

Signature of facilitator/chair

Date

CAVAN VEC

POLICY ON ACCESS, TRANSFER AND PROGRESSION

SECTION 4

Cavan VEC will provide resources and support to facilitate access, transfer and progression for its learners.

Cavan VEC will facilitate, in as much as they can, a learner's entry and successful participation in a programme.

Cavan VEC is committed to the following procedures to promote access, transfer and progression:

- Information provision
- Learner entry arrangements
- Recognition of prior learning

PROVIDER NAME			
CAVAN VEC		Version:	Date: 4 April 2006
Procedure Title:	B4.1 Information Provision		
Purpose: This procedure describes how information on the programmes and services is available to current and prospective learners.			
Staff Involved: A cross section of staff			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Advertising, publicity material, class descriptor (AL)	Centre head	Newspaper advertisements, programme brochures	
Website	IT personnel	Website	
Education welfare officer	Tutors	Student verification	
One to one	Tutors	Teachers handbook	
Learner Handbook (AL)	Centre head	Learner handbook	
Student Evaluation (AC)	Adult Literacy Organiser	Copies of evaluation	
Governor of Loughan House	Governor	Verification of meetings	
School Heads/ Home School Liaison Officer/Career Guidance/Garda Liaison Officer	See opposite	Verification of meetings	
Extern(HSE body)	See opposite	Verification of meetings	
AEGIS	AEGIS staff	Verification of meetings	
Monitoring			

Monitor (Job Title)	Frequency	Monitoring Method(s)
The centre head is responsible for monitoring	Annually	Using the monitoring template or the other frameworks

The rows in this table will expand as necessary. Extra rows can be added if needed.

PROVIDER NAME		
CAVAN VEC		
Procedure Title:	B4.2 LEARNER ENTRY ARRANGEMENTS	Date: 4 April 2006
Purpose: This procedure describes how each centre ensures that there is a fair and consistent approach to how learners are selected and entered onto a programme.		Version:
Staff Involved: A cross section of staff		
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure
Clear details of programme content	Centre Head and subject tutors	Information on programme content
Clear statement of entry requirements for programme	Centre Head and core staff	Statement of entry requirement
Statutory requirements for entry to programmes	Centre Head	Youthreach/ loughan House/BTEI has statutory requirements before learners are admitted to a programme
Documented selection process	Centre Head and core staff	Programme criteria for selection of learners
Clear appeals procedure	Centre Head and core staff	Details of appeals procedure for learners refused entry to a programme
Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
The centre head is	Annually	Using the monitoring template or the other frameworks

responsible for monitoring		

The rows in this table will expand as necessary. Extra rows can be added if needed.

PROVIDER NAME			
CAVAN VEC		Version:	Date: 4 April 2006
Procedure Title:		B4.3 Recognition of Prior Learning	
Purpose: This procedure describes how Cavan VEC			
Staff Involved: Centre Head and FETAC co-ordinator			
Method(s) used to carry out this procedure		Who does it	Evidence generated by this procedure
FETAC RPL already adhered to in centres – following FETAC guidelines for assessing prior learning		FETAC Co-ordinator	F11 forms
Recognising prior learning		Centre Head and core staff	Statement of recognition of prior learning
Guidelines for assessing prior learning		Centre Head and core staff	Entry
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
The centre head is responsible for monitoring	Annually	Using the monitoring template or the other frameworks	

The rows in this table will expand as necessary. Extra rows can be added if needed.

PROVIDER NAME		
CAVAN VEC		Date: 4 APRIL 2006
Procedure Title:	B4.4 FACILITATING DIVERSITY	Version:
<p>Purpose: This procedure describes how Cavan VEC accommodates diversity by adapting programmes or providing supports to learners with particular needs to successfully participate, transfer and progress.</p>		
<p>Staff Involved: Centre Head and Core Staff</p>		
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure
Provision of support – personnel trained in TEFL Childcare, transport , literacy support , ESOL learners mostly on one to one or small groups	Centre head and core staff	Records of support
Provide classes in partnership with NTDI etc	Centre head and core staff	Records of classes
Timing of classes – morning, afternoon, nights to suit particular learners	Centre head and core staff	timetables
One to one classes/tutorials in some centres	Centre head and core staff	Timetables and records
Classes held in venues to suit the learner	Centre head and core staff	Records of venue used
Training allowance (YC)	Centre head and core staff	Records of training allowances

