
Quality Assurance Policy

1. Policy Overview

This policy sets out the College's overall approach to its quality assurance (QA) framework and infrastructure within the specific context of meeting Quality and Qualifications Ireland (QQI)'s programme validation requirements. The College recruits and teaches international students who want to come to study a foundation pathway programme in Ireland and progresses them to Higher Education Institutions (HEIs) on successful completion of the programme.

2. Policy Statement

Programme validation is a regulatory process that determines if a QQI award can be offered in respect of a provider's programme of education and training. The programme falls under the foundation programme category as in programmes that prepare international students for HEI study¹. Often such programmes are referred to as pathway programmes. Preparation takes the form of English language grade improvement, academic grade improvement, and modules and experiences that prepare students for their target country and university norms and expectations.

QQI programme validation allows the College, post programme validation, to offer a QQI award at Level 5 on the National Framework of Qualifications (NFQ) for its pre-degree pathway programme². The programme name is the Level 5 Specific Purpose Certificate in International Foundation Studies .

¹ QQI Awards Standards for Pre-Higher Education Foundation Awards for International Students (2015)

² National Framework of Qualifications (NFQ)



This policy outlines a high-level summary of the College's QA infrastructure and framework as it first applies for initial validation. Full details are outlined in the UniHaven Quality Assurance Manual Rev 2.

3. Roles and Responsibilities

All College staff and external members of boards and committees will be involved in the implementation of the College's QA approach for the benefit of its students. The implementation of College QA in all its aspects aims to minimise the risk to students and to provide assurance to staff and stakeholders that the College is governed and managed as an educational institution of high academic standing. Full details of roles and responsibilities are outlined in the College's Quality Assurance Manual (QAM), chapter 2.

The Academic Director is responsible for ensuring that policies are developed and maintained, that they remain fit for purpose, that they remain in compliance with QQI guidelines, that they are updated as per agreed schedules, and that they are being implemented as intended. In the latter context, the Academic Director will inspect a sample of policies each year to check for the correct implementation and bring the findings to AC as part of the annual QA/QQI review and reporting process.

4. Policy

The College has set out an overall approach to QA in detail in the following ways:

- The QA Manual (QAM)
 - The QAM has been written to describe an integrated approach to all aspects of QA for the benefit of staff, stakeholders, and students. It is important to state that while the QAM and associated policies and procedures have been written in the first instance to satisfy QQI requirements, this is not the key function of these documents. The key purpose of these documents is to inform and guide



College staff, stakeholders, and students as to why and how the College will maintain very high QA standards in all its activities. See also chapter 1 of the QAM.

- The QAM will be reviewed at least annually. The updated QAM will be approved by AC and any major changes will be notified to QQI before publication. The Academic Director has the responsibility for ensuring that AC is informed of any proposed changes to the QAM. The Academic Director, in conjunction with AC, is responsible for its accuracy and completeness, and for ensuring compliance with all QA policies and procedures concerning all College academic affairs and student supports.
- Policies and Procedures
 - Detailed policies and procedures have been written to give life to the high-level approach described and referenced in our QAM. Some procedures are included within policy documents while some specific and/or lengthy procedures exist as standalone documents. Where referenced in the QAM, each policy or standalone procedure is referenced as follows:
 - UPOLxxx.
 - UPROxxx.
- Forms and Documents
 - Forms are standalone, are referenced as part of the above policies and procedures and are listed in the Appendix of the QAM. Forms are referenced as follows:
 - UFORMxxx.
 - Documents such as codes, handbooks and manuals are listed in the Appendix of the QAM. These complement and in some cases summarise several policies and/or procedures and are referenced as follows:
 - UDOCxxx
- Policies, procedures, and associated documents and forms listed in the QAM have been referenced to make it easy for the reader to understand the way such documents



interact with each other and the QAM. This, in turn, facilitates easy access to and dissemination of the information presented.

- Document control policies have been included to ensure that the above documentation is written, revised, approved, and implemented in a controlled manner...see UPOL004 UniHaven Policy-on-Policy Policy Rev 1.

A high-level overview of the College's QA infrastructure is shown in figure 1.

