

## Terms of Reference

### Results Approval Panel

#### **ROLE:**

The **Results Approval Panel** (RAP) is a sub-group of the KCETB Quality Assurance Oversight Committee (QAOC). The QAOC has a key role in the governance and management of quality function of KCETB and oversees the review of *'learner results prior to submission for approval as qualifications/awards and for certification'*<sup>1</sup> as per the [Statutory Quality Assurance Guidelines developed by QQI for use by all Providers Core; April 2016 QQI](#). These guidelines require providers to have *'A system of governance that considers the results of internal and external evaluation'* where *'Consideration is given to the findings of internal and external evaluation and self-monitoring processes. Appropriate responses, including action plans, are developed in light of those findings and of past experience (including trends)'*.

The RAP will be guided by the procedures outlined in the KCETB [Assessment Policy](#). The panel encompasses all provision and awarding bodies.

#### **MEMBERSHIP:**

The Director of FET (or nominated deputy) will chair the RAP meetings, supported by the Quality Assurance (QA) team. The RAP meetings will be scheduled by the QA team and members invited according to the submissions received. This will primarily consist of the Adult Education Officer (AEO), Centre Managers, Principals and Deputy principals for the centres that are submitting results for approval. Other members considered to be pertinent to the RAP can be requested to attend, as required.

#### **SCHEDULE:**

As the majority of awards in KCETB are submitted to QQI as the awarding body, the RAP meetings are convened in accordance with the QQI certification periods. The QA team issues the schedule to centres by email and it is also available through the QA portal.

#### **PURPOSE:**

The purpose of the Results Approval Panel is to approve assessment results and review other quality assurance matters arising from the outcomes of the assessment and authentication (including Internal Verification (IV) and External Authentication (EA)) processes.

The work of the panel must be conducted in a fair and transparent manner, while maintaining confidentiality around learner information.

#### **OBJECTIVES:**

1. To ensure that assessment of learner evidence and authentication of assessment results (including IV and EA) has been carried out in line with KCETB's quality assurance process.
2. To review validity of the results ensuring fairness and consistency in the assessment process.

---

<sup>1</sup> <https://www.qqi.ie/Downloads/Core%20Statutory%20Quality%20Assurance%20Guidelines.pdf>

3. To consider grade changes recommended and decide to uphold or reject the proposed changes.
4. To recommend results for approval (or not) and endorse centres to submit approved results to the awarding body in accordance with the awarding body's timeframe.
5. To review the outcomes of the authentication processes including IV, EA and Certification Audits (where applicable).
6. To action improvements identified.
7. To share and promote good practice including the implementation of improvements in line with KCETB's commitment to quality and excellence.
8. To appraise programme assessment and identify areas for improvement.
9. To report findings to the QAOC.
10. To complete, as part of the RAP meeting, the required documentation as outlined in the KCETB assessment policy.