Adapted hardware		Centre head and core staff	hardware
Open learning access – enables learners access IT outside of school hours (LH)		Centre head and core staff	Records
Links to outside centres –FAS, Cavan Institute- open days		Centre head and core staff	Evidence of links taking place
Invite speakers from other courses		Centre head and core staff	Records of talks, seminars etd
Job Placement through work experience programmes		Centre head and core staff	Records of individual job placements
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
The centre head is responsible for monitoring	Annually	Using the monitoring template or the other frameworks	

The rows in this table will expand as necessary. Extra rows can be added if needed.

CAVAN VEC

Monitoring Document

Access transfer and progression

Centre Name

Date of Meeting Date of last meeting

Attendance

.....

.....

<i>Action Plan for Improvement</i>		
<i>What should be done</i>	<i>By whom</i>	<i>By when</i>

Signature of facilitator/chair

Date

Cavan VEC statement on Recognition of Prior Learning

Cavan VEC recognises RPL as 'prior learning that is given a value, by having it affirmed, acknowledged, assessed or certified.' It may be applicable to learners gaining

- Entry to programmes
- Credit towards an award
- Exemptions from some programme requirements and
- Eligibility for a full award

Cavan VEC as a FETAC provider will adopt FETAC's policy on RPL and adhere to the process that FETAC will put in place for the implementation of RPL within all its centres.

CAVAN VEC

PROGRAMME DEVELOPMENT DELIVERY AND REVIEW POLICY

SECTION 5

Cavan VEC is committed to providing a comprehensive range of programmes to a diverse learning cohort within the county. This is at the core of its mission statement. In order to meet this commitment Cavan VEC will endeavour to carry out extensive programme development, delivery and review of its programmes. To meet this objective Cavan VEC is committed to:

- Provide resources to support is staff to develop, design plan and deliver programmes to meet the vocational educational needs of the county
- Provide and maintain learning facilities and resources to ensure successful participation by learners.
- Provide resources to comply with all Health and Safety requirements to ensure that the premises and equipment for the premises
- Provide appropriate training for staff to comply with Health and Safety requirements

PROVIDER NAME CAVAN VEC			Version:	Date: 25 April 2006
Procedure Title:	B5.1 Need Identification			
Purpose: This procedure describes how Cavan VEC develops programmes to meet the identified needs of individuals and communities.				
Staff Involved: centre head and core staff				
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure		
Responds to individual needs of the learners	All tutors/ programme coordinators	Programmes		
Responds to needs identified by agencies – FAS, HSE, Cavan Drugs Awareness	Centre heads/individual tutors	Programmes, records of meetings with agencies		
Outreach process – visit already established centres they suggest programmes (CE)	CEF/AEO/AEGIS/programme co-ordinator	Records of meetings		
Learner enquiries	All tutors/literacy organisers	Records of enquiries		
Advertising programmes to establish demand (CE)	AEO	Advertisements and records of replies		
Referral from AEGIS	AEGIS staff	Records/ reviews		
Responds to the needs of the workplace	AEO/centre head	Records of communication Programmes offered		
Monitoring				
Monitor (Job Title)	Frequency	Monitoring Method(s)		
The centre head is	Annually	Using the monitoring template or the QFI or NALA frameworks		

responsible for ensuring that monitoring takes place		

The rows in this table will expand as necessary. Extra rows can be added if needed.

