



Swan ELT

Policy for the Quality Assurance Scheme

Aspect of QA	<ul style="list-style-type: none"> • Governance and Management of Quality • Documented Approach to Quality Assurance
Policy owner	Managing Director
Purpose	<p>The purpose of this policy is to outline the principles governing the development and formulation of quality assurance (QA) policies and procedures at Swan ELT. With this policy Swan ELT aims to ensure that all QA policies are:</p> <ul style="list-style-type: none"> ▪ developed through reflection and consultation with all stakeholders. ▪ fit for purpose and approved as such by a Swan ELT committee. ▪ fully documented and accessible to all stakeholders. ▪ compliant with the required national standards.
Scope	This policy applies to all policies at Swan ELT. It therefore has relevance to the activities of all staff (academic, administrative, operations) and students within Swan ELT.
<p>Policy</p> <p>Swan ELT's Quality Assurance System is comprised of a set of quality assurance policies and the procedures designed to implement those policies.</p> <p>The Policies will be</p> <ul style="list-style-type: none"> • consistent with relevant legislation and informed by QA guidelines (QQI and other accrediting bodies) • documented clearly – where the purpose and scope of the policy will be clearly outlined along with information about who is to be responsible for the implementation of the policy and who gave approval for the policy • approved by the Board of Directors (admin or operational areas), the Academic Committee (academic) or both (if relevant to both areas) • monitored and reviewed regularly on a two year cycle to ensure that they continue to be <ul style="list-style-type: none"> ○ fit for purpose ○ consistent with legislation and regulations ○ effective in improving and enhancing quality <p>The Procedures will be</p>	

- designed carefully so as to enable efficient and effective implementation of the policies.
- approved by the Managing Director (if relevant to administrative or operational domains), the Academic Committee or its delegated subcommittee (if relevant to academic standards) or both (if relevant to both domains).
- monitored and reviewed regularly on a two year cycle to ensure that they continue to
 - o facilitate the implementation of the policy
 - o be effective in that they can be integrated into the normal activities of the school with minimum unnecessary administrative requirements.

New Policy	Date of Approval JULY 2021	Approved by: ACADEMIC COMMITTEE
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Responsibility:

	has responsibility for
Board of Directors	the development, approval, monitoring and review of Swan ELT QA policies and procedures
The Academic Committee	the development, approval, monitoring and review of all academic QA policies and procedures as delegated by the Board of Directors
Academic Coordination Team (ACT), Quality Officer	the day to day management and implementation of the QA policies and procedures within academic programmes
Management Committee	the implementation of the QA policies and procedures within all operational and administrative activities
All staff and learners	adhering to QA policies and procedures in the course of their work and studies and improving quality at the school by doing so.

- Related legislation, regulation, guidelines:
- Core Statutory Quality Assurance Guidelines 2016 (QQI).
 - Sector Specific (Independent/Private) Statutory Quality Assurance Guidelines 2016 (QQI).
 - Assessment and Standards, Revised 2013 (QQI).
 - Employment Equality Acts 1998 – 2015
 - Disability Act 2005
 - Data Protection Act 2018
 - Code of Practice for Provision of Programmes of Education and Training to International Learners 2015 (QQI).
 - Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG, 2015).



Swan ELT

Procedure for Development of New Policies and Procedures (and/or Amendment to Existing Policies and Procedures)

Aspect of QA	<ul style="list-style-type: none"> • Governance and Management of Quality • Documented Approach to Quality Assurance
Scope	These procedures have relevance to the activities of all staff involved in developing new policies and procedures.
Policy referred to	Policy for the Quality Assurance Scheme

