

## Policies, procedures and supporting documentation mapping January 2022

<b>1. Procedures</b>		
<b>Policy and QAM section</b>	<b>Procedures</b>	<b>Timeline for completion</b>
<b>CG1, QAM Section 1 Governance and Management of Quality</b>		
1.4 Risk policy and management	Management of Risk	To be added by end February 2022
1.6 Equality and diversity. Also applies to 6.11 Reasonable Accommodation in Assessment, 7.4 Reasonable Accommodation	Managing Reasonable Accommodation	In place, procedure 5
1.7 Data protection	Data Breach Management	Draft under review, to be added by end January 2022
	Data Protection: General Procedures	Draft under review, to be added by end January 2022
<b>CG2, QAM Section 2 Documented Approach to Quality Assurance</b>	n/a	
<b>CG3, QAM Section 3 Programmes of Education and Training</b>		
3.1 Programme design & development	Programme Design, Development and Approval	In place, procedure 1, amended Version 2 submitted
	Programme Validation and Revalidation	New procedure 11, submitted
3.4 Admissions	Learner Applications, Selection and Registration	To be added by end February 2022
	Learner Admissions Appeals	To be added by end February 2022
3.5 Recognition of prior learning	Recognition of Prior Learning	New procedure 8, submitted
3.6 Programme delivery	Programme Delivery	In place, procedure 6

<b>CG4, QAM Section 4 Staff Recruitment, Management &amp; Development</b>		
4.8 Monitoring tutor performance, 10.2 Feedback, monitoring and self-evaluation processes	Managing and Monitoring Tutor Performance	New procedure 11, submitted
<b>CG5, QAM Section 5 Teaching and Learning</b>	n/a	
5.3 Learning Environment. Also applies to 1.5 Health and safety, and 10.2 Feedback, monitoring and self-evaluation processes	Approval & Monitoring of Training Venues	In place, procedure 2
<b>CG6, QAM Section 6 Assessment of Learners</b>		
6.2 Formative and summative feedback	Provision of Feedback to Learners	To be added by end February 2022
6.3 Stages of the assessment process	Assessment Recheck and Appeals	In place, procedure 3
6.8 Results approval,	Results Approval	New procedure 9, submitted
6.9 Submission of results and issuing of award certificates	Returning Certification Data to QQI, Issue of Results and Award Certificates	To be added by end February 2022
6.10 Academic integrity	Dealing with Academic Misconduct	New procedure 7, to replace previous Dealing with Plagiarism
6.11 Reasonable Accommodation in Assessment	See procedure for Managing Reasonable Accommodation under section 1.6 above.	
<b>CG7, QAM Section 7 Learner Supports</b>		
7.3 Learner concerns and complaints	Dealing with learner complaints	In place, procedure 4
7.4 Reasonable Accommodation	See procedure for Managing Reasonable Accommodation under section 1.6 above.	
<b>CG8, QAM Section 8 Information and Data Management</b>	n/a	
<b>CG9, QAM Section 9 Public Information and Communications</b>	n/a	
<b>CG11, QAM Section 10 Self-evaluation, Monitoring and Review</b>		

10.2 Feedback, monitoring and self-evaluation processes, 10.3 Two-year programme reviews	Programme Review and Monitoring	To be added by end February 2022
	Programme Validation & Revalidation	New procedure 10, submitted
	Stakeholder Evaluation	To be added by end February 2022
10.5 Five-year self-evaluation programme reviews	Self-evaluation Five-year Programme Review	To be added by end February 2022

<b>2. Forms and other documents</b>		
<b>QAM section and Policy</b>	<b>Form or document</b>	<b>Timeline</b>
1.6 Equality and diversity, 6.11 Reasonable Accommodation in Assessment, 7.4 Reasonable Accommodation	Reasonable Accommodation Application Form	In place
2.2 Elements of the Quality Assurance System	Document Register	Complete by end March 2022
3.1 Programme design and development	Programme Proposal Form	In place
	Programme Descriptor Template	In place
3.4 Admissions	Learner Application Form	To be added by end March 2022
3.5 Recognition of Prior Learning	Recognition of Prior Learning Application Form	To be added by end March 2022
4.8 Monitoring tutor performance, 10.2 Feedback, monitoring and self-evaluation processes	Tutor Feedback form	In place
	Tutor Observation Report Form	To be added by end March 2022
	Corrective Action Plan Template	To be added by end March 2022
6.2 Formative and summative feedback, 10.2 Feedback, monitoring and self-evaluation processes	Learner Feedback Form	In place
	Providing Feedback to Learners – Guidelines for Tutors	To be added by end March 2022

6.3 Stages of the assessment process	Assessment Recheck or Appeal application form	To be added by end January 2022
6.6 Internal verification	Internal Verification report form	To be added by end January 2022
6.7 External authentication	External Authenticator report form	To be added by end January 2022
6.8	Results Approval Panel report form	To be added by end January 2022
6.10 Academic integrity	Referencing and Avoiding Plagiarism – guidelines for learners	To be added by end February 2022
	Detecting Plagiarism – guidelines for tutors	To be added by end February 2022
	Academic Misconduct Report form	To be added by end March 2022
6.12 Compassionate consideration	Compassionate Consideration application form	In place
6.13 Deferring or repeating assessments	Defer or Repeat Assessment application form	To be added by end March 2022
7.1 Learner supports	Learner Feedback form	In place
7.3 Learner concerns and complaints, 10.2 Feedback, monitoring and self-evaluation processes	Complaints Form Complaints Register	To be added by end March 2022
4.10 The tutor voice, 10.2 Feedback, monitoring and self-evaluation processes	Tutor Feedback form	In place