance records	
Monitor progress	Principal/Centre Head, Programme co-ordinators, Programme Staff	Record of programme staff meetings Progress records	
Record support needs identified and provided	Principal/Centre Head, Programme co-ordinators, Programme Staff	Record of supports requested and provided	
Record certification obtained	Principal/Centre Head, Programme co-ordinators, Programme Staff	Certification records	
Learner records available for programme review and evaluation	Principal/Centre Head, Programme co-ordinators, Programme Staff	Programme review reports Programme evaluation reports	
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
Monitoring team	Annually	Review of evidence	

<p style="text-align: center;">PROVIDER NAME</p> <p style="text-align: center;">LWEBT (Co Longford Vocational Education Committee)</p>			
POLICY: PROGRAMME DEVELOPMENT, DELIVERY AND REVIEW			
Procedure Title:	Provision and Maintenance of Resources B 5.7	Version: : 1.2	Date: March 2014
Purpose: LWETB (Co Longford VEC) allocates and maintains the resources necessary for successful participation by learners in programmes in accordance with programme objectives.			
Staff Involved: CEO,EO, AEO, Principal/Centre Head, Programme co-ordinators			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Conduct regular reviews of resources	CE,EO, AEO, Principal/Centre Head, Programme co-ordinators	Learner and staff verification/questionnaires/evaluation sheets	
Update/allocate resources as necessary and within constraints of budget	CE,EO, AEO, Principal/Centre Head	Budget allocation for resources Record of expenditure on new resources	
Provide literacy/ESOL support	CE, EO, AEO, Principal/Centre Head, Programme co-ordinators, ALO	Record of referral/support by literacy service	
Ensure accessible premises Maintain premises – safe and clean	CE,EO, AEO, Principal/Centre Head, Programme co-ordinators, Caretaking staff	Ground floor premises/lifts Budget allocation for caretaking and maintaining premises	
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
Monitoring team	Annually	Review of evidence	

PROVIDER NAME LWETB (Co Longford Vocational Education Committee)			
POLICY;PROGRAMME DEVELOPMENT,DELIVERY AND REVIEW			
Procedure Title:	Health and Safety B 5.8	Version: : 1.2	Date: March 2014
Purpose: LWETB (Co Longford VEC) proposes to maintain its premises and facilities in a manner as to ensure the health and safety of learners and staff.			
Staff Involved: CE, Principal/Centre Head, Programme co-ordinators, Health and Safety representatives			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Health and Safety statement in place	CE, Principal/Centre Head, Health and Safety representatives	Copy of safety statements	
Health and Safety representatives in each centre	CE, Principal/Centre Head, Health and Safety representatives	Name of Safety Rep/ Officer and statement of responsibilities	
Safety audit on regular basis (annual) Action taken where necessary	CE, Principal/Centre Head, Health and Safety representatives	Report on safety audit Hazards checklist	
Staff training in Health and Safety issues	CE, Principal/Centre Head, Health and Safety representatives	Record of training programme, budget allocation Record of attendance	
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
Monitoring team	Annually	Review of evidence	

PROVIDER NAME			
LWETB (Co Longford Vocational Education Committee)			
POLICY:FAIR AND CONSISENT ASSESSMENT OF LEARNERS			
Procedure Title:	Review Cycle of Existing Programmes B 5.9	Version: 1.2	Date: March 2014
Purpose: LWETB (Co Longford VEC) will review programmes at regular intervals to ensure their continued relevance to learners.			
Staff Involved: CE,EO, AEO, Principal/Centre Head, Programme co-ordinators,			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Programme team meetings	Principal/Centre Head, Programme co-ordinators, Programme staff	Minutes and record of discussions	
QA Team analysis	QA monitoring team and centre staff	Minutes and record of discussions	
Review of programmes	CE,EO, AEO, Principal/Centre Head, Programme co-ordinators, programme staff	Staff and learner verification Evaluation sheets from staff and learners	
Analysis of learner achievement	Principal/Centre Head, Programme co-ordinators, programme staff	Data from analysis	
Survey employers/other external stakeholders	CE,EO, AEO, Principal/Centre Head, Programme co-ordinators,	Survey results and analysis	
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
Monitoring team	Annually	Review of evidence	

