

FETAC QUALITY ASSURANCE

Mission Statement

THE JESUS & MARY SECONDARY SCHOOL IS COMMITTED TO THE TRAINING AND IMPARTING OF THE KNOWLEDGE, SKILLS AND COMPETENCIES THAT WILL ENABLE STUDENTS TO PREPARE FOR LIFE, FOR THE WORLD OF WORK AND FOR FURTHER EDUCATION. THE SCHOOL IS INCLUSIVE AND ENCOURAGES STUDENTS TO PARTICIPATE IN THEIR OWN LEARNING.

POLICY STATEMENT

Since 1941, the Jesus and Mary Secondary School aims to provide education and training for its students that will enable them to secure jobs or progress onto further training and education.

The school in conjunction with the wider community identifies the needs of the students in the surrounding area and the needs of employers and businesses so that it can adequately provide education and training to meet those needs.

Regular review and evaluation up-to-date.

The school provides a high standard of education and training and expertise among its staff so that the service delivered is of a very high standard.

The school is a resource for the local community so that it can provide the necessary training, education and quality assurance for its students.

ROLES AND RESPONSIBILITIES.

BOARD OF MANAGEMENT

The Board of Management approves the courses and training, funding and resources for the different programmes. It approves the employment of the staff that delivers the course. It ensures that policies and programmes are updated when necessary and are carried out in accordance with the rules and regulations of the Department of Education and Science. It ensures that there is regular review and that programmes achieve the quality assurance required for FETAC.

THE PRINCIPAL

The Principal in consultation with staff, and the wider community decides what course will be offered in the school annually. The Principal allocates staff, funding and resources to the different programmes. She meets regularly with Co-ordinator and other staff to review the progress of the courses and support staff where necessary.

THE DEPUTY PRINCIPAL

The Deputy Principal works in conjunction with the Principal and management in co-ordinating the programme.

THE CO-ORDINATOR

The Co-ordinator has the day-to-day responsibility for the co-ordination of the programmes. She keeps in regular contact with the Principal so as cope with whatever changes may be necessary. She has responsibility for the advertising and recruitment of learners to the course. She has responsibility for accurate record keeping and for registering students with FETAC and for their examinations. She ensures that all staff has up-to-date module descriptors and knowledge of in-service and training that is available. She liases with the Learners and offers support when necessary. She organises the assessments and deals with the external examiner. She organises the awards night.

COURSE TUTORS

The Course Tutors role is to deliver the courses in a professional manner ensuring that the learners are adequately prepared for their assessments and reaches the standard required by FETAC. They consult with the Principal and the Programme Co-ordinator on their needs and requirements to fully implement their programme. They carried out the assessments particular to their courses, keep records, give feedback to learners, set assessments and results.

THE TUTORS

The Tutors are employed to deliver certain aspects of the course and they work under the supervision of the Programme Co-ordinator. They are employed because they have an expertise in a certain area, which assists the overall delivery of the programme. They assess their students regularly and prepare.

THE SPECIALIST SCHOOL SERVICES.

The Career Guidance Counsellor makes herself available for consultation by the students and she is a source of information on career and further training. Special Needs Teacher is available for those who may require special accommodation in class and at assessment. This is subject to allocation of hours from the Department of Education and Science.

COMMUNICATIONS - POLICY STATEMENT

The Jesus & Mary Secondary School recognises the importance of open communication and dialogue between students, staff, management, board of management and other stakeholders, which is inclusive of diversity. It is our policy to provide relevant, current and accurate information to these parties or any others who have an interest in our work at present or in the future. With effective communication prospective and current learners can make informed choices and staff can maximise their effectiveness.

We appreciate the importance of constructive feedback and value this input as integral to future development and planning. In this respect we see feedback as a valued aspect of the evaluation and programme development continuum.

JESUS & MARY SECONDARY SCHOOL		
ENNISCRONE, CO SLIGO		
Procedure Title:	Communication with Learners	
Purpose: This procedure describes the techniques used to gather feedback information from individual course participants/class groups.		
Staff Involved: <i>Principal, FETAC Programme Co-ordinator, Teachers, Tutors, Careers Counsellor</i>		
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure
Meetings with individual learners Learner Handbook	Co-ordinator Teachers/Tutors Career Guidance Counsellor	Records of meetings Issues resolved-records generated Records generated in relation to
Meetings with class groups Meetings as required/one per term	Co-ordinator Teachers/Tutors Career Guidance Counsellor	(a) student attendance (b) grants (c) student concerns (d) assignments (e) collection of work (f) examinations (g) projects (h) skills demonstrations
Learner verification –surveys, questionnaires as required	Co-ordinator	Surveys, questionnaires, evaluation sheets, school brochure

Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
Principal	Twice yearly	Reviews records of meetings Reviews records of student issues Reviews the records generated from meetings with class groups
Co-ordinator	Monthly	Review of attendance Review report sent to VEC regarding grants
Co-ordinator Teachers Tutors	Daily	Assignments Collection of work Learner records Projects Skills demonstrations

**JESUS & MARY SECONDARY SCHOOL
ENNISCRONE
CO SLIGO**

Procedure Title:	Communication with Staff		
Purpose: To provide information about programmes and administrative requirements to the staff			
Staff Involved: Principal, Co-ordinator, Teachers, Tutors, Careers Counsellor			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Staff Meetings Staffroom pigeon holes PLC Noticeboard Handbook	Principal Co-ordinator Teachers Tutors Careers Counsellor	Minutes/Agendas of staff meetings Dissemination of FETAC directives Dissemination of Module Descriptors Dissemination of centre policies Minutes of Quality Assurance Team meetings Information on relevant in-service	
Information relayed at staff meetings as appropriate	Principal Co-ordinator	Information displayed, PowerPoint presentations, information copied for all staff in the form of posters, letters, booklets, information procedural advice	
Designated information officer Staff Handbook	Co-ordinator	Liaison with appropriate personnel Maintenance of and development of information relevant to the course Staff Handbook	
Use of school PLC Policy Documentation Quality Assurance Policy	Co-ordinator	PLC Policy Folder PLC Policy Folder	

Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
Principal	Annually	Review of minutes of staff meetings Review of PLC School Policy document Review of information distributed to staff Review of assessment – feedback review Review of attendance at in-service
Co-ordinator	Annually	Review of minutes of staff meetings Review of PLC School Policy document Review of information distributed to staff Review of assessment – feedback review Review of attendance at in-service

**JESUS & MARY SECONDARY SCHOOL
ENNISCRONE
CO SLIGO**

Procedure Title:	Communication with other stakeholders		
-------------------------	--	--	--

Purpose: To provide all interested parties, the wider community, employers, other providers, community groups, funding agencies and others access to information on programmes and services available.

Staff Involved: Principal, Co-ordinator

Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure
Course Brochure	Principal Co-ordinator Secretary	Promotional Brochure
Open Day, PLC Awards night, School Presentation Nights, Web Site, School Newsletters, Newspaper Reports, Advertisements in Newspaper	Co-ordinator IT Co-ordinator	Photographs, Website update, Newsletters, Advertisement in newspaper
PLC Accounts Folder	Principal Co-ordinator	PLC Accounts folder

Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
Principal	Annually	Review of promotional Brochure
	Monthly	Review of information gathered both formally and informally Monitor of account transactions and goods, materials bought and services hired Reports to Board of Management
Principal Co-ordinator	Annually	Liaison with: <ul style="list-style-type: none"> • Local Industry • FETAC • Employers • Other stakeholders as appropriate
IT Co-ordinator	Monthly	Update website
Co-ordinator	Annually	Update promotional material Update Course Brochure Organise FETAC Awards night Dissemination of Brochures and Course Material.

B2 Equality

Policy Statement

Jesus & Mary Secondary School is committed to promoting equality of access and participation to all learners who wish to obtain a skill and for all staff who are involved in delivery of this skill. * Nine grounds.

In fulfilling this commitment to our learners, we comply with the requirements of the Equal Status Act in relation to equality in employment, service provision and anti harassment consistent with our Dignity at Work charter and Anti Bulling Policy.

Procedure B.2.1. Equality Training

Provider Name	Jesus & Mary Secondary School	
Title	Equality Training	
Version		
Purpose	The procedure for Equality Training is to promote and support equality for all learners in a manner that facilities diversity, combats discrimination and promotes equality of opportunity. No student will be discriminated under the nine grounds of discrimination; race, gender, age, religion, disability, marital status, family status, sexual orientation, member of traveller community,	
Staff Involved	Principal, Course Co-ordinator, Tutors	
Method(s)	Who does it	Evidence generated
Induction session for staff on the importance of promoting equality	Principal Course Co-ordinator	Notes
Staff handbook to include guidelines on equality issues	Principal Course Co-ordinator	Staff Handbook
Induction session for learners to include provisions for equality	Course Co-ordinator	Course Programme
Ongoing review	Principal Course Co-ordinator	Course Programme
Annual Audit of learner needs and requirements for future learners	Principal Course Co-ordinator	Meetings Audit Reports
Monitor (Job Title)	Frequency	Monitoring Method(s)
Principal	Every two years	Review of all documentation

