



Statement of Quality Assurance Policies for Irish Colleges Training Centre

1. Policy & Procedures for Quality Assurance

It is the policy of Irish Colleges Training Centre to develop, implement and continuously enhance procedures for the assurance of the quality and standards of its programmes and awards. It will liaise closely with recognised and reputable external awarding bodies and educational institutions to ensure its compliance with national and international standards in quality assurance. The policy and procedures for quality assurance have formal status and are publicly available within the College. Irish Colleges Training Centre recognises the key contribution of learners and other stakeholders to its quality assurance policy and is committed to providing a role for the in the continuous development process.

2. Communications

Irish Colleges Training Centre is committed to fostering constructive dialogue among its staff, learners and other stakeholders in a format appropriate to a diversity of learners. Specifically, the College will disseminate relevant, accurate and up-to-date information to staff, learners and other stakeholders. The College will also seek constructive feedback from such stakeholders on their experiences of programmes and services.

3. Equality

Irish Colleges Training Centre is fully committed to equality of educational access and attainment among students. It is equally committed to equality in employment and service provision, and has an anti-harassment policy in all of these areas. Management will actively seek to develop and implement policies and procedures which promote equality and which avoid unfair discrimination on the grounds of age, disability, membership of the Traveller community, marital status, family status, gender, religion, social class, sexual orientation, race, colour, nationality or ethnic or national origins. The College will promote an awareness of best practice in this area through ongoing staff and learner training programmes.

4. Staff Recruitment & Development

Irish Colleges Training Centre recognises the importance of recruiting qualified, professional staff to ensure the provision of a quality learning experience. The College will seek to ensure

that staff have sufficient experience and expertise to fulfil their designated roles and, on an ongoing basis, have access to appropriate supports and further training where necessary. The College is committed to supporting staff development prior to the introduction of new programmes and of promoting skills development in the area of teaching and learning methodology.

5. Access, Transfer & Progression

Irish Colleges Training Centre is committed to meeting the evolving professional and personal development needs of adult learners in the Mid West Region and will facilitate access to a wide range of programmes and promote transfer and progression opportunities that may be available to learners. Specifically, the College will

- Provide learners with accurate and appropriate information to enable them to make informed choices regarding programmes
- Where possible, provide recognition of prior learning acquired through non-traditional routes
- Operate fair, transparent and publicly communicated entry requirements to all programmes
- Promote and support learner transfer or progression to another programme within the National Framework of Qualifications
- Facilitate individuals or groups with clearly identified needs to successfully participate, transfer and progress by adapting programmes where possible

6. Programme Development, Delivery & Review

In line with its mission statement, ICTC recognises the importance of regularly evaluating all programmes and services, by including all relevant stakeholders in the evaluation process, in allowing it to develop and deliver excellent programmes. The College is committed to a policy of continuous improvement that is inclusive in its nature, uses appropriate methodologies and resources and that ultimately allows it to meet identified learner needs.

7. Assessment of Learners

It is the policy of Irish Colleges Training Centre to carry out assessment that is fair to all learners, and consistent across assessors and national best practice. Learners will be assessed using published criteria, regulations and procedures which are applied consistently and fairly. The College will ensure that the assessment results are valid for the purpose of external awarding bodies, and are internally and externally verified as appropriate. The College will ensure that all persons engaged in assessment have a clear understanding of the process.

8. Approval, Monitoring and Evaluation of Programmes & Services

It is the policy of Irish Colleges Training Centre to establish and follow formal mechanisms for the periodic review and monitoring of its programmes, awards and supporting services. It is committed to conducting a pre-planned, regular and comprehensive internal evaluation of the institution and its programmes to ensure ongoing and continuous improvement in the quality provision to its learners. All stakeholders will be consulted during the evaluation process and its scope extends to all programmes, services, policies and procedures within the College. Where possible and appropriate, it will also submit the findings of internal evaluation processes to external moderators for adjudication.