PROVIDER NAME			
LWETB (Co Longford Vocational Education Committee)			
POLICY:FAIR AND CONSISENT ASSESSMENT OF LEARNERS			
Procedure Title:	Coordinated Planning of Assessment B 6.1	Version : 1.2	Date: March 2014
Purpose: This procedure describes how LWETB (Co Longford VEC) will aim for coordinated planning of assessment in order that learners may maximise the value of their assessments across programme modules.			
Staff Involved: Principal/Centre Head, Programme co-ordinators, Programme staff			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Plan for integrated assessment	Principal/Centre Head, Programme co-ordinators, Programme staff	Record of meetings and decisions taken in relation to integration of assessment, programme timetables	
Informal and Formal evaluations-reference to integration of assessments and consultation with learners	Principal/Centre Head, Programme co-ordinators, Programme staff	Tutor records, student records, student evaluation forms	
Formal Assessment	Principal/Centre Head, Programme co-ordinators, Programme staff	Assessment schedules, records, evidence of integrated assessment, learner results	
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
Monitoring team	Annually	Review of evidence	

PROVIDER NAME			
LWETB (Co Longford Vocational Education Committee)			
POLICY:FAIR AND CONSISENT ASSESSMENT OF LEARNERS			
Procedure Title:	Information to Learners B 6.2	Version: : 1.2	Date: March 2014
Purpose This procedure describes how LWETB (Co Longford VEC) will ensure that learners will have the information necessary for them to successfully participate in assessment			
Staff Involved: Principal/Centre Head, Programme co-ordinators, Programme staff, AEGS			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Learners are informed of their responsibilities in relation to assessment	Principal/Centre Head, Programme co-ordinators, Programme staff, AEGS	Learner information pack, letters, notices, memos, e mails, record of staff/learner meetings	
Assessment is planned and coordinated and learners informed	Principal/Centre Head, Programme co-ordinators, Programme staff	Record of planning meetings, assessment timetables/examination dates	
Learners aware of reasonable accommodations available	Principal/Centre Head, Programme co-ordinators, Programme staff, AEGS	Details of reasonable accommodations notified to learners	
Learners aware of policy on repeats	Principal/Centre Head, Programme co-ordinators, Programme staff	Copy of Policy and record of notification to learners	
Learners aware of appeals procedure	Principal/Centre Head, Programme co-ordinators, Programme staff	Copy of Procedure and record of notification to learners	
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
Monitoring team	Annually	Review of evidence	

PROVIDER NAME			
LWETB (Co Longford Vocational Education Committee)			
POLICY:FAIR AND CONSISENT ASSESSMENT OF LEARNERS			
Procedure Title:	Security of assessment related processes and material B.6.3	Version: 1.2	Date: March 2014
Purpose: This procedure describes how LWETB (Co Longford VEC) will ensure the security and integrity of all stages of the assessment process			
Staff Involved: Principal/Centre Head, Programme co-ordinators, Programme staff			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Programme Team training to include reference to security of assessment	Principal/Centre Head, Programme co-ordinators, Programme staff	Record of meeting	
Staff guidelines in place	Principal/Centre Head, Programme co-ordinators, Programme staff	copy of receipts for assignments, evidence of safe storage facility for assessment materials, guidelines for internal assessment ,procedure for retention of assignments to allow for appeal	
Learner guidelines in place	Principal/Centre Head, Programme co-ordinators, Programme staff	Copy of guidelines in relation to integrity of assessment process	
External examiners/moderators reports	Principal/Centre Head, Programme co-ordinators, Programme staff	Copy of Reports	
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
Monitoring team	Annually	Review of evidence	