Procedure B.2.2. Equality Planning

Provider Name	Jesus & Mary Secondary School		
Title	Equality Planning		
Version			
Purpose	Action Plan realising quality objectives based on audit of current provision with regard to equality		
Staff Involved	Principal, Course Co-ordinator, Tutors, Students		
Method(s)	Who does it	Evidence generated	
Meetings to discuss Equality Action Plan	Principal Course Co-ordinator Staff	Minutes of Meeting	
Feedback from learners to review Action Plan	Course Co-ordinator	Minutes of Meetings	
Appeal mechanism for learners	Principal Course Co-ordinator	Appeals Document	
Publication and display of Equality Statement	Course Co-ordinator	Equality Statement on Display	
Assessment of environment with regard to equality of access	Course Co-ordinator	Assessment Reports	
Assessment of materials and teaching aids with regard to equality	Course Co-ordinator Tutors	Assessment Reports	
Monitor (Job Title)	Frequency	Monitoring Method(s)	
Course Co-ordinator	Every two years	Procedures reviewed on implementation Learner feedback	

POLICY ON STAFF RECRUITMENT AND DEVELOPMENT

It is the policy of the Jesus and Mary secondary school to employ fully qualified staff that has the necessary training and expertise to deliver the programmes on offer in the school. As an equal opportunities employer the posts are advertised publicly and are open to all suitably qualified persons. Recruitment is by interview through a selection process drawn up by the Board of Management. Teachers are allocated to posts according to their suitability and expertise by the Principal and approved by the Board of Management. School management encourages and facilitates on going training and in-service.

Procedure Title Staff Recruitment and Development		
<u>Purpose:</u> To ensure that all staff recruited has the required knowledge, skills and competencies necessary to deliver a quality programme and that procedures used to recruit staff satisfy employment legislation.		
<i>Staff involved: Principal, Programme Co-ordinator, Board of Management</i>		
Methods	Who does it	Evidence Generated
Job description Advertising Web advert Selection Panel	Principal Programme Co-ordinator Board of Management	Job description advertisement record of interview
Monitor Principal Programme Co-ordinator	Frequency annually	Monitoring method Review according to DES regulations Human resources skills audit

Procedure Title		Staff Induction
Purpose: to describe the induction procedures for new staff		
<i>Staff involved: Principal, Deputy Principal, Programme Co-ordinator.</i>		
Methods	Who does it	Evidence generated
Official meeting of Staff with management	Principal Programme Co-ordinator	Agenda/Minutes
Half day induction on procedures And practices	Programme Co-ordinator	Agenda Evaluation document Staff handbook
Half day induction on module descriptors and assessment methods	Programme Co-ordinator	Agenda Evaluation document
Monitor Principal Programme Co-ordinator	Frequency annually	Monitoring Method Staff meeting Evaluation document
Team meetings	one per term	Minutes of meeting

Title of Procedure: **Staff Development**

Purpose: To identify, prioritise and meet the training, developmental and support needs of staff

Staff involved: Principal, Programme Co-ordinator, Teaching staff

Methods	Who does it	Evidence generated
Training needs analysis	Principal Deputy Principal Programme Co-ordinator Teaching staff	Agenda Review documents
Quality assurance Meetings	Principal Deputy Principal Programme Co-ordinator Teaching staff	agendas review documents
Monitor Principal	Frequency Annually	Monitoring Method Review of evidence from staff analysis and meetings

ACCESS, TRANSFER AND PROGRESSION

POLICY STATEMENT

It is the policy of the Jesus & Mary Secondary School, Enniscrone to allow, in as far as possible, learners entry to and successful participation in the course, as per school's Admission Policy.

To facilitate this we commit to give learners accurate information on the programmes on offer and what will be expected from them as part of the course. Accreditation of previous achievement or accreditation on previous learning will be considered on an individual basis and if necessary delivery of programmes will be modified in as far as possible to suit the learner. We will give learners information about the FETAC award and how it fits into the National Framework of Qualifications.

JESUS & MARY SECONDARY SCHOOL
ENNISCRONE
CO SLIGO

Procedure Title:

Information Provision

Purpose: This procedure ensures that Learners are given current and accurate information about this course and services available to them, to ensure full participation.

