

Terms of Reference

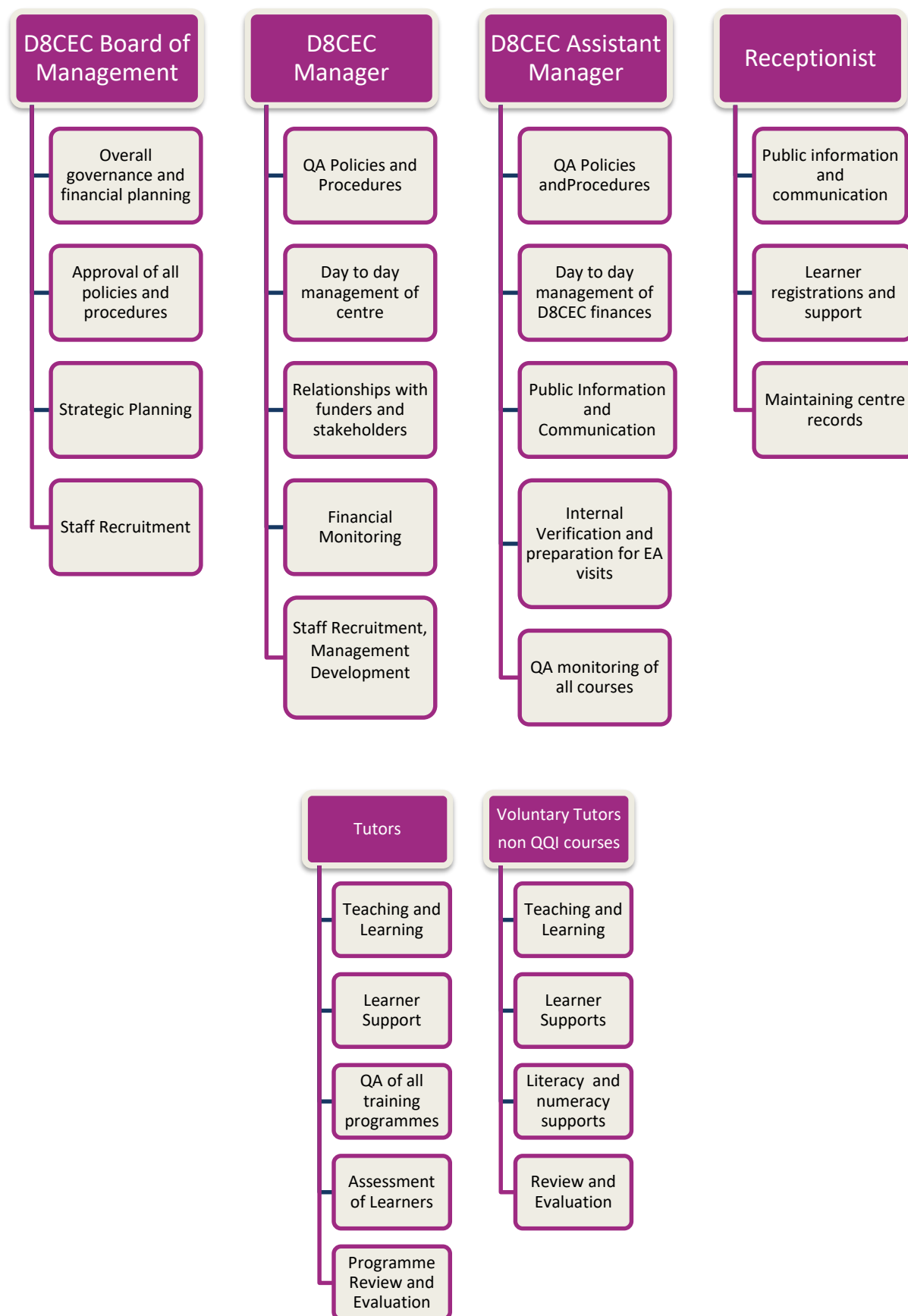
D8CEC Committees and Specific Job Roles



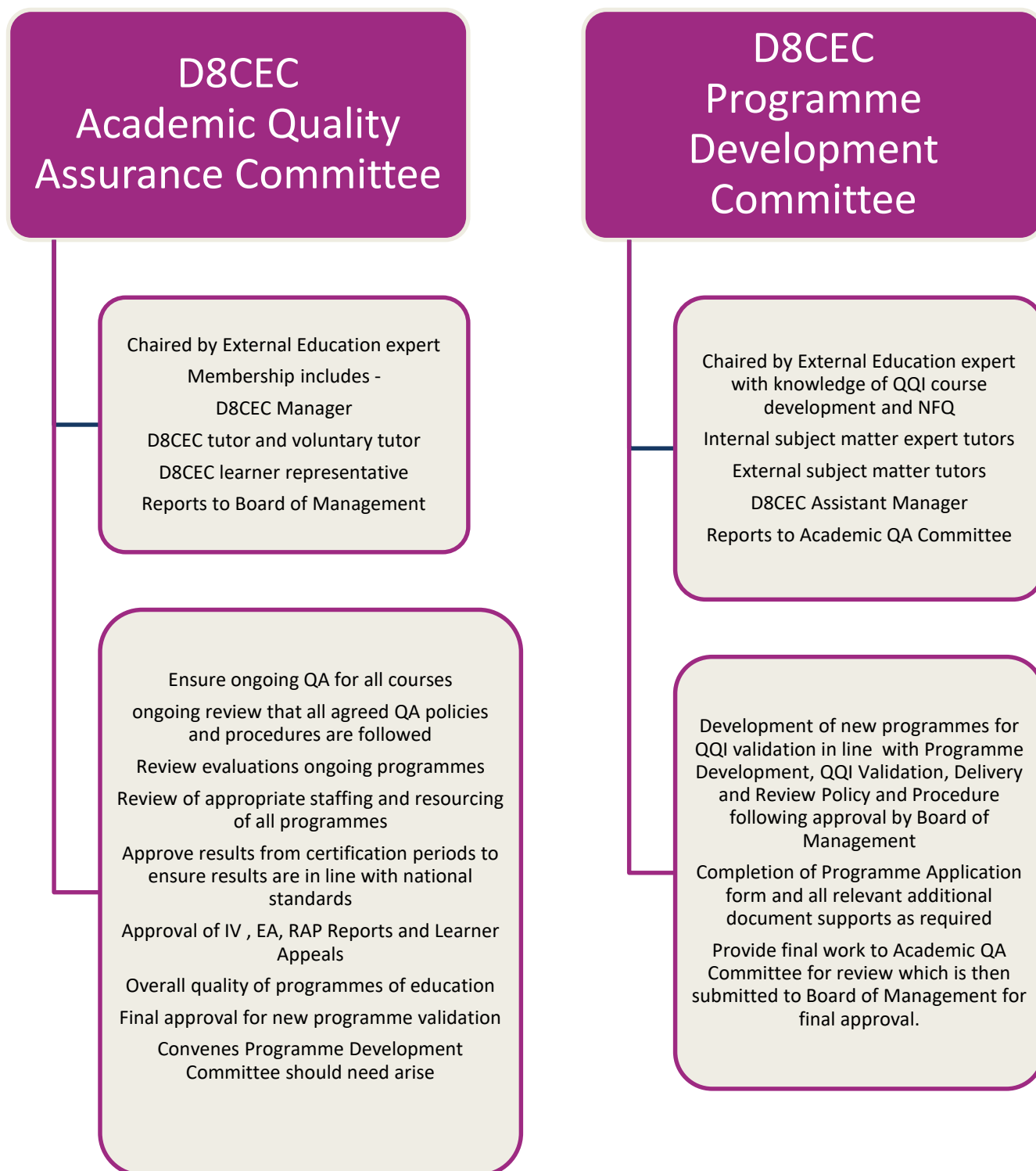
Table of Contents

Quality Assurance Governance and Management - Roles and Responsibilities Chart	2
D8CEC Committees Responsibilities Chart	3
Terms of Reference Academic Quality Assurance Committee (AQAC)	4
Terms of Reference Programme Development Committee (PDC)	5
Terms of Reference Internal Verifier	6
Terms of Reference External Authenticator	8
Terms of Reference Results Approval Panel	10

Quality Assurance Governance and Management – Roles and Responsibilities



D8CEC Committees Responsibilities Chart



Terms of Reference

Academic Quality Assurance Committee (AQAC)

Membership includes -

1. External Education Expert (Chair)
2. D8CEC Manager
3. D8CEC tutor and voluntary tutor
4. D8CEC learner representative

Role

The D8CEC Academic Quality Assurance Committee (AQAC) is responsible for monitoring the quality of all academic programmes, policies and processes of the Centre.