<p align="center">PROVIDER NAME</p> <p align="center">LWETB (Co Longford Vocational Education Committee)</p>			
<p>POLICY:FAIR AND CONSISENT ASSESSMENT OF LEARNERS</p>			
<p>Procedure Title:</p>	<p>Reasonable Accommodation B 6.4</p>	<p>Version: 1.2</p>	<p>Date: March 2014</p>
<p>Purpose: This procedure describes how LWETB (Co. Longford VEC) will provide for the adaptation of assessment methodologies in order to cater for the needs of learners covered by the nine grounds of equality legislation, so as to enable them to demonstrate their achievement of the standard being assessed</p>			
<p>Staff Involved: Principal/Centre Head, Programme co-ordinators, Programme staff</p>			
<p>Method(s) used to carry out this procedure</p>	<p>Who does it</p>	<p>Evidence generated by this procedure</p>	
<p>Assessment team meetings</p>	<p>Principal/Centre Head, Programme co-ordinators, Programme staff</p>	<p>Agenda and minutes of meetings in relation to assessment methods</p>	
<p>Equality Policy in place</p>	<p>Principal/Centre Head, Programme co-ordinators, Programme staff</p>	<p>Copy of Policy</p>	
<p>Staff Training on reasonable accommodations</p>	<p>Principal/Centre Head, Programme co-ordinators, Programme staff</p>	<p>Record of training, guidelines for assessors</p>	
<p>Adaptation of briefs/ materials/timetables</p>	<p>Principal/Centre Head, Programme co-ordinators, Programme staff</p>	<p>Record of adaptation</p>	
<p>Learners aware of possible reasonable accommodations</p>	<p>Principal/Centre Head, Programme co-ordinators, Programme staff</p>	<p>Record of notice to learners</p>	
<p align="center">Monitoring</p>			
<p>Monitor (Job Title)</p>	<p>Frequency</p>	<p>Monitoring Method(s)</p>	
<p>Monitoring team</p>	<p>Annually</p>	<p>Review of evidence</p>	

PROVIDER NAME				
LWETB (Co Longford Vocational Education Committee)				
POLICY:FAIR AND CONSISENT ASSESSMENT OF LEARNERS				
Procedure Title:	Consistency of marking between assessors	B 6.5	Version: 1.2	Date: March 2014
Purpose: This procedure describes how LWETB (Co. Longford VEC) will ensure that assessors mark learner assessments in a fair and consistent manner				
Staff Involved: Principal/Centre Head, Programme co-ordinators, Programme staff				
Method(s) used to carry out this procedure		Who does it		Evidence generated by this procedure
Assessment team meetings		Programme co-ordinators, Programme staff		Minutes of assessment team meetings
Staff training on FETAC assessment		Principal/Centre Head, Programme co-ordinators, Programme staff		Record of training on FETAC assessment
Guidelines for assessors		Programme co-ordinators, Programme staff		Copy of guidelines for assessors
Appeals Procedure in place		Programme co-ordinators, Programme staff		Copy of appeals procedure
Internal Verifiers Report		Internal Verifier		Copy of internal verifiers reports
External moderators report		External moderator		Copy of moderators report
Monitoring				
Monitor (Job Title)	Frequency		Monitoring Method(s)	
Monitoring team	Annually		Review of evidence	

PROVIDER NAME			
LWETB (Co Longford Vocational Education Committee)			
POLICY:FAIR AND CONSISENT ASSESSMENT OF LEARNERS			
Procedure Title:	Assessment performed by third parties B 6.6	Version: 1.2	Date: March 2012
Purpose: This procedure describes how LWETB (Co. Longford VEC) aims to ensure that if assessment carried out by third parties it is done in a fair and consistent manner			
Staff Involved: Principal/Centre Head, Programme co-ordinators, Third party assessors			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Formal agreement with third party	Principal/Centre Head, Programme co-ordinators, Third party assessors	Copy of agreement	
Meeting of Programme coordinator and third party tutors assessors	Principal/Centre Head, Programme co-ordinators, Third party assessors	Record of meeting and procedures agreed	
Clear guidelines on assessment communicated to third party	Principal/Centre Head, Programme co-ordinators, Third party assessors	Copy of guidelines on assessment	
Monitoring by core programme staff	Programme co-ordinators	Record of monitoring	
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
Monitoring team	Annually	Review of evidence	

[illegible]

<p>A sampling plan is identified and implemented</p> <p>Internal verification report completed using the template provided. Any irregularities or issues should be noted on it.</p>		
<p>Sampling Plan:</p> <ul style="list-style-type: none"> • Samples taken across the entire programme • Where there are less than 10 learners per class group a minimum of 3 portfolios will be internally verified and externally authenticated. • Where the number of learners per class group is between 10 and 25 learners than a minimum sample of 5 learners will be taken. • Where the number of learners per class group exceeds 25 then a minimum sample of 6 learners will be taken. • For external authentication the following must be included in the sample <ul style="list-style-type: none"> ○ Lowest pass ○ Highest unsuccessful ○ Lowest distinction ○ Highest merit ○ Lowest merit ○ Highest pass • The remainder must be randomly selected across all grades until the required number has been reached 	<p>CE, AEO, Centre Heads</p>	<p>Sampling strategy</p>