PROVIDER NAME		
CAVAN VEC		Date: 25 April 2006
Procedure Title:	B5.2 Programme Design	Version:
<p>Purpose: This procedure describes how Cavan VEC designs its programme structure, delivery and assessment methodologies should</p> <ul style="list-style-type: none"> • Reflect the mission of the provider • Adhere to the providers policy on access • Facilitate transfer and progression • Adhere to the providers assessment policy • Facilitate opportunities for learners, where appropriate to practice skills in a real work environment 		
Staff Involved: all tutors involved in programme design		
Method(s) used to carry out this procedure		Evidence generated by this procedure
Diverse teaching methodologies reflect individual learners	All tutors	Lesson plans/tutors records/programme records
Structure of courses meet individual learning needs	All tutors	Lesson plans Portfolios of learner Learner feedback/learner journals
Timetabling of programmes	Tutors in liaison with centre head	timetables
Individual assignments designed for the learner while meeting FETAC criteria	All tutors	portfolios

Offer different levels of FETAC certification to suit the abilities of the learner	Facilitated by centres	FETAC accreditation/ publicity brochures
Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
The centre head is responsible for ensuring that monitoring takes place	Annually	Using the monitoring template or the QFI or NALA frameworks

PROVIDER NAME		
CAVAN VEC		Date: 25 th April 2006
Procedure Title:	B5.3 Programme Approval	Version:
Purpose: This procedure describes how Cavan VEC ensures that programmes submitted for validation have been approved by each centre and by the VEC.		
Staff Involved: centre head		
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure
Discussion and feedback from programme management	Centre head and core staff	Records of meetings
Proposals from staff to centre head re new programmes	Staff and centre head	Records of proposals
Proposal from centre to VEC to apply for new programme to FETAC	Centre head	Records of proposals
Liaising with NCVA support office	Centre head and programme co-ordinators	Records of meetings
Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
The centre head is responsible for ensuring	Annually	Using the monitoring template or the QFI or NALA frameworks

that monitoring takes place			

PROVIDER NAME

CAVAN VEC

Procedure Title:	B5.4 Programme Planning	Version:	Date: 25th April 2006
Purpose: This procedure describes how Cavan VEC will outline plans for the delivery of a programme.			
Staff Involved: all staff in liaison with centre head			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Plan a schedule for the delivery of a programme	Centre Head	Plans or schedules	
Timetable for the delivery of a programme	Centre Head	Timetable posted up in centres, Timetables given to learners of a programme	
Learners negotiate the schedule (CE)	Class with tutor	schedule	
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
The centre head is responsible for ensuring that monitoring takes place	Annually	Using the monitoring template or the QFI or NALA frameworks	

PROVIDER NAME
CAVAN VEC

Procedure Title:	B5.5 Programme Delivery	Version:	Date: 25th April 2006
<p>Purpose: This procedure describes how</p> <ul style="list-style-type: none"> • Tutors/instructors have sufficient materials, methods and flexibility to use delivery styles appropriate to the learners • Tutors/instructors have opportunities to reflect on and review the effectiveness of their work and collectively seek improvement • Timetables/schedules are adhered to where possible, and cover is provided for staff who are unable to fulfil their duties 			
Staff Involved: all staff			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Teaching methodologies are varied and adapted to suit individual learners	Individual tutors	Staff records	
Regular meetings some informal discussing delivery of the programmes and the progress of the learner	Individual tutors and centre heads	Records of meetings	
On-going reviews of programmes	All involved in programme delivery	Records of review	
All tutors have the opportunity to access support from centre heads/FETAC coordinator/other tutors	All involved in programme delivery	Meetings	
Programmes adapted to suit the learner eg if there is a high intake of girls in youthreach then childcare is offered	Programme co-ordinators/centre heads	Records of different programmes offered	

Centre head arranges cover where possible for staff who are absent	Centre head	Records of staff cover
Audit of materials/equipment	Centre head and core staff	Records of audits
Resources and equipment are available to run the programme	Centre head / VEC	Stock records
Records of stock and purchasing of new equipment	Centre head	Records of purchasing
Staff attendance at FETAC in-service	Individual staff	Records of staff attendance
Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
The centre head is responsible for ensuring that monitoring takes place	Annually	Using the monitoring template or the QFI or NALA frameworks

PROVIDER NAME
CAVAN VEC

Procedure Title: B5.6 Learner Records **Version:** **Date:** 25th April 2006

Purpose: This procedure describes how Cavan VEC maintains records of learner participation and achievement in an appropriate format to facilitate programme review and evaluation.