Quality Assurance

The AQAC is tasked with overseeing that all programmes of training and all ancillary support services linked to training is carried out as per the QA policies and procedures set out in Quality Assurance Manual that have been agreed with QQI. Their main responsibilities are –

- Ensure ongoing quality assurance of all courses delivered by D8CEC.
- Carry out an ongoing review that all agreed QA policies and procedures are followed.
- Review Learner evaluations from all programmes and notes good practice as well as potential areas of concern. These are discussed and recommendations for improvement made in the AQAC quarterly report.
- Approve results from certification periods to ensure results are in line with national standards.
- Review of IV, EA, RAP Reports
- Review assessment instruments to ensure they continue to be fit for purpose and adequately assess module learning outcomes.
- Review complaints raised by any learners as well as requests Learner Appeals.
- Convenes a Programme Development Committee should need arise.

Meetings

The AQAC meets on a quarterly basis.

Terms of Reference

Programme Development Committee (PDC)

Membership includes -

1. External Education Expert with knowledge of QQI course development and NFQ (Chair)
2. Internal subject matter expert tutors
3. External subject matter tutors
4. D8CEC Assistant Manager

Reporting

The PDC reports to the D8CEC Academic Quality Assurance Committee. Reports from all meetings are prepared and are provided to the D8CEC Academic Quality Assurance Committee for **approval**. Final validation applications for QQI are first reviewed and approved by the Academic Quality Assurance Committee and when ready, provided to the D8CEC Board of Management for review and final approval.

Quality Assurance

- Development of new programmes for QQI validation are carried out in line with Programme Development, QQI Validation, Delivery and Review Policy and Procedure. Details of all programme elements to be considered when developing a new programme are set out in this policy and procedure.
- The Chair of the PDC will arrange for additional external and/or internal subject matter experts to join the PDC if required in conjunction with the D8CEC Manager.
- Preparation of meeting reports for AQAC to approve.
- Completion of Programme Application form and all relevant additional document supports as required.
- Provide final work to AQAC for approval which is then submitted to Board of Management for final approval.

Meetings

When developing a new programme for validation, the committee will meet as required but at a minimum of once a month.

Terms of Reference

Internal Verifier

Role of the Internal verifier

The role of the internal verifier is to systematically check that the provider's assessment procedures have been applied consistently across assessment activities and to verify the accuracy of assessment results. The internal verifier(s) will:

1. check that the provider's assessment procedures were adhered to
2. monitor assessment results on a sample basis
3. produce an internal verification report.

Verification of assessment procedures

Internal verification checks that the provider's assessment procedures have been applied consistently across assessment activities. The internal verification process will ensure;

1. provider's assessment procedures are adhered to
2. learning has been assessed using the techniques and instruments as indicated in the validated programme
3. assessment results are documented and recorded as per the provider's procedures.

Verification of assessment results

The internal verification process will involve the verification of assessment results on a sampling basis. This involves checking that assessment evidence is available for all learners presented and those results are recorded and grades are assigned according to QQI requirements.

This is achieved by applying systematic checks of the evidence presented by a sample of learners to ensure that:

1. evidence is available for learners presented for an award (i.e. evidence for all minors is available for the major award)
2. evidence is generated as per the technique identified in the Award Specification and
3. using appropriate instruments as indicated in the validated programme
assessment results are available for each learner
4. that marks are totalled and percentage marks are calculated correctly
5. the percentage marks and grades awarded are consistent with QQI grading bands

In devising an effective internal verification process the provider should consider the following:

1. the number of assessors
2. the number of learners
3. the number, range and diversity of awards being offered
4. the number of centres within the provider's remit.

A sample of assessment results are internally verified prior to being submitted for external

authentication and results approval.

Note: - The Internal Verifier is a staff member (normally the D8CEC Manager). All those who take on the role of IV will get specific instruction in this role from the D8CEC Manager. Where a course tutor is acting as IV, under no circumstances will they be allowed to IV a course on which they have taught.

Guidelines based on Quality Assuring Assessment, Guidelines for Providers, Revised 2013

Terms of Reference

External Authenticator

The role of the external authenticator is to provide independent confirmation of fair and consistent assessment of learners in line with QQI requirements and to ensure consistency of assessment results with national standards.

