Procedure: Results Approval Panel Procedure

QSI Section: Section 6: Assessment of Learners

Purpose: The purpose of this procedure is to detail how LWETB will ensure that appropriate decisions are taken regarding the assessment, verification and authentication processes in programmes leading to award certification.

Scope: This procedure applies to all LWETB FET programmes.

LWETB Staff Involved:	RAP Chairperson (AEO/Area Training Manager) RAP Secretary Co-ordinator/Centre Manager presenting Results Internal Verifier Independent Observer FETQS representative TSO/ATSO	Others Involved:	Educator/Assessor EA (on a request basis)
Related Documents:	Key certification dates Assessment certification Plan Process Reports Results Pack Learner Feedback MS Forms	Related Templates:	Internal Verification Report External Authentication Report RAP Centre Report F12/RCCRS Report

Procedure Sections:

Approach used to carry out procedure		Responsibility	Evidence Documentation
1. PREPARING FOR THE RESULTS APPROVAL MEETING			
1.1	Dates of results approval meeting will be decided on based on certification deadlines.	FETQS Unit	Minutes of QA Meetings

	Collate and prepare documentation required for the meeting as follows: • Updated Provisional Learner Group Result Sheet (QBS)/F12 • Extenuating Circumstances – accommodation and supports provided at the time of assessment *(if applicable)* • Internal Verification Report • Last External Authenticator report • End of programme Learner Feedback • Current EA Reports • Centre RAP Report	Co-ordinator/Centre Manager	Prepared documentation
1.2	The quorum for the Results Approval Panel meeting is three. The meeting will consist of fixed members and members who can be invited. <table><tr><td>**Fixed Members**</td><td>**Other invitees**</td></tr><tr><td>• Adult Education Officer/Area Training Manager – **Chairperson** • Co-ordinator/Centre Manager/Internal Verifier (where applicable) – **Presenter** • Member of training standards – **Secretary** • FETQS Support - **Secretary**</td><td>• External Authenticator (where required) • Internal Verifier (where required) • Independent/Impartial person (where required)</td></tr><tr><td colspan="2">**For STPs (Specialised Training Programmes) and CTCs (Community Training Centres only**</td></tr></table>	FETQS Unit/TSO Centre Manager/FET Coordinator	Emails, notices Records

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	- Relevant Centre Manager (Chair) - Internal Verifier for Programme - CTC Board Member - STP Programme Co-ordinator/QQI Coordinator - LWETB designated observer Panel members are briefed on their roles and responsibilities. A Results Approval Panel meeting will be convened in advance of the deadlines of QQI's or other awarding bodies' Certification Calendar and will consider the certification demand by LWETB centres. The date, time and location of the meeting will be communicated the to all FET Centres.	FETQS/TSO	TEAMS Notice & Agenda, minutes, folder for evidence upload Emails
1.3	The Chairperson may be any of the following (or their nominees): - Adult Education Officer/Area Training Manager - Coordinator/Centre Manager - Assistant Training Manager	Line Manager of Programme Provision	Emails, notices RAP Minutes
1.4	The necessary documentation for submitting and presenting to the RAP in the correct order will be collated. *For FE:* see 1.1 *For Training:* TQAS RAP Documentation	Centre Co-ordinator/Manager	Checklist

1.5	An oral presentation will be prepared and delivered to the RAP using Centre RAP Report. This presentation should include the following from the IV, EA and End of Programme Learner feedback process (where applicable): • Examples of good practice • Issues and concerns identified • Areas for improvement • Areas of risk to LWETB quality assurance • Devise Action Plan to address EA recommendations and Learner Feedback where applicable • Learner Feedback	Centre Manager/Coordinator/ TSO/ATSO	RAP Report
2. THE RESULTS APPROVAL MEETING			
2.1	The role of the RAP Chairperson is to: • Ensure that the quorum (minimum of 3) is present before commencing a results approval panel meeting. • Ensure the members sign the confidentiality statement. • Check that there is no conflict of interest within the RAP Panel. • Ensure that the meeting is conducted efficiently and effectively. • Provide adequate time for discussion. • Ensure that the decisions are taken in the context of the requirements of the awarding body and LWETB's procedures. and that they are recorded (for example, minutes) • Cast the deciding vote where consensus cannot be reached. • Ensure that, if required, contact details are available for all presenters, educators and EAs for the duration of the results approval meeting.	RAP Chairperson	Confidentiality Statement

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2.2	The meeting will be opened with a short address by the chairperson or meeting organiser which will state that: • The proceedings are confidential • Individuals must not be identified during the results approval meeting. Learners can be identified by QBS report/F12 ID learner number • The meeting should be conducted in a professional manner • The RAP may recommend changes to be made to LWETB quality assurance procedures.	FETQS Unit	RAP Minutes
2.3	The Results Approval Panel members will be reminded of their role which includes: • Listening to the oral presentation(s) made by each centre • Noting examples of good practice, issues or concerns, areas for improvement, areas of risk. • Reviewing learner feedback and devising an action plan. The panel members can seek clarification on any issues raised.	Chairperson/FETQS Unit/Panel Members	RAP Minutes
2.4	The Secretary must record the information required to complete the Results Approval Panel Minutes	RAP Panel	RAP Minutes
2.5	On completion of presentation(s): The secretary or TSO collects the folders of assessment documentation from each centre. Where an online RAP meeting has been held, a hidden Teams channel may be set up to allow members to upload documentation. Only RAP members can access this confidential data and information.	Chairperson Secretary/TSO	Direction from chairperson Documentation
2.6	The Chairperson reminds the RAP of the operational procedures:	Chairperson	Direction from Chairperson

