
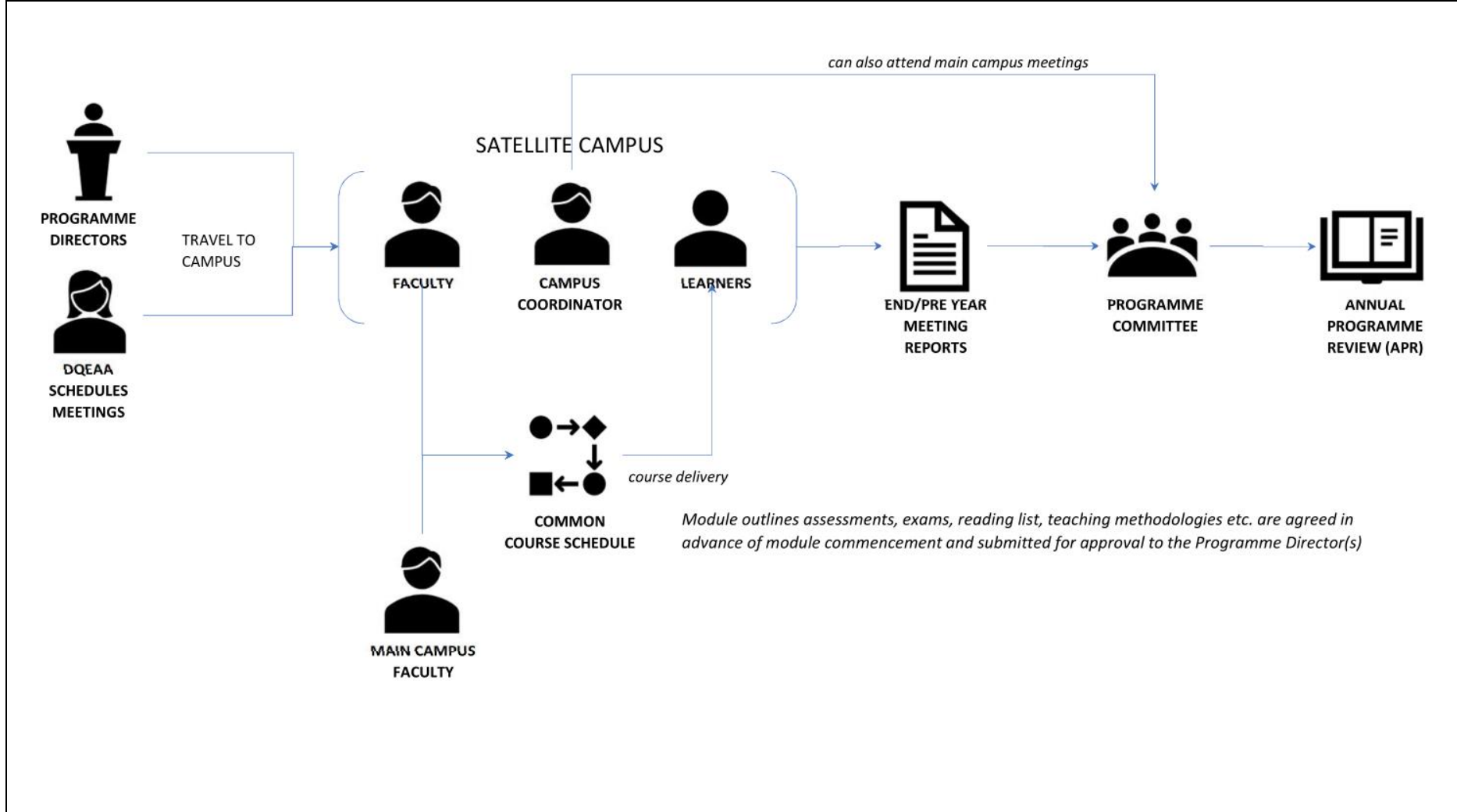


#	POLICY TITLE:	POLICY AREA:	VERSION:	DATE:
	2.5 QUALITY ASSURANCE IN OTHER CENTRES	2) DOCUMENTED APPROACH TO QUALITY ASSURANCE	3.0	September 2020



Introduction and Context:

St Nicholas Montessori College is understood to incorporate the College's constituent centres in Dublin and Cork. SNMCI Dun Laoghaire (DL) has overall management responsibility and control for the activities of its other centres. SNMCI learners in other locations are subject to identical programme regulations and requirements as those which apply in SNMCI DL. This policy is written in respect of current delivery in two centres, Dublin and Cork.

