

Third party Review Form

|  |
| --- |
| 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*