Staff Involved: *Principal, Co-ordinator, Teachers, Tutors, Guidance Counsellor and Special Needs Teacher*

Method(s) used to carry out this procedure		Who does it	Evidence generated by this procedure
Course Brochure		Co-ordinator	Course Brochure
Learner Handbook (including Jesus & Mary Secondary School Policy Statement)		Co-ordinator	Learner Handbook and Policy Statements
Induction Meeting		Co-ordinator Teachers Tutors	Record of Meeting
Assessment Schedules		Teachers	Assessment schedules sheets
Internet websites		Tutors	Internet material
Notice Board		Co-ordinator	Notice Board
Guidance Counsellor		Guidance Counsellor	Record of meeting Access to colleges prospectus
Special Needs Teacher (if required)		Special Needs Teacher	Record of meeting
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
Co-ordinator	Annually	Review Course Brochure Review Learner Handbook Monitor all meetings	
Co-ordinator Co-ordinator Tutors	Once a term	Review notice board Monitor assessment schedules	

**JESUS & MARY SECONDARY SCHOOL
ENNISCRONE
CO SLIGO**

Procedure Title:	Learner Entry Requirements		
Purpose: This procedure will ensure that there is a fair and consistent approach to how learners are selected and entered onto a programme			
Staff Involved: Principal, Co-ordinator			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
A statement of the entry requirements for the programme	Co-ordinator	As per competences needed to succeed on the Programme in the Recognition of Prior Learning Policy	
Details as to how decisions are made regarding allocation of places	Co-ordinator	Admissions Policy	
Details of supports available to Learners	Co-ordinator	Learners Handbook	
Programme Details	Co-ordinator	Course Brochure	
Monitoring			
Monitor	Frequency	Monitoring Method(s)	
BOM/Principal/ Co-ordinator	Annually	Review of Recognition of Prior Learning Policy	
		Review Learner Handbook and Programme Brochure	
BOM/Principal/Staff	Annually	Review of Admissions Policy	

JESUS & MARY SECONDARY SCHOOL
ENNISCRONE, CO SLIGO

Procedure Title:	Recognition of Prior Learning			
Purpose: To ensure that Prior Learning will be acknowledged on the course				
Staff Involved: Principal, Co-ordinator				
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure		
Policy on Recognition of Prior Learning (FETAC Guidelines)	Co-ordinator/Teacher Tutors	Recognition of Prior Learning Policy Document Competences list		
Competences needed to succeed on the Programme (FETAC guidelines)	Co-ordinator/Teacher Tutor	Competences list		
Recognition of Prior Learning Application Form	Co-ordinator/Teacher Tutor	RPL Application Form		
Recognition of Prior Learning Interview form	Co-ordinator/Teacher Tutor	RPL Interview Form		
Monitoring				
Monitor (Job Title)	Frequency	Monitoring Method(s)		
Co-ordinator	Annually	Review of RPL Policy Competences List RPL Application/Interview Form		

JESUS & MARY SECONDARY SCHOOL
ENNISCRONE
CO SLIGO

Procedure Title:	Facilitating Diversity		
-------------------------	-------------------------------	--	--

Purpose: This procedure ensures that selection procedures, entry requirements and programme content or delivery can be adapted or supports made available to facilitate individuals, to enable successful participation in the programme.

Staff Involved: Principal, Co-ordinator, Teachers, Tutors, Guidance Counsellor, Special Needs Teacher

Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure
Learner Induction Meeting	Co-ordinator	Record of Meeting
Learner Handbook	Co-ordinator	Learner Handbook
Meeting with Guidance Counsellor or Special Needs Teacher	Guidance Counsellor/Special Needs Teacher	Record of Meeting
Programme adapted to suit learner needs if possible	Teachers/Tutors	Programme Plans

Monitoring

Monitor (Job Title)	Frequency	Monitoring Method(s)
Principal/Co-ordinator	Annually	Review of Induction Meeting
		Review Learner Handbook
		Review of Programme Plans
		Review Records of Meeting

Procedure B.5. Programme Development, Delivery and Review

Policy Statement

The primary policy of Jesus and Mary Secondary School is to provide education and training which meets the needs of all learners. For our programmes to be delivered effectively, they must involve:

- (a) Careful design and planning
- (b) Allocation of necessary resources and facilities
- (c) Review and evaluation of programmes
- (d) Involvement by all Stakeholders.