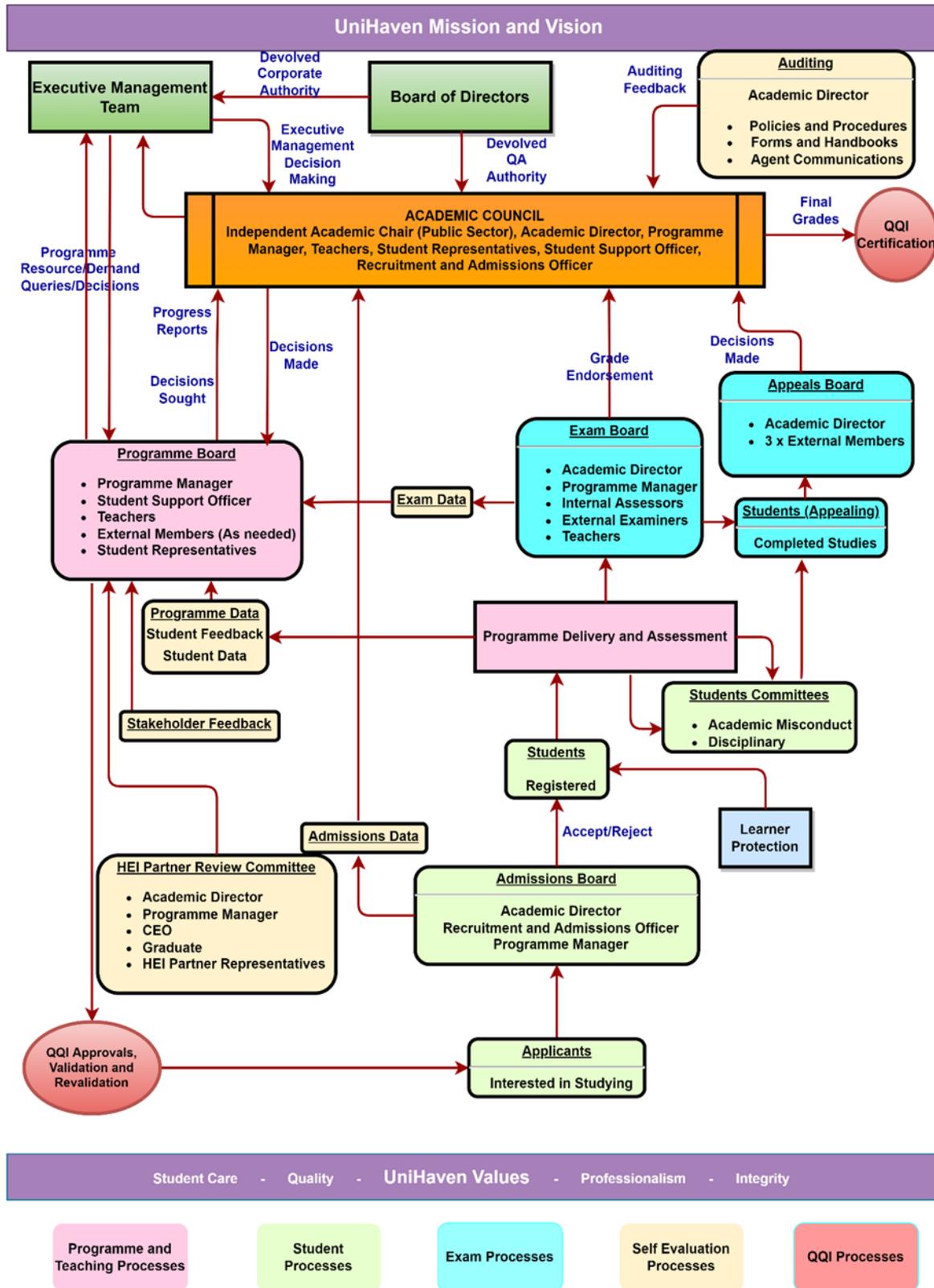


Figure 1 College QA Infrastructure



5. Procedures and Forms

The key documents that are relevant to this policy are listed in the appendix of the QAM and the policy and procedure document control library. All associated policies, procedures, forms, and handbooks/codes/manuals are described, listed, and referenced in these documents.