Staff Involved:

Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure
Recording of entry onto programmes	Centre head	Records of the learners Personal files (Y)
Recording of attendance	Centre head	Attendance records
Monitoring learners progress on the programme	Centre head	Records of meetings with learners Supporting documentation
Records of learners who leave course before completion	Centre head	Attendance records/registers
FETAC records of assessment achievement.	Centre head	Copies of FETAC results,
Records of achievement on work experience programmes	Centre head	Records
Records of participation in extra curricular activities eg displays, exhibitions	Centre head	Videos, photographs, media coverage
Records of transfer and progression to FE	Centre head	Records of progression
Records of progression to employment/apprenticeships	Centre head	Records of learner

Awards ceremonies to reflect the learners achievement		Centre head	Videos, invitations etc
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
The centre head is responsible for ensuring that monitoring takes place	Annually	Using the monitoring template or the QFI or NALA frameworks	

PROVIDER NAME		
CAVAN VEC		
Procedure Title:	B5.7 Provision and Maintenance of Resources	Version:
		Date: 25 th April 2006
Purpose: This procedure describes how Cavan VEC allocates and maintains resources to enable successful participation by learners on programmes.		
Staff Involved: centre head		
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure
Allocation of budgets to each centre	VEC	Records of funding
Regular review of resources for tutors and learners	All tutors + centre head	Inventory of resource Resource directory
Maintenance of premises and equipment	Centre head	Records
Health and safety	Centre head	Records of health and safety issues
Selection of premises	Centre head	Selection criteria
Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
The centre head is responsible for ensuring that monitoring takes	Annually	Using the monitoring template or the QFI or NALA frameworks

place		

PROVIDER NAME			
CAVAN VEC		Version:	Date: 25th April 2006
Procedure Title:	B5.8 Health and Safety		
Purpose: This procedure describes how Cavan VEC endeavours to maintain a safe and healthy environment for its staff and learners.			
Staff Involved: centre head working in conjunction with VEC			
Method(s) used to carry out this procedure		Who does it	Evidence generated by this procedure
Nominated H&S officer in each centre Safety committee in some centres		Centre head	Records of meetings of safety committee
Identification of H&S issues		Centre head	Records of issues
Staff training records		Centre head	Records of training
Recording procedure for hazards		Centre head	Records
Accident and incident book		Centre head	Records
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
The centre head is responsible for ensuring that monitoring takes place	Annually	Using the monitoring template or the QFI or NALA frameworks	





PROVIDER NAME
CAVAN VEC

Procedure Title:	B5.9 Programme Review	Version:	Date: 25th April 2006
Purpose: This procedure describes how programmes are reviewed at regular intervals to ensure their continued relevance.			
Staff Involved:			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Review of programme	All tutors	Records of programme review	
Programme review for learners	All subject tutors	Records of reviews	
Quality Framework evaluations and NALA EQF – Evolving Quality Framework	All tutors/ Quality Framework Teams	Records	
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
The centre head is responsible for ensuring that monitoring takes place	Annually	Using the monitoring template or the QFI or NALA frameworks	

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89
90
91
92
93
94
95
96
97
98
99
100

CAVAN VEC

Programme Development Delivery and Review

Centre Name

Date of Meeting Date of last meeting

Attendance

.....

.....

<i>Action Plan for Improvement</i>		
<i>What should be done</i>	<i>By whom</i>	<i>By when</i>

Signature of facilitator/chair

Date

CAVAN VEC
ASSESSMENT POLICY
SECTION 6

Cavan VEC is committed to providing a rigorous and thorough process for the fair and consistent assessment of learners.