Procedure B.5.1. Need Identification

Provider Name	Jesus & Mary Secondary School	
Title	Need Identification	
Version		
Purpose	Our programmes must meet the needs of all learners	
Staff Involved	Principal, Course Co-ordinator, Tutors	
Method(s)	Who does it	Evidence generated
Needs Audit for local Community	Course Co-ordinator	Sample questionnaire
Questionnaire to learners	Course Co-ordinator	Sample questionnaire
Feedback from research	Potential learners Tutors	Gathered research
Discussion with Career Guidance Staff	Course Co-ordinator	Minutes of Meeting
Monitor (Job Title)	Frequency	Monitoring Method(s)
Co-ordinator	Twice yearly Every two years	Learner Questionnaire Needs Audit for Local Community

Procedure B.5.2. Programme Design & Planning

Provider Name	Jesus & Mary Secondary School	
Title	Programme Design & Planning	
Version		
Purpose	This procedure ensures our Programmes will be planned and designed in conjunction with our mission statement and our access rules. Progression, Assessment and Application of learners' skills in a real work situation is facilitated	
Staff Involved	Principal, Course Co-ordinator, Tutors	
Method(s)	Who does it	Evidence generated
Annual Planning Meeting with all Staff	Principal Co-ordinator Staff	Minutes of Meetings
Preparation of Brochures & Information Leaflets	Co-ordinator	Brochure Information Leaflet
Work Experience Module established	Co-ordinator	Contacts with Companies Employers lists
Check Module Guidelines (FETAC)	Tutors	Checklists
Correspondence with Staff	Co-ordinator Tutors	Correspondence Records
Monitor (Job Title)	Frequency	Monitoring Method(s)
Co-ordinator	Twice over year of Course	Employer References Minutes of Meeting Correspondence Records

Procedure B.5.3. Programme Approval

Provider Name	Jesus & Mary Secondary School	
Title	Programme Approval	
Version		
Purpose	The purpose of this procedure is to validate our Programmes in accordance with the School and Department of Education and Science	
Staff Involved	Course Co-ordinator, Tutors	
Method(s)	Who does it	Evidence generated
Submission to Board of Management	Co-ordinator	Board of Management Minutes
Application to Department of Education and Science	Co-ordinator	Approval from Department of Education and Science
Application to FETAC	Co-ordinator	Registration from FETAC
Monitor (Job Title)	Frequency	Monitoring Method(s)
Co-ordinator	Once per Year	Approval Document FETAC Guidelines Board of Management Minutes

Procedure B.5.4. Programme Delivery

Providers Name	Jesus & Mary Secondary School	
Title	Programme Delivery	
Version		
Purpose	This procedure aims to promote delivery of the programmes in accordance with course requirements to maximise learning opportunities for all learners	
Staff Involved	Course Co-ordinator, Tutors	
Method(s)	Who Does It?	Evidence generated
Qualifications Audit of Course Tutors	School Principal	Copy Qualifications of Tutors (Certificates, Diplomas, CV's)
Resource Needs Analysis	Principal Co-ordinator	Environment (Rooms) Resource Purchases Stock Taking Records
Planning & Scheduling of Timetable	Principal Co-ordinator Timetable Planner	PLC Timetable Tutor Timetable
Survey for Learners/ Evaluation	Tutors	Questionnaire
Monitor (Job Title)	Frequency	Monitoring Method(s)
Co-ordinator Tutors	Twice yearly	Review Meetings Minutes of Meetings

Procedure B.5.5. Learner Records

Provider Name	Jesus & Mary Secondary School	
Title	Learner Records	
Version		
Purpose	This procedure focuses on keeping a record of learner attendance, participation and achievement that can be easily accessible for verification by FETAC and Department of Education and Science	
Staff Involved	Course Co-ordinator, Tutors	
Method(s)	Who does it	Evidence generated
Attendance Register	Tutors	Attendance Record
Tutor Progress Reports on Learners	Tutors	Progress Reports
FETAC Assessment Sheets	Tutors	Result Sheets
Monitor (Job Title)	Frequency	Monitoring Method(s)
Co-ordinator Tutors	Weekly Annually	Roll & Record monitoring Meeting with Tutors

Procedure B.5.6. Provision & Maintenance of Learning Facilities, Resources and Health & Safety

Provider	Jesus & Mary Secondary School	
Title	Provision & Maintenance of Learning Facilities, Resources and Health & Safety	
Version		
Purpose	This Procedure details that the physical premises and facilities are provided and maintained to ensure the health and safety of staff and learners.	
Staff Involved	Vice Principal, Course Co-ordinator, Care-takers, Tutors	
Method(s)	Who does it	Evidence generated
Physical Premises Needs Analysis	Principal Course Co-ordinator	Rooms allocated School Budget
Disadvantaged Learners identified with regard to allocation of facilities to meet their needs	Principal Course Co-ordinator	Learner Records
Allocating Course requirements to match school resources	Principal Course Co-ordinator	FETAC Course Guidelines Record of School Resources
Schools Health & Safety Rules	Principal Course Co-ordinator	School Health & Safety Statement Guidelines regarding Safety for Tutors & Staff
Monitor (Job Title)	Frequency	Monitoring Method(s)
Deputy Principal Co-ordinator Tutors Caretaker	Daily Weekly Annually	Visual Checks Record Sheets Tutor Reports