The key references used to draft the QAM are as follows:

- QCI Provider References
 - Statutory Quality Assurance Guidelines developed by QCI for use by all Providers (2016).
 - Statutory Quality Assurance Guidelines developed by QCI for Independent/Private Providers coming to QCI on a Voluntary Basis (2016).
 - QCI HET Core Validation Policy and Criteria Revised (2013).
 - QCI Policies and Criteria for the Validation of Programmes of Education and Training (2017).
 - Guidelines for Preparing Programme Descriptors for Further Education and Training Programmes Leading to QCI CAS Awards (Revised October 2013).
 - National Framework of Qualifications
[https://www.qci.ie/Articles/Pages/National-Framework-of-Qualifications-\(NFQ\).aspx](https://www.qci.ie/Articles/Pages/National-Framework-of-Qualifications-(NFQ).aspx).
- Student Admission and Recruitment References
 - QCI Code of Practice for Provision of Programmes of Education and Training to International Students (2015).
 - Policy and Criteria for Access, Transfer and Progression in Relation to Students for Providers of Further and Higher Education and Training (NQAI 2003, re-stated by QCI 2015).



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- Protection of Enrolled Learners (PEL): Protocols for the Implementation of Part 6 of the 2012 Act Guidelines for Providers.
 - The London Statement for Ethical Recruitment: https://www.britishcouncil.org/sites/default/files/london_statement.pdf
 - Teaching, Learning and Assessment References
 - The National Forum for the Enhancement of Teaching and Learning in Higher Education: <https://www.teachingandlearning.ie/>.
 - http://www.iheqn.ie/fileupload/File/IHEQN_Guidelines_Collaborative_Provision_FINAL_21May13_55218605.pdf
 - [Expanding our Understanding of Assessment and Feedback in Irish Higher Education - National Forum for the Enhancement of Teaching and Learning in Higher Education](#)
 - QQI Effective Practice Guidelines for External Examining Revised February (2015).
 - QQI Quality Assuring Assessment - Guidelines for Providers (Revised 2013).
 - QQI Self-Evaluation Monitoring and Review References
 - QQI (2014) Policy on Monitoring.
 - QQI (2016) Policy for Cyclical Review of Higher Education Institutions.
 - QQI (2016) Policy on Quality Assurance Guidelines, Section 4.4.1, 'The Provider-Owned QA Principle', Section 4.4.7, 'The Continuous Improvement Principle'.
 - Quality Assurance Legislative References
 - Qualifications and Quality Assurance (Education and Training) (Amendment) Act 2019 (the 2019 Amendment Act).
 - Companies Act (2014).
 - Data Protection References
 - General Data Protection Regulation (GDPR) 2018.



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- Data Protection Legislation including Article 5 guidelines on (GDPR) General Privacy Data Regulations.
 - The Data Protection Acts 1988 and 2003 (as amended).
 - Child Protection references
 - Children First Act 2015 and Children First: National Guidance for the Protection and Welfare of Children 2017.
 - The Child Care Act 1991.
 - The Children Act 2001.
 - The National Vetting Bureau (Children and Vulnerable Persons) Act 2012.
 - The United Nations Convention on the Rights of the Child.
 - Staff References
 - Employment (Miscellaneous Provisions) Act 2018:
 - Minimum Notice and Terms of Employment Acts 1973–2005.
 - Industrial Relations (Amendment) Act 2015.
 - Organisation of Working Time Act 1997.
 - Organisation of Working Time (Records) (Prescribed Form and Exemptions) Regulations 2001.
 - Safety, Health and Welfare at Work Act 2005 (as amended): replaced the provisions of the Safety, Health and Welfare Act 1989.
 - The Employment Equality Acts 1998–2015.
 - Equal Status Acts, 2000 to 2004.
 - Equality (Miscellaneous Provisions) Act 2015.
 - Protection of Employees (Part-Time Work) Act 2001.
 - Protection of Employees (Fixed-Term Work) Act 2003.



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- Cara Inclusion Charter - <https://caracentre.ie/sport-inclusion-disability-charter/>.

Quality Assurance Manual (QAM) Chapter 1

Document Name	Quality Assurance Policy
Policy Document Number	UPOL001
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References/ Supporting Documentation	UDCO000 UniHaven Quality Assurance Manual Rev 2 Statutory Quality Assurance Guidelines developed by QQI for use by all Providers (2016) Statutory Quality Assurance Guidelines developed by QQI for Independent/Private Providers coming to QQI on a Voluntary Basis (2016) QQI Awards Standards for Pre-Higher Education Foundation Awards for International Students (2015) National Framework of Qualifications