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Third party Review Form

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| --- |
| Third party:  Year: |

As outlined in the Self-evaluation, Monitoring and Review Policy, QA review new third party providers prior to commencement of delivery of courses by completing the table below. Not all sections may be relevant to the third party and these can be N/A’d.

| Area: | Consider the following: | Findings from review in this area: |
| --- | --- | --- |
| QA arrangements | Has a Quality Assurance contact at KCETB been identified? | Name: |
| Has a Quality Assurance contact at the third party been identified? | Name: |
| Have the arrangements for external authentication been agreed? | Yes  No  Details: |
| Is the third party aware of key certification dates? | Yes  No |
| Are the necessary validation arrangements in place for the delivery of agreed courses with the awarding bodies | Yes  No  Details: |
| QA communications and support | Is the third party aware of the KCETB QA website ([www.kcetbqa.ie](http://www.kcetbqa.ie)) and its contents? | Yes  No  Details: |
| Has the third party the required access to the QA portal? | Yes  No  Details: |
| Are there any specific areas that the third party would like support in? | Yes  No  Details: |
| KCETB policies and procedures | Have appropriate staff access to the required KCETB policies and procedures; for example, the Assessment Policy? | Yes  No  Details: |
| Have staff received the required training? | Yes  No  Details: |
| Has the third party any feedback in relation to KCETB policies and procedures? | Yes  No  Details: |
| KCETB Course content | Are the required programme descriptors available to the third party? | Yes  No  Details: |
| Are the required module descriptors available to the third party? | Yes  No  Details: |
| Have assessment materials been made available to the third party? | Yes  No  Details: |
| Arrangements for course outcomes? | Are all required course and learner details available to the third party for scheduled courses? | Yes  No  Details: |
| Is the third party aware of the date(s) results input is required by? | Yes  No  Details: |
| Is the third party aware of how to enter the learner results? | Yes  No  Details: |
| GDPR | Has the third party signed the required confidentially and GDPR agreements? | Yes  No  Details: |
| Resources | Are there adequate and suitable resources for delivery of the course / programme? | Yes  No  Details: |

|  |  |
| --- | --- |
| Summary Conclusion: |  |
| Please outline any outcomes or actions identified from this review | 1. |
| 2. |
| 3. |
| 4. |

Signed (Third party): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed (QA KCETB): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Signed copies to be filed by third party and sent to qa.info@kcetb.ie*