

## 16. Other Parties Involved in Education & Training

<b>Policy Title</b>	<b>Other Parties involved in Education &amp; Training</b>
Date Approved	17/12/2018
Effective From	02/01/2019
Monitor	Dean of Academic Affairs / QA Committee
Summary	This policy details the overarching principles that dictate how the College engages with other parties involved in education and training outside its internal stakeholders.
<b>Related Policies</b>	
Revision History &	Version 1 – 2019
Commencement Date & Date of Next Review	Commencement Date (Version 1): 02/01/2020 Date of Next Review: Following Independent Assessment from Re-engagement process
Purpose	The purpose of this policy is to ensure that the College critiques the role of outside parties in its education provision and assesses whether engaging such outside parties has merits.
Scope	This policy covers all engagements with outside parties with the exception of External Examiners, which is covered under the Assessment policies.
Policy Statement	The College must ensure accuracy of its information provision that it puts in the public domain if it is to maintain its duty of care to its current and prospective learners. Therefore, this policy is intended to detail the how it will ensure the accuracy of its public information and the commitments that the College makes in its public communication.

### 16.1. Other Accreditation Bodies

The College is engaged with other accreditation bodies than QQI. However, it does recognise following its policies and procedures for all programmes as good practice.

- It is College policy to ordinarily follow its overarching quality assurance policies and procedures for all the programmes it offers.
- It will supplement these policies and procedures with accreditation specific policies and procedures where these are required. In such instances, the College will follow these supplemented policies and procedures.



- Where policy areas do not require supplementing, the existing quality assurance policies and procedures will be used.

## 16.2. External partnerships and Second providers

The College's current scope of provision does not extend to external partnerships and second providers for the delivery of its programmes. However, the College recognises that should it wish to extend its current scope of provision, it must have appropriate policies and procedures in place to ensure that the learner experience is not diminished. In such an event, policies and procedures will be developed.

The College does currently engage in a collaborative agreement as a second provider for another institute's programme. In deciding whether it is appropriate, or not, to engage in a collaboration as a second provider, the College engages with all relevant stakeholders including the College Advisory Board and considers the following criteria:

- Is there a benefit in delivering another provider's programme rather than developing, and seeking validation, of a programme under its own validation?
- What input would the College have in the administration, management, and delivery of the collaborative programme? Does the College have the requisite experience and/or expertise to competently deliver the programme?
- Does the College foresee that it would have a positive working relationship with the principal provider of the collaborative programme?

If the College decides to enter a collaborative agreement as a second provider, it will:

- Agree a Memorandum of Understanding with the principal provider of the collaborative programme.
- Ordinarily adopt and work within the quality assurance of the principal provider for the management, administration and delivery of the collaborative programme.
- Ensure that it delivers at least 40 percent of the syllabus of collaborative programme. The reason for this is that the College wants to be a meaningful provider in the delivery of any programme it is associated with.
- Assign a liaison person who will be the primary communicator with the principal provider.

### 16.3. Expert Panellists

The College utilises an Advisory Board as well as external experts for various elements of its quality assurance processes. When it seeks out such expertise, the College will ensure the individual meets the following criteria:

- Have an established expertise (through academic, accreditation or experience) in the cognate area.
- Ensure the external expert has no conflict of interest. This would exclude family members of College staff personnel or individuals who are, or who have previously, worked in or with the College in any capacity.
- If the College is forming a panel of external experts, that this panel is reasonably gendered balanced (at least a ratio of 60:40).

### 16.4. Procedure for the Selection of External Expert(s)

	Procedure Stage	Responsibility	Evidence
1	<p><b>Shortlist of eligible individuals:</b> The Dean of Academic Affairs will prepare a shortlist of eligible individuals to fulfil the external expert role, based on the purpose for recruiting an external expert(s). This shortlist will be sent to the Academic Council for its consideration (either at a scheduled meeting or via email if a meeting is not imminently scheduled).</p>	<p>Dean of Academic Affairs</p> <p>Academic Council</p>	Shortlist of Candidates
2	<p><b>Review &amp; Selection of individuals:</b> The Academic Council will consider the shortlisted candidates based on the criteria outlined in the policy on Expert Panellists.</p> <p>The Academic Council will ideally be unanimous in their support of a candidate. However, if this does not happen, the agreed candidate must have the support of at least 2/3's of the Academic Council. The AQC will also rank the candidates in order of preference.</p>	Dean of Academic Affairs	Communication with external expert(s)
3	<p><b>Communicate with agreed individual:</b> The Dean of Academic Affairs will communicate with the preferred candidate and enquire as to their interest in fulfilling the role required. If the preferred candidate does not wish to fulfil the role, the Dean of</p>	Dean of Academic Affairs	Communication with external expert(s)

<p>Academic Affairs will then contact the 2<sup>nd</sup> preferred candidate (and so on). Once a candidate agrees, the Dean of Academic Affairs will liaise with the individual to provide the necessary background information on the role required of the individual.</p>		
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## 16.5. Review of Other Parties Involved in Education and Training Policies and Procedures

The College will review the Other Parties Involved in Education and Training policies and procedures on an annual basis. This review will assess the adequacy and effectiveness of the policies and procedures.

- Senior Management Group
- Dean of Academic Affairs
- Quality Assurance Lead
- 1 Learner