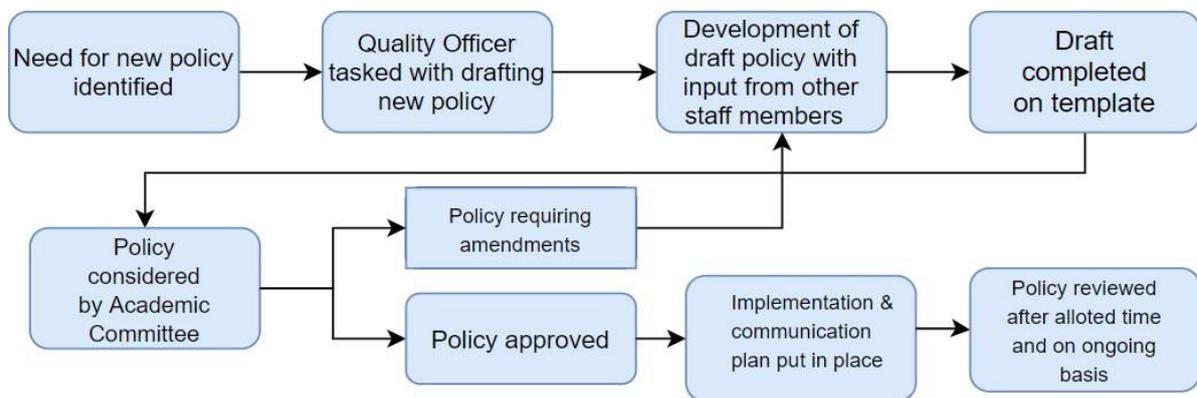


Fig 2.2: Procedure for Development of New Policies and Procedures

Steps	Responsibility of	Resource
<p>1. Once the need for a new policy has been identified by the Quality Officer or other member of Swan ELT staff, – and this may be for a number of reasons including :</p> <ul style="list-style-type: none"> ▪ a change in regulation/legislation ▪ a need for a change or new policy as identified in the regular review of QA policies and procedures or as identified through feedback from internal or external stakeholders <p>the Quality Officer (as Policy Owner), who will ensure that the policy is managed from its initial development to its ratification, will be tasked with drawing up a draft policy proposal.</p>	<p>Quality Officer (or nominated policy owner)</p> <p>Academic Committee</p> <p>Swan ELT staff</p>	<p>Feedback from QA scheme review</p> <p>Minutes of Academic Committee meeting</p>

<p>In such instances the approving body may request the policy be redeveloped or that it be reviewed under specific areas and re-submitted for its consideration.</p> <ul style="list-style-type: none"> ➤ If the approving body proposes changes, these are undertaken by the Quality Officer working with Swan ELT staff relevant to the policy area, and the amended policy will then be submitted again for approval – as outlined in steps 3 and 4 above. <p>Where the approving body decides to approve a policy, a date will be determined for the policy to come into effect and agreement reached on how and when the policy will be monitored.</p> <ul style="list-style-type: none"> ➤ If approved, the Quality Officer will have the responsibility of moving forward with the implementation/communication plan mentioned above*. <p>5. Review of Policy:</p> <p>The Policy Owner for each policy will be responsible for ensuring its continued relevancy and maintenance through regular review. The specific review period will be determined by the approving body and will be specified in each policy.</p> <p>Where a policy is to be amended during such a review, this amendment must also be approved by an approving body – as described above and in <i>2.3 Policy for the monitoring and review cycle of Quality Assurance Scheme</i> and <i>2.4 Procedure for the monitoring and review of the Quality Assurance Scheme</i></p>	<p>Quality Officer (or nominated policy owner) with input from Swan ELT personnel relevant to a policy area</p> <p>Academic Committee</p> <p>Quality Officer (or nominated policy owner) with input from Swan ELT personnel relevant to a policy area</p> <p>Quality Officer (or nominated policy owner) with input from Swan ELT personnel relevant to a policy area</p> <p>Academic Committee</p>	<p>Updated Policy and associated procedure(s)</p> <p>Minutes of Academic Committee</p> <p>Notes kept on Review process</p>
<p>New Policy</p>	<p>Date of Approval JULY 2021</p>	<p>Approved by: ACADEMIC COMMITTEE</p>
<p>Related legislation, regulation, guidelines:</p> <ul style="list-style-type: none"> ➤ Core Statutory Quality Assurance Guidelines 2016 (QQI). ➤ Sector Specific (Independent/Private) Statutory Quality Assurance Guidelines 2016 (QQI). ➤ Assessment and Standards, Revised 2013 (QQI). ➤ Employment Equality Acts 1998 – 2015 ➤ Disability Act 2005 ➤ Data Protection Act 2018 ➤ Code of Practice for Provision of Programmes of Education and Training to International Learners 2015 (QQI). ➤ Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG, 2015). 		



Swan ELT

Policy for the monitoring and review cycle of Quality Assurance Scheme

Aspect of QA	Documented Approach to Quality Assurance
Policy owner	Quality Officer
Purpose	The purpose of this policy is to outline the process to be followed in the development, monitoring and review of the policies and procedures included within the Swan ELT Quality Assurance Scheme.
Scope	This policy includes all members of Swan ELT staff who are involved in the development and review of the policies and procedures included in the Swan ELT Quality Assurance Scheme.

Policy

In order to ensure that the policies and procedures included in the Swan ELT Quality Assurance Scheme remain effective, relevant, fit for purpose and compliant with changes to statutory, legal and accrediting body requirements, Swan ELT will monitor and review each element of the QA Scheme at least once every two years. This review will be the responsibility of the Quality Officer and will also involve collaboration from the Policy Owner.

New Policy	Date of Approval JULY 2021	Approved by: ACADEMIC COMMITTEE
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Responsibility:

	has responsibility for
Quality Officer	<ul style="list-style-type: none"> • setting up and carrying out an internal quality review of all aspects of the QA Scheme at least every two years • documenting the review and reporting on the findings to the Academic Committee and Board of Directors
All Swan ELT staff	<ul style="list-style-type: none"> • monitoring and reviewing policies and procedures as they relate to their roles • giving feedback on these in regard to their ongoing effectiveness or relevance.