	• Decisions and recommendations made should only be based on the evidence and information provided to the RAP • Requirements of the awarding body and LWETB's assessment procedures must be observed during all proceedings		
2.7	Review the relevant documentation presented, as follows: • FE: the Authentication Report by Learner Group by Minor Award results sheets • Training: the F12 Course Summary Assessment Sheet, Course Approval Form and results packs • The internal verification reports • The external authentication reports The RAP must also review and discuss the relevant content of the oral presentations.	RAP Panel	RAP Report
2.8	RAP Decision–making: · Make decisions in line with the requirements of the awarding body and LWETB's requirements regarding the outcome of the assessment, verification and authentication processes, and whether or not to approve the results. · Identify and discuss EA recommendations and propose an action plan. · Identify and discuss Learner recommendations and feedback and, if necessary, propose an action plan. · Reach agreement on responses and actions required to be taken by LWETB. · The RAP should strive to reach agreement by consensus. However, if consensus cannot be reached, the Chairperson will cast the deciding vote. · In the event of a disagreement, fixed panel members who have a different view or opinion from the majority view will have their views recorded, if requested.	Panel Chairperson	Decisions agreed

2.9	Record the findings and decisions of the RAP in the RAP Minutes. FETQS/TSO will circulate minutes to RAP panel members for signature.	Secretary	RAP Minutes
3. AFTER THE RESULTS APPROVAL MEETING			
3.1	Remove the assessment documentation following the meeting and ensure that it is securely retained (hardcopy documentation). Where an online RAP meeting has occurred on MS TEAMS, the Secretary will ensure that this documentation is secure.	Secretary	Secure storage facility and supporting records
3.2	Contact each centre by email to communicate the outcomes and decisions of the RAP meeting. **For QBS users** Centres will be reminded that they are required: - to ensure that any changes necessary are made to results on the QBS; - to print provisional statements of results before submitting to QQI; - to submit results to QQI via QBS; - to issue the results to learners immediately; - to inform learners of their right to appeal. Refer to LWETBs procedure on Learner Appeals for further information; - to remove learners from the PLSS system where applicable. **For RCCRS Users** - Centres will be reminded that they are required: to ensure that any changes necessary are made to results on the RCCRS;	FETQS/TSO	Emails Statements/letters to learners

	• to approve results via RCCRS; • to contact centres immediately to advise of RAP decisions; • to advise centres to inform learners of their right to appeal. Refer to LWETBs procedure on Learner Appeals for further clarification.		
3.3	Ensure that all relevant documentation has been completed, approved, and signed by panel members where applicable. These documents are located within the Results Approval Panel Teams.	Secretary	RAP Minutes Centre RAP Report
3.4	Complete the Results Ratification Report to be presented to the QOG. Consider recommendations made by the QOG.	FETQS/TSO	Report
4. ROLES WITHIN RESULTS APPROVAL MEETING			
4.1	<u>The Panel Members</u> The role of the results approval panel is to: • Review and approve assessment results for each course or programme area. • Review reports of the internal verification and external authentication processes. • Make recommendations on the assessment process in response to Internal Verification and External Authentication reports. • Identify any issues arising in relation to the results and make determinations for corrective action. • Ensure that suspected irregularities are investigated and addressed. • Review any recheck outcomes which are unsatisfactory to the learner. • Approve results, allowing for the submission of final results to awarding body (QQI) to request certification. • Chairperson to propose and other member to second results. <u>The Observer</u> On occasion, there may be a need to include another person – an observer – in the meeting.		Adherence to procedure as led by the Chair

	Observer responsibilities during the results approval meeting include: • operating in line with LWETB's results approval process and being familiar with the assessment. • providing support and advice, if required. • carrying out the observer role without bias and with due consideration to the confidential nature of the discussion. • The Observer does not participate in the decision-making process, and do not have voting rights on the approval of results.		

FETQS Internal Review:

Procedure Review			
Review Date:	21th April 23	**Review Log & Reason for Update:**	
Version:	1.0	**Quality System Index Code:**	PR15
Appendix Overview:			
Appendix Txx:		**Appendix Txx:**	

CONFIDENTIALITY STATEMENT FOR RESULTS APPROVAL PANEL MEMBERS CONDUCTING RESULTS APPROVAL WORK FOR LWETB

I agree to abide by LWETB's procedure for results approval.

I understand that the proceedings of the panel are confidential.

If, during the course of the meetings:

(a) the identity of a person involved in the assessment or authentication process becomes apparent to me, or that
(b) information that is confidential or privileged or proprietary in nature is discussed,

I will agree to keep this information confidential.

I understand that all documentation is the property of the RAP and will be returned at the close of meetings.

I agree to declare any conflicts of interest to the Chairperson of the RAP meeting in advance of the meeting, or as soon as any conflict becomes apparent to me.

I confirm that I have read and understand the Results Approval Panel procedure for participation in the results approval process and agree to abide by this.

Signed: _____

Name (in BLOCK capitals):   _____

Date: _____