Procedure B.5.7. Programme Review

Provider	Jesus & Mary Secondary School	
Title	Programme Review	
Version		
Purpose	This Procedure details the format for reviewing and evaluating programmes in order to build on strengths and identify weaknesses in an effort to improve on them.	
Staff Involved	Principal, Course Co-ordinator, Tutors	
Method(s)	Who does it	Evidence generated
Review Meetings	Co-ordinator	Minutes of Meetings
Questionnaire for Learners	Tutors	Evaluation of Questionnaires
Questionnaire for Staff	Co-ordinator	Evaluation of Questionnaires
Analysis of Learner Results	Principal Co-ordinator	Result Sheets Report of Externs Reports to Board of Management
Monitor (Job Title)	Frequency	Monitoring Method(s)
Principal Co-ordinator	Quarterly	Checking all Documentation

POLICY ON FAIR AND CONSISTENT ASSESSMENT OF LEARNERS

The Jesus and Mary Secondary School operate a fair and equitable assessment of learners consistent with our Mission Statement. It is our policy to implement a standardised and consistent form of assessment that is open and transparent and easily understood by Staff and Learners and in line with national and international accreditors. Internal and external assessments are carried out according to the highest standards. Records are maintained and appropriate feedback is given to learners. When necessary, those students with special needs are given reasonable accommodation.

Title of Procedure: B6.1 Co-ordinated Planning of Assessment

Purpose: to ensure that all assessments in FETAC courses are planned and co-ordinated, so as to maximise the provision of assessment and ensure that the needs of the students are met to the highest standard.

Staff Involved: *Principal, FETAC Programme Co-ordinator (FPC), Tutors.*

Methods	Who does it	Evidence generated
Module descriptors Assessment schedules Programme Team meetings Learner verification	FETAC Programme Co-ordinator (FPC) Tutors Deputy Principal	Evidence of project/assessments/tapework/videos Records of team meetings, Project briefs, minutes, memos, guidelines, notices
Monitor	Frequency	Method
FPC	When necessary Annually	Staff Meetings Student/Staff Feedback Evaluation Forms

Title of Policy: B6.2**Co-ordinated Planning of Assessment**

Purpose: to ensure that all assessments in the programme are co-ordinated and planned, so as to maximise the provision of assessment and ensure that the needs of the students are met at all times to the highest standard

Staff involved

Programme Co-ordinator & Course Tutors

Method	Who does it	Evidence generated
Module descriptors	Course Tutors Programme Co-ordinator.	Evidence of project/assessment Integrated schedule of assessments Course meetings
Co-ordinator team Meetings	Programme Co-ordinator Principal/D.P.	Minutes
Course meetings Staff meetings	Programme Co-ordinator Course Tutors	Minutes, memos Guidelines, Notices
Monitor	Frequency	Method
Programme Co-ordinator	When necessary Minimum bi-annually	Staff meetings, Staff / student feedback Evaluation forms

Title of Procedure: B6.2 Information to Learners	
<u>Purpose</u>	To allow students access to the information regarding assessments, repeating examinations and appeals procedure, so that they can maximise their participation in the process
<i>Staff involved</i>	<i>Principal., FPC, Course Tutors</i>

Method	Who does it	Evidence generated
Student handbook Exam notice board	FPC Tutors	Student handbook Notice board
Module descriptor	Tutors	Module descriptor
Individual notification	FPC Tutors	Written communication E-mail Minutes of verbal communication
Monitor	Frequency	Monitor method
FPC	Continuous	Evaluation forms Minutes of programme meetings

Title of Procedure: B6.3	Security of Assessment Related Process
<u>Purpose</u>	To ensure that all assessments are safe and secure, the methods used comply with national and international standards, so as to preserve the integrity of the assessment process.
<i>Staff involved</i>	<i>Principal and FPC</i>

Methods	Who does it	Evidence generated
Assignment receipts	Course Tutors	Receipts given for every assignment
Secure storage (Pre/Post Examinations) National guidelines Verification of Authorship Learner records	Principal FPC	Sealed envelopes of exam copies in a secure location External examiner reports Monitoring evidence Learner records Verification of Authorship Statements
Monitor	Frequency	Method
Principal FPC Tutors	Continuous At assessment periods	Review of secure storage procedure Annual review Team meetings