<p>B6.7.2 External Verification:</p> <p>Criteria for selection of external authenticators</p> <ul style="list-style-type: none"> • Independent of centre • Must have broad subject matter expertise in the relevant field of learning <p>Agreement between provider and external authenticator on:</p> <ul style="list-style-type: none"> ○ Dates, times and venues ○ Module names and number of portfolios ○ Date for completion of external authenticators report ○ Remuneration ○ Any other responsibilities <p>Following must be made available to external authenticator:</p> <ul style="list-style-type: none"> ○ All relevant assessment instruments and supporting documentation ○ All learner evidence ○ All learner results recorded on provisional results sheet ○ List of assessors per module ○ Internal verification report ○ Sampling strategy ○ Quality assurance policy and procedures relating to B6 Fair and Consistent assessment of learners <p>The external authenticator will:</p> <ul style="list-style-type: none"> ○ Review the internal verification report ○ Apply the sampling strategy ○ Read assessment briefs, exam papers and any associated documentation ○ Examine the evidence ○ Make a judgement as to whether it meets national standards at this grade ○ Determine cut off points and complete moderation process ○ Sign individual marking sheets of evidence moderated ○ Note any issues and examples of good practice ○ Document all changes made during moderation ○ Document changes made to grades on the provisional results sheets and sign 	<p>CEO, AEO, Principal/Centre Heads</p> <p>CEO, External authenticators</p> <p>Principal/Centre Heads, Programme staff</p> <p>External authenticator</p>	<p>Minutes of meeting</p> <p>Confirmation letter from external authenticator</p> <p>Briefs, exam papers, outline solutions etc</p> <p>Quality Assurance Agreement</p> <p>Learner evidence</p> <p>Individual marking sheets</p> <p>Provisional results sheet</p> <p>Tutor names and contact details</p> <p>Internal verification report</p> <p>External authenticators report</p>
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<ul style="list-style-type: none"> ○ Complete the external authentication report using the template supplied 			
Meeting of results approval panel to subject to a minimum of three members: <ul style="list-style-type: none"> ○ Review internal verifier/external authenticators reports ○ Reach agreement of any action/responses required ○ Sign off on authenticated results ○ Agree to submission of results for certification ○ Release results for issuing to learners 		CEO, AEO, Principals/Heads of centres	Results Approval Panel Report Internal verifiers report External authenticators report
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
Monitoring team	Annually	Review of evidence	

<p style="text-align: center;">PROVIDER NAME</p> <p style="text-align: center;">LWETB (Co Longford Vocational Education Committee)</p>			
<p>POLICY:FAIR AND CONSISENT ASSESSMENT OF LEARNERS</p>			
<p>Procedure Title:</p>	<p>Feedback to Learners B 6.8</p>	<p>Version : 1.2</p>	<p>Date: March 2014</p>
<p>Purpose: This procedure describes how LWETB (Co. Longford VEC) will provide for learners receiving timely and constructive feedback on assessment which is appropriate to the nature of the assessment</p>			
<p>Staff Involved: Programme co-ordinators, Programme staff</p>			
<p>Method(s) used to carry out this procedure</p>	<p>Who does it</p>	<p>Evidence generated by this procedure</p>	
Formal learner-staff meetings on an individual and group basis	Programme co-ordinators, Programme staff	Record of meetings and outcomes	
Learner verification	Programme co-ordinators, Programme staff	Copy of evaluation sheets	
Communication of information	Programme co-ordinators Programme staff	Web site Letters Text messages Notice board	
<p style="text-align: center;">Monitoring</p>			
<p>Monitor (Job Title)</p>	<p>Frequency</p>	<p>Monitoring Method(s)</p>	
Monitoring team	Annually	Review of evidence	

<p style="text-align: center;">PROVIDER NAME</p> <p style="text-align: center;">LWETB (Co Longford Vocational Education Committee)</p> <p>POLICY:FAIR AND CONSISENT ASSESSMENT OF LEARNERS</p>			
Procedure Title:	Learner Appeals B 6.9	Version : 1.2	Date: March 2014
<p>Purpose: This procedure describes how LWETB (Co. Longford VEC) will ensure that learners have and are aware of the opportunity to appeal an assessment result which they consider unfair</p>			
<p>Staff Involved: Principal/Centre Head, Programme co-ordinators, Programme staff</p>			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Centre appeals procedure in place and notified to learners	Principal/Centre Head, Programme co-ordinators, Programme staff	Copy of appeals procedure Record of adherence to procedure Record of learner appeals Student Handbook Appeals application form Copies of correspondence	
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
Monitoring team	Annually	Review of evidence	

