

Tutor Review Feedback
Policy & Procedure

DATE APPROVED	22nd September 2021
POLICY PREFIX	ED
POLICY NUMBER	25
VERSION NO	V1
REVIEW DATE	July 2023

Approved By: Academic Committee
QA 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

The purpose of this policy is to ensure that all Learners at the Centre are benefitting from their experience within the organisation. This policy will assist the Centre in maintaining the high standard of Training Delivery as set out in our Quality Assurance Policy. This policy will enable course Tutors to identify any issues which may arise within a course. It will help Tutors to identify and help learners with difficulties or to identify and resolve issues within the course itself. This will assist Tutors and the Centre to deliver courses that adhere to the standard of delivery as set out in the Centre Equality & Accessibility Policy.

3. Definitions

QQI – Quality and Qualifications Ireland

4. Scope of Policy

The policy applies to all Tutors delivering QQI courses for the Education Centre.

5. Policy Statement

The Tutor review feedback form (Appendix A) is to be completed by course Tutors at the end of each QQI course held in or on behalf of the Centre. The Tutor Review Feedback form will help Tutors and staff of the centre to identify areas of a course that need improvement or alterations. The Review Feedback Form will have the following information on it, **Course Name, Tutor Name, Date, Location, Number of Learners** currently attending course. The following sections will be included so that Tutors can identify elements of the course that may need to be altered or changed. This form will also be where Tutors/Admin Staff can inform the External Authenticator of any extra steps that were taken to accommodate Learners with Special Requirements.

This form will be handed up to the administrative staff by the course Tutor at the end of each QQI module along with the marked assignments from Learners within that module.

Concerns

This section of the form will highlight any areas that the Tutor feels the course could be improved in. This may include things like, course content, resource availability concerns, course duration issues, class size concerns, health and safety issues or any other issue that the Tutor feels may be adversely affecting the delivery of the course.

Learner Requirements

This will highlight any steps that were taken during the course to accommodate Learners with concerns that appeared during the programme or declared special requirements such as providing additional learning resources or additional time for home-based assignments for persons with dyslexia, hearing difficulties, vision difficulties, access issues or any other special requirements. This will ensure that courses are delivered in accordance with the Centre QA policy.

Changes

This section of the form will be used for Tutors to suggest any changes that they feel should be introduced to address any of the concerns that they have raised in the previous sections of the form.

6. Roles and Responsibilities

The course Tutor is responsible for completing the Tutor Review Form, and for ensuring that it is handed up to the Administrative Staff with the marked assignments for that module. This requirement is also set out in the Centre Tutor Responsibility Policy

The Tutor, Centre Admin Staff and the Director of Education are responsible for ensuring that any issues raised on the Tutor Review Form are addressed as promptly as possible.

The Tutor review feedback form is an integral part of the DOE's course review report.

7. Associated Documentation

Tutor Review Feedback Form (F9) (Appendix A)

8. Referenced Policies

Quality Assurance Policy ED 18

Equality & Accessibility Policy ED8

Tutor Responsibility Policy ED 25

9. Monitoring and Review

This policy will be monitored and reviewed periodically and as required.



Appendix A

QOI Tutor Review Form

Course

Tutor

Date

Location

Numbers:

Concerns:
Student Requirements:
Changes:

Signed by Tutor: _____ Date: _____

Reviewed by Dir of Ed: _____ Date: _____