Title of Procedure: B6.4	Reasonable Accommodation
<u>Purpose</u>	To ensure that the students with a disability/SEN are not disadvantaged by the assessment process, and that every support is provided, as is reasonably possible so that they can achieve their full potential. The assessment must adhere to the guidelines in Equality Legislation and comply with Departmental policies
<i>Staff involved</i>	<i>Principal, FPC, Course Tutors</i>

Method	Who does it	Evidence generated
Staff awareness of Legislation and school Policies	Tutors FPC	Legislation Staff in-service School Policies
Consultation with Learner to assess Special needs of student	Tutor	Record of Meeting
Learner receives prior exam information/Adapted assignment briefs	FPC Tutors	Written guidelines
Guidelines for assessors		List of supports available
Monitor	Frequency	Method
Principal FPC Tutors	Annually	Review of policy Feedback from students Equality legislation

Title of Procedure: B6.5	Consistency of Marking scheme
Purpose	To ensure a consistent marking system, so that acceptable standards are reached at each level, which is supported by our internal verification system, to ensure fairness and transparency

Method	Who does it	Evidence generated
Programme Team meetings	FPC Tutors	Record of Meetings
Standardised marking schemes FETAC guidelines on assessment	FPC Tutors	Standardised marking sheets Guidelines for assessors
Internal verification FETAC External Examiners	FPC	Cross moderation log Internal verification samples
Monitor	Frequency	Monitoring method
FPC Tutors	Annually	Review meetings Minutes of Appeal meetings Feedback from learners Feedback from Assessors

Title of Procedure: B6.6	Assessment Performed by Third Party
<u>Purpose</u>	To ensure that the external assessment is fair, standardised and transparent, by providing standardised grading criteria, standardised marking sheets, and standardised work placement reports, and by providing written guidance re: learning outcomes requirements
<i>Staff involved</i>	<i>Tutors, FPC</i>

Method	Who does it	Evidence generated
Standardised grading criteria Marking sheets	Tutors FPC External examiners	Standardised sheets Learner logbooks Standardised criteria Signed reports
Work placement Reports/visits Written guidance	Work placement Tutor FPC	Work placement reports Records of meetings with employers Tutor reports
Team meetings	FPC	Minutes of meetings
Insurance provision	FPC/Tutor	Insurance indemnity document
Monitor	Frequency	Method
FPC	Annually	Team meetings Feedback from work placement Feedback from students External Examiner Reports

Title of Procedure: B6.7	Consistency of Marking with National Standards
Purpose	To show that there is a clear and consistent scheme/system of marking which is in place in the FETAC Programmes in the Jesus and Mary Secondary School which is in line with all national and international standards
Staff involved	<i>Principal, Course Tutor, External moderator, FPC</i>

Method	Who does it	Evidence generated
External verification Internal verification Staff meetings	External moderator All staff	Exam papers/Learner records Answer marking scheme Minutes of meetings Records of Staff attendance External Examiners records
Network between PLC colleges	Linked Colleges Principals Course Tutors FPC	External reports Sample assessment material National guidelines
Monitor	Frequency	Method
Principal FPC Fetac representative External moderators	Continuous During assessment periods	Staff meetings Evaluation reports External reports

Title of Procedure B6.8	Feedback to learners
<u>Purpose</u>	To provide students with ongoing constructive feedback in relation to all forms of assessment in which they take part and which allows them to maximise their potential for improvement
<i>Staff involved</i>	<i>All staff, Tutors, Principal, FPC</i>

Method	Who does it	Evidence generated
Staff student meetings One-to-one consultation	Staff and students	Record of meetings Feedback reports
Written feedback on Assignments Assignments Oral feedback	All Tutors	Written feedback on assignments
Employers Work placement feedback	FPC Work Placement Tutor	Feedback sheets
Monitor	Frequency	Method
Course Tutor FPC	Continuous At assessment periods	Staff meetings Feedback/evaluation sheets

Title of Procedure B6.9	Learner Appeals
<u>Purpose</u>	To afford students the opportunity to appeal a result which they feel to be unjustified. To foster transparency, openness and fairness in the appeals process
<i>Staff involved</i>	<i>Principal, Course Tutors, FPC</i>

Method	Who does it	Evidence generated
1. Internal appeals for ongoing assessment 2. External appeals system for final assessment	1. Tutors 2. FETAC	1.Feedback to learners 2. Form N10
Exam Notice Board	FPC	Notices
Monitor	Frequency	Method
Principal FPC FETAC	As necessary	Appeals committee Meetings/Records

