

Feedback to Learners

Policy & Procedure

DATE APPROVED	22nd September 2021
POLICY PREFIX	ED
POLICY NUMBER	11
VERSION NO	V1
REVIEW DATE	July 2023

Approved By: Academic Committee
 Committee

Date: 12/08/2020

Approved By: Tony O' Brien
 CEO

Date: 22/09/2021

This policy pertains to **Northridge House Education and Research Centre at St Luke's Cork**, hereafter referred to as **the Centre**.

1. Purpose of Policy

This policy will facilitate the Centre in achieving the high standard of training as set out in our Quality Assurance Policy

2. Definitions

QQI – Quality & Qualifications Ireland

3. Scope of Policy

This policy will apply to all QQI learners and staff of the Education Centre.

4. Policy Statement

Verbal feedback is provided to Learners throughout the course by their course Tutors. The Centre is committed to providing all Learners with feedback on their assignments. Tutors will review one draft of an assignment prior to submission. Learners will then receive verbal feedback on this first draft of their work and will have until the assignment deadline to make changes as recommended. When Tutors have marked final assignments, they will complete a Feedback Form detailing the grade the Learner has received and where marks were gained or lost (Appendix A). The Centre strives to provide honest feedback that is both timely and beneficial to Learners. Learners will receive this feedback with their provisional results after review by the External Authenticator.

Tutors will keep a record of any specific support proffered to Learners during the course. (Appendix B)

In the case of skills demonstrations, Learners will view a video of the skill and have the opportunity to trial the skill in question in advance of assessment.

5. Roles and Responsibilities

It is the Tutors responsibility to offer feedback to all Learners.

It is the Learners responsibility to avail of the offer of feedback from their Tutor.

6. Associated Documentation

Learner Feedback Form (F8) (Appendix A)

Tutor Review Form (F9) (Appendix B)

7. Referenced Policies

Quality Assurance Policy

8. Monitoring and Review

This policy will be reviewed periodically and as required.

Appendix A

Learner Feedback Form From Tutor

Course Name

Learner Name:

Tutor:

1. Portfolio

2. Collection of Work

Referencing -

Result:

Signed:

Date:

Appendix B

QQI Tutor Review Form

Course:

Tutor:

Date:

Location:

Numbers of Learners:

Concerns:
Students with Difficulties:
Changes/Comments:

Signed: _____

Reviewed by: _____

Date: _____