

# Quality Assurance Manual

Miscellaneous





## Foreword

The 2019 revision of the Dorset College Quality Assurance Handbook (QAH) is in line with the Statutory Quality Assurance Guidelines developed by QQI for use by all Providers[1] and the Sector Specific Statutory Quality Assurance Guidelines developed by QQI for Independent/Private Providers coming to QQI on a Voluntary basis[2], as well as the Standards and Guidelines for Quality Assurance in the European Higher Education Area, May 2015[3]. This revision also takes into consideration the evolving scope of Dorset College encompassing policies and procedures applicable to higher, further and English language education. The revision is within the context of overall governance and management structures in place to support the delivery of such programmes and specifically encompassing policies and procedures applicable to our current suite of programmes (Level 5 to Level 8) and in the future up to level 9 on the National Framework of Qualifications (NFQ).

This edition of the QAH was informed by consultation with key stakeholders of the College including but not limited to learners, staff and faculty and wider engagement with the further and higher educational community as well as external stakeholders for approval by Dorset College Academic Quality Committee upon review by an independent QQI panel.

[1] QQI's Core Statutory QA Guidelines

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

[2] QQI's Sector Specific QA Guidelines

<https://www.qqi.ie/Downloads/Sector%20Specific%20Quality%20Assurance%20Guidelines%20V2.pdf>

[3] European Standards and Guidelines (ESG)

[https://enqa.eu/wp-content/uploads/2015/11/ESG\\_2015.pdf](https://enqa.eu/wp-content/uploads/2015/11/ESG_2015.pdf)



# 12. Miscellaneous



# Content

**12. MISCELLANEOUS**  
Appendix

<b>Policy Title</b>	<b>Miscellaneous</b>
<b>Date Approved</b>	17/12/2018
<b>Effective From</b>	02/01/2019
<b>Monitor</b>	Registrar / QA Department
<b>Summary</b>	Dorset College is committed to ensuring all stakeholders' best interests are protected and to ensure such protection the College, from time to time as appropriate, create policies, statements and handbooks to ensure best practice is adhered to. All policies, statements and handbooks are subject to the Policy on Policy and Self-Evaluation Policy as per this Quality Assurance Handbook.
<b>Related Policies</b>	Policy on Policy
<b>Revision History &amp; Commencement Date &amp; Date of Next Review</b>	<p>Version 1 – 2019</p> <p>Commencement Date (Version 1): 02/01/2019</p> <p>Date of Next Review: Following Independent Assessment from Re-engagement process</p>

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## Appendix: Miscellaneous Policies & Statements

Dorset College is committed to ensuring all stakeholders' best interests are protected and to ensure such protection the College, from time to time as appropriate, create policies, statements and handbooks to ensure best practice is adhered to. All policies, statements and handbooks are subject to the Policy on Policy and Self-Evaluation Policy as per this Quality Assurance Handbook.

Such policies, statements and handbooks include but are not limited to the following:

1. Policy on Policy.
2. Programme Development Policy.
3. External Examining Policy.
4. GDPR Policy.
5. Employee Handbook.
6. EFL Teacher Handbook and Documented Curriculum Framework (English Language Education).
7. Child Protection Policy and Child Safeguarding Statement.
8. Parent/Guardian Consent Form.
9. Learner Handbooks and Appendix:
  - i. Further Education
  - ii. Higher Education
  - iii. Professional Courses

All the above are included by way of Appendix to the Quality Assurance Handbook as well as learner forms, such as a Personal Mitigating Circumstances (Extension or Deferral) Form, which are attached to the Learner Handbook by way of Appendix.



# Thank you.