Title of Procedure B6.10	Return of Certification Data
<u>Purpose</u>	To ensure that all data sent for certification to FETAC is accurate and corresponds with internal verifier records
<i>Staff involved</i>	<i>Principal, FPC, Tutors</i>

Method	Who does it	Evidence generated
Internal verification	FPC	Internal verification records
Check and sign Module Result sheets N3	FPC Tutors	Module Results sheet N3
Monitor	Frequency	Method
Principal FPC	Annually	Verify and sign Module result sheet N3

Title of Procedure : B6.11 Corrective Action	
<u>Purpose</u>	<p>To ensure that Jesus and Mary Secondary school has a set of procedures to deal with any breach of the security or integrity of our examination and assessment process.</p> <p>To ensure that any action that may be required is in place to deal with lost or missing papers or scripts, suspected plagiarism etc.</p>
<i>Staff involved</i>	<i>Principal, FPC</i>

Method	Who does it	Evidence generated
Invigilator reports breach to Principal Tutor reports breach to Principal	Invigilator/Tutor Principal	Reports
Meeting of staff concerned	Principal	Reports and minutes
Consultation with FETAC	FPC	Record of Reporting
Monitor	Frequency	Method
Principal	As necessary	Staff /awarding body evaluation

PROTECTION FOR LEARNERS

POLICY STATEMENT

Jesus & Mary Secondary School as a publicly funded entity, is not subject to Section 43 of the Qualifications Act. Jesus & Mary Secondary School will make adequate preparation to ensure that its programmes are viable for the expected duration of the course. In the event that a programme is terminated early provision will be made to provide an alternative learning opportunity to the learners.

JESUS & MARY SECONDARY SCHOOL			
ENNISCRONE, CO SLIGO			
Procedure Title: B7.1	Cessation of Programme		
Purpose: This procedure describes how Jesus & Mary Secondary School will endeavour to ensure that learners who have enrolled on programmes of three months or more duration will be provided with information on alternative opportunities to complete their learning in the unlikely event of a programme being terminated prematurely.			
Staff Involved: Principal, FPC, Staff			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Sourcing of similar programmes	FPC	Correspondence with other providers	
Arrangement for transfer and support for learners	Principal FPC	Record of transfers	
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
Principal	Every two years	Review of documentation	

Procedure B.9 Self Evaluation of Programmes and Services

Policy Statement

Jesus and Mary Secondary School has identified self evaluation of programmes and services as an integral part of its quality assurance system. The self evaluation of programmes and services will be carried out in conjunction with stakeholders in the programme and will conform to the standards laid down by the awarding body FETAC.

Provider	Jesus & Mary Secondary School
Title	Self Evaluation of Programmes and Services
Version 1	
Purpose	To explore, reflect, and report on the effectiveness of the FETAC programmes and to draw up Procedures for Self Evaluation of Programmes and Services so as to further develop good practices
B9.1. Assignment of Responsibility	Evaluation of the Course will be the responsibility of the FPC and his/her evaluation team and an external evaluator nominated by the Board of Management
B9.2. Frequency	Two yearly Evaluation
B9.3. Range	All programmes leading to FETAC awards will be evaluated
B9.4. Learner Involvement	Learner feedback will be sought through: <ul style="list-style-type: none">- Questionnaires/interviews- Sample of Learner Assessment- Representation of learners on evaluation team- Input from former learners
B9.5 Staff Involvement	Staff feedback will be sought through: <ul style="list-style-type: none">- Questionnaires/interviews- Sample of Staff Assessment- Programme Team meetings

B9.6. External Evaluation

External Evaluator appointed by Board of Management

The Board of Management appoints an external evaluator every 2 years. The external evaluator will be independent of programme delivery and capable of comparing the quality of the programmes being evaluated with that of similar programmes in other centres. The evaluator will have:

*education, training or industry expertise in the broad subject area of the programme being evaluated

*an experience in national and/or international certification systems.

*experience in one or more of the following:

Programme Design, Programme Delivery, Programme Evaluation, Cross Moderation of Standards, External Verification of Standards, Auditing of Quality Systems, Centre Accreditation.

The Evaluator may be a person from another provider in further or higher education and training capable of giving an informed view on the success of the programme and able to contribute to its improvement

B9.7. Methodology

Evaluation Team will collect and analyse both quantitative and qualitative data from:

- Learners
- Management
- Tutors
- Records of Achievement
- Copies of evaluation sheets
- Tutor and learner journals
- Feedback from tutors and learners

*Evaluation Team to consist of: FPC, tutor from each programme, learner representative, former learner, external evaluator, principal, deputy principal, representative from local community council