

Kilkenny and Carlow Education and Training Board

Further Education and Training

Quality Assurance Oversight Committee

(KCETB FET QA Oversight Committee)

Providing strategic direction for quality assurance.

The role of the **KCETB FET QA Oversight Committee** is to “*Oversee all Quality Assurance aspects related to the design, development, approval, implementation, monitoring and review of the Further Education and Training provision offered by Kilkenny and Carlow Education and Training Board*”.

The **QA Oversight Committee** has executive responsibility for the governance of quality assured systems within FET in KCETB. It protects, maintains and develops the standard of KCETB FET programmes and related activities. In doing so, the QA Oversight Committee is ensuring, as far as possible, that the procedures, processes and attitudes according to which QA is directed and controlled is robust, accountable and for the benefit of the KCETB learner.

The membership of this committee currently consists of:

- Chief Executive
- Director of FET
- 2 Adult Education Officers
- Training Services Manager
- 1 PLC principal 1 deputy principal
- ETB Board nominee

The committee is chaired by the Director of FET, and reports to the KCETB Board at their bi monthly meeting. The committee is scheduled to meet a minimum of four times per annum and has responsibility for the oversight of the development of new quality assured processes, programme development, delivery, assessment and review, approval of centres to deliver programmes etc. The membership of this committee may be reviewed to include representation from learners and / or tutors as deemed appropriate. The QA Officer reports to, and supports, the QA Oversight Committee.

Six distinct sub committees are being established and these committees will inform the work of the QA Oversight Committee. These sub committees consist of:

1. FET Forum
2. Programme Validation, Monitoring and Evaluation Group
3. Assessment Working group
4. Employer engagement/ Work based Learning Working group
5. Results Approval Panel
6. Policy and Procedure Group

The QA Oversight Committee will also direct the work of the subcommittees and will receive regular reports from the subcommittees. Terms of Reference are available for each sub group, and the QA Oversight Committee has a member on each sub group.

Role of KCETB FET QA Oversight Committee providing strategic direction for quality assurance.

- Governance of KCETB FET Division Quality Assurance system.
- Directing Quality Assurance Policy, Procedure and Process development as appropriate in Legislative, National and Local contexts.
- Promote quality teaching and learning in all relevant learning environments
- Overseeing the implementation of procedures for the assessment of learners to ensure fairness, consistency and fitness-for-purpose and monitor this at centre level and at ETB level.
- Ensuring review of KCETB quality policies.
- Ensuring the reliability and integrity of learner records and results of learner assessment.
- Protecting the integrity of academic processes and standards.
- Monitoring the effectiveness of the implementation of self evaluation systems and procedures
- Oversees assurance activity to ensure that protocol is followed and provide advice and troubleshoot where necessary
- Assigns actions for improvement to individuals and groups who have been assigned responsibility for quality assurance
- Considering risk and non compliance
- Ensuring effective communication across KCETB quality stakeholders

Other

- Approving policies and procedures as recommended by QA Sub-Group.
- Approving programme documentation prior to submitting to QQI for validation, as recommended by Programme Governance Sub-Group.
- Approving programme and organisational review documentation prior to submission to QQI.
- Ratifying External Authenticators, noting assessment reports, ratifying assessment results.
- Reporting from apprenticeship Consortium Steering Group(s), National Programme Board(s) and National Examinations Board(s).