Related legislation, regulation, guidelines:

- Core Statutory Quality Assurance Guidelines 2016 (QQI).
- Sector Specific (Independent/Private) Statutory Quality Assurance Guidelines 2016 (QQI).



Swan ELT

Procedure for the monitoring and review of the Quality Assurance Scheme

Aspect of QA	Documented Approach to Quality Assurance
Scope	This policy includes all members of Swan ELT staff who are involved in the development and review of the policies and procedures included in the Swan ELT Quality Assurance Scheme.
Policy referred to	Policy for the monitoring and review cycle of Quality Assurance Scheme

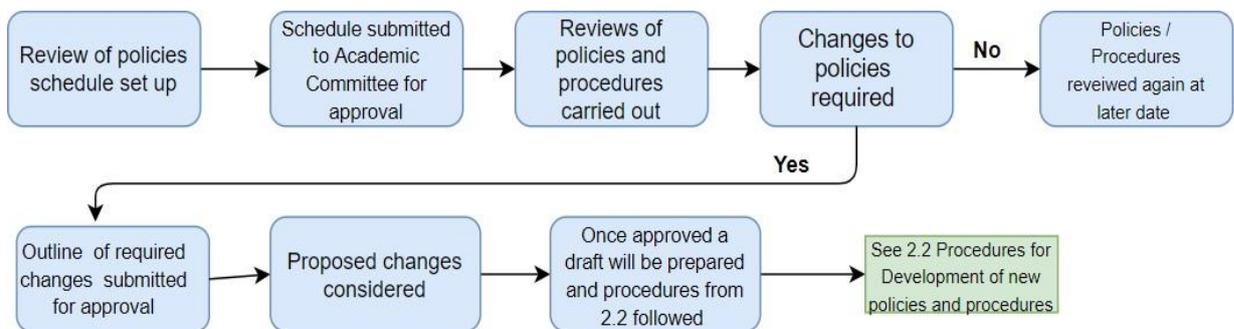


Fig 2.4 Procedure for the monitoring and review of the Quality Assurance Scheme

Steps	Responsibility of	Resource
Procedure 1. The Quality Officer sets up a schedule for an internal quality review of each section of the QA Scheme to ensure that each section is reviewed at least once over the following two year period. This schedule should be able to accommodate any changes to the time allocated for the review brought about by unexpected events such as <ul style="list-style-type: none"> ○ regulatory, legislative or accreditation regulation changes ○ changes to QQI requirements based on external QA events ○ issues raised by staff or students in relation to a particular policy / procedure 	Quality Officer	Quality Review Schedule
2. The schedule is submitted for approval by	Quality Officer	Quality Review Schedule

<p>the Board of Directors and Academic Committee.</p> <p>3. The Quality Officer carries out scheduled reviews. The Policy Owner (if different from the Quality Officer) and Swan ELT staff from the relevant areas will be called on collaborate on the monitoring and review of the policies and procedures within their area. The monitoring and review process will check:</p> <ul style="list-style-type: none"> ○ that each policy and its procedure(s) are being implemented as was intended in the documentation ○ that each policy and its procedure(s) continue to be relevant and of use to the school ○ that the policy documents are still up to date and aligned to regulations and accreditation requirements. • <p>4. If the monitoring team (QO, PO and members of staff) find that changes are required to improve or adjust the policy or procedure and its implementation, the proposed changes must be submitted to the relevant approving body (Academic Committee, Student Support Team, Management Team) for their consideration and decision.</p> <p>5. Once approved, the changes will be made following the procedures as outlined in 2.1 <i>Policy for the Quality Assurance Scheme</i>, 2.2 <i>Procedure for Development of New Policies and Procedures and/or Amendment to Existing Policies and Procedures</i>.</p>	<p>Academic Committee</p> <p>Quality Officer Policy Owner (if different to QO) Swan ELT personnel relevant to a policy area</p> <p>Quality Officer Academic Committee (or other Committee/ Team as the Approving body)</p> <p>Quality Officer</p>	<p>Minutes of meeting of Board of Directors and Academic Committee with decision on approval / rejection noted</p> <p>Notes taken on reviews</p> <p>Documents as required in <i>Policy for the Quality Assurance Scheme</i>, the <i>Procedure for Development of New Policies and Procedures and/or Amendment to Existing Policies and Procedures</i>.</p>
New Policy	Date of Approval JULY 2021	Approved by: ACADEMIC COMMITTEE
<p>Related legislation, regulation, guidelines:</p> <ul style="list-style-type: none"> ➤ Core Statutory Quality Assurance Guidelines 2016 (QQI). ➤ Sector Specific (Independent/Private) Statutory Quality Assurance Guidelines 2016 (QQI). 		