<p align="center">PROVIDER NAME</p> <p align="center">LWETB (Co Longford Vocational Education Committee)</p>			
<p>POLICY:FAIR AND CONSISENT ASSESSMENT OF LEARNERS</p>			
<p>Procedure Title:</p>	<p>Return of Certification Data B 6.10</p>	<p>Version : 1.2</p>	<p>Date: March 2014</p>
<p>Purpose: This procedure describes how LWETB (Co. Longford VEC) will ensure that data submitted to FETAC for certification purposes is checked for accuracy and reliability</p>			
<p>Staff Involved: Principal/Centre Head, Programme co-ordinators, Programme staff</p>			
<p>Method(s) used to carry out this procedure</p>	<p>Who does it</p>	<p>Evidence generated by this procedure</p>	
<p>Procedure in place for checking data for accuracy and reliability</p>	<p>Principal/Centre Head, Programme co-ordinators, Programme staff</p>	<p>Copy of procedure Record of checking certification data Copy of certification data on file</p>	
<p>Recording of checking process</p>	<p>Principal/Centre Head, Programme co-ordinators, Programme staff</p>	<p>Completed checklist</p>	
<p align="center">Monitoring</p>			
<p>Monitor (Job Title)</p>	<p>Frequency</p>	<p>Monitoring Method(s)</p>	
<p>Monitoring team</p>	<p>Annually</p>	<p>Review of evidence</p>	

<p align="center">PROVIDER NAME</p> <p align="center">LWETB (Co Longford Vocational Education Committee)</p>			
<p>POLICY:FAIR AND CONSISENT ASSESSMENT OF LEARNERS</p>			
<p>Procedure Title:</p>	<p>Corrective Action B 6.11</p>	<p>Version : 1.2</p>	<p>Date: March 2014</p>
<p>Purpose: This procedure describes how LWETB (Co. Longford VEC) will develop and implement an action plan to deal with any action which might impact on the validity of the assessment process</p>			
<p>Staff Involved: Principal/Centre Head, Programme co-ordinators, Programme staff</p>			
<p>Method(s) used to carry out this procedure</p>	<p>Who does it</p>	<p>Evidence generated by this procedure</p>	
<p>Develop assessment corrective action plan</p>	<p>Principal/Centre Head, Programme co-ordinators, Programme staff</p>	<p>Copy of assessment corrective action plan</p>	
<p>Implement planned actions if necessary</p>	<p>Principal/Centre Head, Programme co-ordinators, Programme staff</p>	<p>Record of errors/ omissions/deliberate acts and record of actions taken</p>	
<p>Immediate notification of any irregularity to FETAC</p>	<p>Principal/Centre Head, Programme co-ordinators</p>	<p>Copy of correspondence with FETAC Log of telephone calls</p>	
<p align="center">Monitoring</p>			
<p>Monitor (Job Title)</p>	<p>Frequency</p>	<p>Monitoring Method(s)</p>	
<p>Monitoring team</p>	<p>Annually</p>	<p>Review of evidence</p>	

PROVIDER NAME			
LWETB (Co Longford Vocational Education Committee)			
POLICY: PROTECTION FOR LEARNERS			
Procedure Title:	Cessation of Programmes B 7.1	Version : 1.2	Date: March 20124
Purpose: This procedure describes how LWETB (Co. Longford VEC), while not subject to section 23 of the Qualifications Act , will make arrangements to protect learners in the event of a programme ceasing unexpectedly			
Staff Involved: CEO, EO,AEO, Principal/Centre Head, Programme co-ordinators, Programme Staff			
Method(s) used to carry out this procedure		Who does it	Evidence generated by this procedure
Arrangement in place to offer students a place in another VEC centre offering same or similar programme		CEO, EO, AEO, Principal/Centre Head, Programme co-ordinators	Centres offering same/similar programmes identified
Information available on other centres offering same/similar programmes		CEO, EO, AEO, Principal/Centre Head, Programme co-ordinators	Details of provision by outside centres
Learners informed of arrangements		CEO, EO, AEO, Principal/Centre Head, Programme co-ordinators	Copy of correspondence with learners
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
Monitoring team	Annually	Review of evidence	