Cavan VEC is committed to carry out all assessment based on the following guidelines:

- That it is consistent with its Mission Statement
- That the purpose of the procedures is to ensure a fair and consistent assessment of learners
- That there is co-ordinated planning of assessment
- That the assessment process is valid and reliable
- That the procedures are clear and transparent for staff and learners
- That the procedures are communicated to staff and learners
- That all assessment material is securely stored
- That reasonable accommodation is made to cater for needs of learners where appropriate
- That the results of the assessment are consistent across internal assessors within the Institute
- That the marking of assessment is consistent with national standards

- That feedback is given to learners
- That an appeal procedure exists
- That the procedures are monitored, reviewed and amended if necessary

PROVIDER NAME		
Cavan VEC		
Procedure Title:	B6.1 Co-ordinated Planning of Assessment	Date: 23 March 2006
Purpose: This procedure describes how Cavan VEC ensures that programme design, delivery and assessment are co-ordinated so as to facilitate learners to maximise the value of the assessment across the programmes.		Version:
Staff Involved: All staff		
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure
Assessment planning discussed at staff meeting (AC)	All staff	Records of meeting
Design programme with integration of assessment in mind (AC)	All staff	Evidence of integrated assessment within centres
Include assessment as an area on the learners review of the programme	Centre Head	Either a formal written review of the course or notes from informal review
Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
Centre Head is responsible to insure that monitoring is completed	Annually in all centres	Using monitoring template Where appropriate will be done in conjunction with the QFI and the NALA frameworks

The rows in this table will expand as necessary. Extra rows can be added if needed.

PROVIDER NAME

Cavan VEC

Procedure Title:	B6.2 Information to Learners	Version:	Date: 23 March 2006
Purpose: This procedure describes how learners have access to the information necessary for them to successfully participate in assessment.			
Staff Involved: Centre heads. All tutors			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Centre Advertising (AL)	Centre Head	Posters, notices	
Tutors explain all information to the learners in the classroom regarding assessment this includes: Learner responsibilities in relation to assessment Assessment methods for each of the modules (AC)	All tutors	Tutor notes	
Learner Handbook	Team of staff/learners	Handbook (AL)	
Newsletter	Student committee	Newsletter (AL)	
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
Centre Head and FETAC co-ordinator (AC)	Annually	Using monitoring template	

--	--

The rows in this table will expand as necessary. Extra rows can be added if needed.

PROVIDER NAME Cavan VEC		
Procedure Title:	B6.3 Security of assessment related processes and material	Version: Date: 23 March 2006
Purpose: This procedure describes how Cavan VEC secures all assessment material in keeping with FETAC guidelines		
Staff Involved: centre head, FETAC co-ordinator,		
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure
Guidelines for tutors re assessment	FETAC co-ordinator	Signed that tutors have received the guidelines (aL)
Students keep work either in centre or individually until portfolio is complete	Student	Portfolio
Completed portfolios are secured in a locked room or filing cabinet	FETAC co-ordinator or tutors	Room or filing cabinet
Tutor responsible for security of assessment	Tutor	Records with tutor (CEF)
Students receive receipt for completed portfolio	Tutors	Receipts (AL)
All student work is stored until the appeals process has been completed	FETAC co-ordinator	Stored work can be viewed until the appeals deadline

Student work is returned to the student or shredded after the appeal deadline, marking sheets are removed	FETAC co-ordinator and individual tutors	Staff verification
Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
Centre Head and FETAC co-ordinator (AC)	Annually	Using monitoring template

The rows in this table will expand as necessary. Extra rows can be added if needed.

PROVIDER NAME		
Cavan VEC		
Procedure Title:	B6.4 Reasonable Accommodation	Date: 23 March 2006
Purpose: This procedure describes how assessment methodologies are adapted as necessary and reasonable, so as to cater for the needs of learners with a disability, or other persons covered by the nine grounds of Equality legislation		Version:
Staff Involved: all tutors		
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure
Adapted assessment Design assessment in accordance with the learners ability – While meeting the same standard assessments modified to suit the learner	All tutors	Individual assessment
Adapted timetable to allocate more time for explanation of assessment	All tutors	timetable
Classes for adults with special needs	Literacy service	Timetable of classes and portfolios
One-to-one support within classroom	Individual tutor	
Specific software and hardware for learner with special needs	Centre Head	Software or hardware
Monitoring		

Monitor (Job Title)	Frequency	Monitoring Method(s)
Centre Head and FETAC co-ordinator (AC)	Annually	Using monitoring template

The rows in this table will expand as necessary. Extra rows can be added if needed.