External authenticators will:

1. confirm the fair and consistent assessment of learners consistent with the provider's procedures and with QQI policy on quality assuring assessment
2. review internal verification report(s) and authenticate the findings/outcomes
3. apply a sampling strategy to moderate assessment results consistent with QQI requirements.
4. moderate assessment results in accordance with standards outlined in the Award

Specification

visit the centre and meet with appropriate staff and learners

participate in the results approval process as per the provider's agreed procedures

1. identify any issues/irregularities in relation to the Assessment Process
2. recommend results for approval
3. produce an external authentication report

Criteria for selection of an external authenticator

D8CEC will ensure that External Authenticators selected will comply with the following selection criteria:-

1. have technical/subject matter expertise within the appropriate award area/ field of learning
2. have experience of delivering programme assessment or work in the industry/field
3. agree to undertake appropriate training and attend appropriate briefings
4. have the qualities necessary to interact with learners, assessors and senior staff
5. members i.e. communication skills
6. have administrative and IT skills e.g. report writing, time-management skills
7. undertake to operate within the code of practice and guidelines issued by QQI
8. be available to the provider at appropriate times
9. be independent of the centre to which they are assigned

Moderation of results

External authentication involves the moderation of assessment results within an award or across a number of awards in a specific field or sub-field of learning. This is done by judging the marked evidence presented according to the standards outlined in the Award Specification. The external authenticator will moderate results for awards in which they have relevant expertise in the field/sub-field of learning.

Given their professional status it is expected that all external authenticators will possess the

expertise necessary to moderate results in general award areas e.g. communications.

The critical points at which judgment is applied are the boundaries between bands/grades:

Referred/Pass, Pass/Merit, Merit/Distinction.

Moderating assessment results involves: reviewing results and checking the standard of evidence at each grade band. D8CEC offers QQI Awards at levels 5 and 6 only.

Sampling

D8CEC requires External Authenticators to sample 20% of learner assessment portfolios in all minor awards being processed for certification across a range of grades. Where the learner group is fewer than 10 learners a minimum of 5 learners should be externally authenticated.

Guidelines based on Quality Assuring Assessment, Guidelines for Providers, Revised 2013

Terms of Reference

Results Approval Panel

The role of the Results Approval Panel is to;

- meet as required to review and approve assessment results
- review reports of the internal verification and external authentication process
- agree to the submission of final results to QQI to request certification
- identify any issues arising in relation to the results and make recommendations for
- corrective action.

Note: it is the responsibility of the D8CEC Manager to select an External Authenticator who has suitable subject matter expertise as appropriate to the modules being put forward for QQI certification.

Results Approval Panel Procedure

Internal Verification (IV)

1. Data in relation to students entering for QQI assessments are held electronically on the QQI website. Learner details and results information is entered onto the QQI website by the D8CEC Assistant Manager.
2. Provisional Results reports are printed in advance of internal verification.
3. Internal Verification is carried out by the D8CEC Manager. Student personal details and marking/assessment grade details are checked for accuracy and any errors such as incorrectly totalled marking sheets etc. are noted as these will be corrected on the QQI system once the IV process is completed.
4. The Internal Verifier prepares the IV Report in advance of external Authenticator visit.

External Authenticator (EA)

1. All results undergo systematic External Authentication by the EA who will moderate all learner assessment portfolios according to the centre sampling strategy - D8CEC requires External Authenticators to sample 20% of learner assessment portfolios in all minor awards being processed for certification across a range of grades. Where the learner group is fewer than 10 learners a minimum of 5 learners should be externally authenticated.
2. Any issues arising during the EA visit should be discussed with the D8CEC Manager and the relevant tutor is required. All tutors should be available either in person or by phone to meet with the EA if required.
3. On completion, the EA should prepare the EA Report and submit to the D8CEC Manager in a timely fashion and within a minimum of 5 working days after carrying out the EA visit.

Results Approval Panel (RAP)

1. The RAP will review both IV and EA Reports, noting improvements to centre assessment procedure as required. The RAP will discuss any comments or issues in both reports and ensure that no major issues has been raised that might impact the integrity of the assessment process.

2. Areas of good practice as well as areas for improvement in both reports will be noted in the RAP Report and shared with tutors following the QQI certification period.
3. Once satisfied that all assessment procedures have taken place in accordance with D8CEC agreed QA procedures, the RAP will make the Online Declaration on QQI website to process certification.

Membership of Results Approval Panel

D8CEC Manager, D8CEC Assistant Manager, one Member from the Academic Quality Assurance Committee

Guidelines based on Quality Assuring Assessment, Guidelines for Providers, Revised 2013