Policy Statement:

- SNMCI is committed to replicating the learner experience which currently exists in SNMCI Dun Laoghaire, in SNMCI Cork.
- The QA Policies, Procedures, Practices & Guidelines outlined for SNMCI DL apply identically to all SNMCI's activities whether they take place in Dun Laoghaire or Cork.
- The Cork centre is managed by a Coordinator.
- The Cork Coordinator has responsibility for the operational management of the centre and in terms of operations reports to the CEO.
- For academic management the Coordinator liaises directly with Programme Directors and Programme Managers of programmes running in both centres and reports to the Director of Quality Academic Affairs (DQAA).
- Overall responsibility for all academic staff appointments in both locations, both full-time and part-time is determined by SNMCI DL. Aspects of the appointment process may be delegated to the Cork Coordinator as deemed appropriate.
- Lecturing staff in both centres will perform the same key roles in the running of the programmes, as lecturers, placement supervisors and tutors and will have the same administrative duties with regard to timetabling, attendance monitoring, assignment submission, examinations, staff CPD, attendance at Examination Boards, Programme Review and Programmatic Review.
- Common assignments and examinations are set for completion by learners in all locations with overall responsibility for assessment being held by SNMCI DL.
- Learners in Cork are given the same access to online resources as their counterparts in Dublin. The IT Officer will visit the Cork centre at the beginning of the academic year and will be available to staff and learners in both centres throughout the year. The physical library stock in each location is developed to provide a similar standard for all learners.
- The Instructional Designer is available to staff in both venues.
- Learners in Cork will have the same access to The Learner Support Officer and other support mechanisms in the College.
- The Student Engagement Officer will liaise with the Cork Coordinator to arrange times for student meetings, and the management of student activities in line with Dublin cohorts.

Staff Involved:

Cork Coordinator; Programme Directors; Programme Managers; IT Support; Learner Support; Student Engagement Officer; DQAA

Procedure Outline	Person/s Responsible	Records generated to ensure evidence of follow through
<p>End of Academic Year:</p> <ul style="list-style-type: none"> - Programme Directors meet with Cork staff at points throughout the academic year discuss any issues relating to the outgoing academic year - The Cork coordinator is also expected to attend Programme Committee meeting/s. - These meetings feed into the Annual Programme Report (APR). <p>In advance of new Academic Year:</p> <ul style="list-style-type: none"> - Programme Directors and the Cork Coordinator meet with staff to discuss any issues relating to the upcoming academic year; staffing, module outlines, assessment, etc. - Lecturers in Dublin and Cork are notified in advance that their programme/module is shared with other lecturers and other learner cohorts. - The lecturers are put in touch with each other by the Programme Director(s) and the Cork Coordinator. - Common module outlines, reading list, teaching methodologies etc. are agreed in advance of module commencement and submitted for approval to the Programme Director(s) involved. - All lecturers have access to the College's current virtual learning environment (Moodle) to enable them to share views and provide access to lecture notes using this facility. <p>Assignments and Examinations:</p> <ul style="list-style-type: none"> - Assignments are set at the beginning of the year by the module leader/s in both venues, submitted to the Programme Directors and then agreed by the Assessment Board. - (See QA 6.2: Lecturer Submission of Assignments and Examinations) 	<p>PD's Cork Coordinator</p> <p>PD's Cork Coordinator DQEAA</p> <p>PD's Cork Coordinator</p> <p>Lecturers PD's</p> <p>PD's IT Cork Coordinator Lecturers</p> <p>PD's</p> <p>PD's Programme Managers</p>	<p>Minutes APR</p> <p>Minutes APR</p> <p>Correspondence Minute of Programme meetings</p> <p>Module Outlines Records</p> <p>Moodle T,L&A material Minutes Assessment Board</p> <p>Assessment Schedules QA Processes Assessment Control forms</p> <p>Internal Reviewer's Report</p>

Policy Control Sheet

Policy	2.5 Quality Assurance in Other Centres
Version	3.0
Adopted/Effective	September 2020
Supersedes	2.0
Monitoring/ Next Review Date	Every Two Years /September 2022
Responsible Officer(s) Designated Reviewer(s)	CEO (institutional/operational); DQAA (academic)
Scope	Programme/Dublin/Cork

References

SNMCI Policy area	2) Documented Approach to Quality Assurance: QA Vol 2
Developed with reference to	QQI Statutory Quality Assurance Guidelines developed for Independent/Private Providers coming to QQI on a Voluntary Basis (2016) <i>Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG), May 2015</i> QQI Core Statutory Quality Assurance Guidelines (2016)
Related SNMCI Policies / Forms	

REVISION

Revision Number	Revision Description	Originator	Approved By
2.0/09/2020	General Review	Office of DQAA	AB