<p align="center">PROVIDER NAME</p> <p align="center">LWETB (Co Longford Vocational Education Committee)</p> <p>POLICY:SUB-CONTRACTING/PROCURING PROGRAMME DELIVERY</p>			
Procedure Title:	Selection of a Second Provider B 8.1	Version : 1.2	Date: March 2014
Purpose: LWETB (Co Longford VEC) does not currently and does not plan to offer programmes by sub-contracting/procuring programme delivery			
Staff Involved:			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
N/A		N/A	
<p align="center">Monitoring</p>			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
N/A	N/A	N/A	

PROVIDER NAME			
LWETB (Co Longford Vocational Education Committee)			
POLICY:SUB-CONTRACTING/PROCURING PROGRAMME DELIVERY			
Procedure Title:	Contract Arrangements B 8.2	Version : 1.2	Date: March 2014
Purpose LWETB (Co Longford VEC) does not currently and does not plan to offer programmes by sub-contracting/procuring programme delivery			
Staff Involved:			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
N/A		N/A	
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
N/A	N/A	N/A	

PROVIDER NAME			
LWETB (Co Longford Vocational Education Committee)			
POLICY: SUB-CONTRACTING/PROCURING PROGRAMME DELIVERY			
Procedure Title:	Reporting Arrangements	B 8.3	Version : 1.2
Date: March 2014			
Purpose: LWETB (Co Longford VEC) does not currently and does not plan to offer programmes by sub-contracting/procuring programme delivery			
Staff Involved:			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
N/A		N/A	
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
VEC Monitoring team	Annually	Review of evidence	

PROVIDER NAME			
LWETB (Co Longford Vocational Education Committee)			
POLICY:SUB-CONTRACTING/PROCURING PROGRAMME DELIVERY			
Procedure Title:	Monitoring Arrangements B 8.4	Version : 1.2	Date: March 2014
Purpose: LWETB (Co Longford VEC) does not currently and does not plan to offer programmes by sub-contracting/procuring programme delivery			
Staff Involved:			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
N/A		N/A	
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
N/A	N/A	N/A	

PROVIDER NAME LWETB (Co Longford Vocational Education Committee)			
POLICY: Self Evaluation of Programmes and Services			
Procedure Title:	Self Evaluation of Programmes and Service B9	Version : 1.2	Date: March 2014
Purpose: LWETB (Co Longford VEC) will conduct regular, structured and systematic evaluations of LWETB services and programmes with a view to improve planning, build on strengths and address identified areas for improvement, thereby informing future policy and practices.			
Assignment of Responsibility	B 9.1	Principals/Centre Heads will be responsible for self evaluation of programmes but may assign this responsibility to a staff member with the expertise and authority to conduct the evaluation. They will ensure that the process is supported by allocating time and resources and that a team is formed with the expertise to conduct an effective evaluation. Process will be supported by the AEO, CE and EO	
Frequency	B 9.2	Initial self evaluation after two years, then on cyclical basis once every four years	
Range	B 9.3	Grouped as follows: 1 Further Education Colleges – Business and Computing courses including VTOS 2. Further Education Colleges – all further PLC courses 3 Back to Education Initiative and Adult Learning 4 Adult Education Centre – Youthreach programmes	
Learner Involvement	B 9.4	Learners will be involved in the evaluation process and their views will be sought and recorded at key stages in their participation on programmes. Methods used will include: Surveys Questionnaires Evaluation sheets Assessment Records Learner Representative Body The views of a number of past learners will be sought including the views of learners who did not complete programmes.	

External Evaluator	B 9.5	<p>LWETB (Co. Longford VEC) will appoint a panel of external evaluators with:</p> <ul style="list-style-type: none"> Experience in further education and training Expertise in the subject area of the programme being evaluated Understanding of FETAC quality assurance policies and procedures Expertise in the areas of programme design, delivery, evaluation and review and cross moderation of standards
Methodology	B 9.6	<p>Quantitative data, gathered on an ongoing basis, from learners, programme staff, programme co-ordinators, assessment records and employers will be used to complete the evaluation checklist for each programme being evaluated.</p> <p>The coordinator will compile a draft report based on outcome of the evaluation.</p> <p>The external evaluator will become involved at this stage and, through a process of sampling, verify the findings of the draft report and make suggestions for improvement.</p> <p>The final evaluation report will be agreed between the LWETB and the external evaluator.</p>