PROVIDER NAME			
Procedure Title:	B6.5 Consistency of marking between assessors	Version:	Date:
Purpose: This procedure describes how assessors are marking learner assessments in a fair and consistent fashion.			
Staff Involved: all tutors			
Method(s) used to carry out this procedure		Who does it	Evidence generated by this procedure
Assessment review meetings		Centre Head/ FETAC co-ordinator	Records of meetings
Training in FETAC assessment procedures		FETAC co-ordinator	Records of meetings
Guidelines for assessors		FETAC co-ordinator	Guidelines
Cross moderation (where possible) across the VEC in subjects		FETAC Co-ordinator	Log of cross moderation
Peer review		All tutors	Records of meetings
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
Centre Head and FETAC co-ordinator	Annually	Using monitoring template	

The rows in this table will expand as necessary. Extra rows can be added if needed.

PROVIDER NAME		
Procedure Title:	B6.6 Assessment performed by third parties	Date: March 2006
Purpose: This procedure describes how assessment carried out by third parties is fair and consistent to the learners		
Staff Involved: staff who liaise with third parties		
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure
Modules and assessments are discussed with outside assessors	Subject tutors	Records of meetings
Module descriptors are available to third party assessors	Subject tutors	Module descriptor
Monitoring by staff in centre	Subject tutor and centre heads	Records of monitoring
Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
Centre Head and FETAC co-ordinator (AC)	Annually	Using monitoring template

The rows in this table will expand as necessary. Extra rows can be added if needed.

PROVIDER NAME

Procedure Title:	B6.7 Consistency of marking with national standards	Version:	Date: March 2006
Purpose: This procedure describes how assessment is marked which is consistent with the national standards			
Staff Involved: all staff			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
FETAC training at seminars	FETAC personnel	Lists of staff attending training	
External examiner reports	External Examiners	Reports	
Preparation for external examiner	FETAC co-ordinator	Guidelines for tutors	
Feedback to tutors from external examiner reports	Fetac co-ordinator	Records of meetings with staff	
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
Centre Head and FETAC co-ordinator	Annually	Using monitoring template	

The rows in this table will expand as necessary. Extra rows can be added if needed.

PROVIDER NAME			
Procedure Title:	B6.8 Feedback to learners	Version:	Date: March 2006
Purpose: This procedure describes how individual learners receive timely and constructive feedback on their assessment			
Staff Involved: all staff			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
One to one class contact	Subject tutors	Tutor journal	
Exercises marked and handed back to learners	Subject tutors	Marked exercises	
	Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)	
Centre Head and FETAC co-ordinator (AC)	Annually	Using monitoring template	

The rows in this table will expand as necessary. Extra rows can be added if needed.

PROVIDER NAME			
Procedure Title:	B6.9 Learner Appeals	Version:	Date:
Purpose: This procedure describes how learners can appeal an assessment result which they consider to be unfair			
Staff Involved: centre head			
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure	
Internal verification process (AL)	FETAC co-ordinator	Record of process	
FETAC appeals procedure (AC)	FETAC co-ordinator in centre	Record of appeals	
Constant interaction on progress between learner and tutor allows learner the opportunity to appeal any marks allocated (AC)	Subject tutor and head of centre	Tutor verification and learner verification	
Monitoring			
Monitor (Job Title)	Frequency	Monitoring Method(s)	
Centre Head and FETAC co-ordinator (AC)	Annually	Using monitoring template	

--	--

The rows in this table will expand as necessary. Extra rows can be added if needed.

PROVIDER NAME		
Procedure Title:	B6.10 Return of certification Data	Date:
Purpose: This procedure describes how data submitted to FETAC for certification purposes are thoroughly checked for accuracy and reliability and that details of this checking process are recorded.		
Staff Involved:		
Method(s) used to carry out this procedure	Who does it	Evidence generated by this procedure
Tutor submitting results gives results to FETAC coordinator to check (AC)	FETAC co-ordinator Subject tutors	Record of checking takes place
Copies of all results submitted (AC)	FETAC co-ordinator	Copies of results
Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
Centre Head and FETAC co-ordinator (AC)	Annually	Using monitoring template