

Self-Evaluation, Monitoring and Review
Policy & Procedure

DATE APPROVED	22nd September 2021
POLICY PREFIX	ED
POLICY NUMBER	21
VERSION NO	V1
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Approved By: Academic Committee
 QA Committee

Date: 29/06/2021

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 is in place to ensure that, in compliance with the Qualifications and Quality Assurance (Education and Training) Act 2012, the Centre is committed to ensure that there is a comprehensive and inclusive evaluation process in situ to ensure that all programmes and provided services are maintained to the highest standard. The Centre draws from Learner Input and feedback, tutor feedback and other sources of objective reflection.

2. Definitions

QQI – Quality & Qualifications Ireland

The Centre – Northridge House Education Centre

3. Scope of Policy

This policy applies to all programmes and services within the Education Centre.

4. Policy Statement

The Centre draws from Learner Input and feedback, Tutor feedback and other sources of objective reflection.

The Centre will undertake internal evaluations of all services and programmes every two years to ensure maintenance and enhancement of standards pertaining to programmes and services provided.

5. Roles and Responsibilities

The Steering Group of the Centre, led by the DOE, will be responsible for Internal Evaluations. The Steering Group of the Centre will provide ongoing time, resources, expertise, and support to ensure that twice yearly self-evaluations are carried out. A Self-Evaluation plan will be used to inform the process. The Self-Evaluation process will apply to all programmes and services. The DOE will sign off on a Self-Evaluation report once the evaluation is complete. The report will contain recommendations for improvement of

programmes and services. The Report will be presented to the Academic Committee for consideration. From this Report a QA improvement plan will be prepared to outline planned improvements for the centre.

Learners will be involved in this Self-Evaluation process through a focused review of Learner input and feedback. Consideration will be given to the establishment of a focus group of peer learners who will provide feedback and reflection on their experiences of the Centre. This will be facilitated by an independent third party who will in turn provide a report to the DOE.

A suitably qualified External Authenticator will be invited to provide independent reflection on possible improvements that would benefit the Centre and Learners.

Tutors will be invited to provide feedback at the Group Tutors meetings or at the individual tutor meetings.

The Following sets out the various methodologies that may be used in this process which will include

1. Outline plan
2. QA tracking document (version control etc)
3. Definition of roles and responsibilities
4. Checklists
5. Group discussion
6. Tutor interviews (Group and Individual)
7. Team meetings
8. Focus group interviews facilitated by a neutral third party
9. Gathering & collating information
10. Summary information
11. Evaluation report
12. QI Self Evaluation Template/s
 - QA Procedures
 - Validated programmes
13. Monitor & Review by academic committee and DOE

Copies of Self Evaluations are stored securely and are available to QI as required.

6. Associated Documentation



- QCI Self-evaluation of Quality Assurance Procedures (Self-evaluation against core QA guidelines (April 2016)
- QCI Self Evaluation validation of programmes (ND)
- QA Improvement plan

7. Referenced Policies

Quality Assurance Policy

8. Monitoring and Review

This policy will be reviewed periodically or as required.

Appendix A

QAI Course Application Form

QAI Level - Course Name and Number

Dates:
Duration:
Time
Cost:

Name:	
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Job Title / Role:	
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Address:	
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Date of Birth:	PPS No:
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Email:	
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Telephone Home:	Telephone Mobile:
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How did you hear about us?
 Internet / Website / Newspaper / Other _____ (please circle as appropriate)

Payment Type: **(Cheques payable to St. Luke's Home)**

Cheque / Cash / Postal Order / Bank Draft (please circle as appropriate)

To secure a place please return this completed form and fee to:

Claire Coakley, Northridge House Education & Research Centre, Castle Road, Mahon, Cork.

claire.coakley@stlukeshome.ie

Please note that payment is required in full before the course commences and **fee is non-refundable.**

Please Note Mobile phones must be switched off while in class.

Do you have any special needs / requirements? YES / NO If yes please state _____

All participants on this course must have good fluency in English (Both Oral & Written)

If you would like to be added to our mailing list, please tick box