**Provider Re-Engagement with QQI**

**Provider Capacity and QA Procedures – Self Assessment Report**

**Part 1 Provider Details and proposed provision**

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| **1.1 Applicant Provider** | |
| Registered Business/Trading Name: |  |
| Address: |  |
| Person completing this report:  Name and job title: |  |
| Contact phone: |  |
| Contact email address: |  |
| Date of Application: |  |

**1.2 Profile of provider**

**1.3 Executive Summary**

*Please provide a summary of the main findings of your self-assessment with respect to strengths and areas for improvement.*

**Part 2 Self-assessment against criteria relating to the capacity of your organisation to provide quality education and training to learners**

*The criteria to be applied by QQI when evaluating your organisational capacity are listed in related groups below. You will see that each is stated as a question which the panel must be able to answer using the information supplied in the application documentation and the panel meeting.*

*You will already have completed a self-assessment checklist against the criteria is for your own purposes prior to your application. But in this document you are also asked provide:*

* *confirmation that your application addresses each criterion.*
* *directions for QQI as to where in your application evidence relevant to each criterion can be found. This is to assist screening by the QQI executive.*
* *a narrative explanation against each group of criteria to assist the panel understand your context.*

**2.1 Legal and compliance requirements:**

*4.1.1*(a)***Criterion:*** *Is the applicant an established Legal Entity who has Education and/or Training as a Principal Function?*

*4.1.2*(a)***Criterion:*** *Is the legal entity established in the European Union and does it have a substantial presence in Ireland?*

4.1.3(a) **Criterion:** *Are any dependencies, collaborations, obligations, parent organisations, and subsidiaries clearly specified?*

*4.1.4*(a)***Criterion:*** *Are any third-party relationships and partnerships compatible with the scope of access sought?*

4.1.5(a) **Criterion:** *Are the applicable regulations and legislation complied with in all jurisdictions where it operates?*

4.1.6(a) **Criterion:** *Is the applicant in good standing in the qualifications systems and education and training systems in any countries where it operates (or where its parents or subsidiaries operate) or enrols learners, or where it has arrangements with awarding bodies, quality assurance agencies, qualifications authorities, ministries of education and training, professional bodies and regulators?*

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| ***Has your self-assessment confirmed that these criteria, where relevant, have been addressed in your application?*** |  |

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***Narrative / further explanation where required:***

**4.2 Resource, governance and structural requirements:**

4.2.1(a) **Criterion:** *Does the applicant have a sufficient resource base and is it stable and in good financial standing?*

4.2.2(a) **Criterion:** *Does the applicant have a reasonable business case for sustainable provision?*

4.2.3(a) **Criterion:** *Are fit-for-purpose governance, management and decision making structures in place?*

4.2.4(a) **Criterion:** *Are there arrangements in place for providing required information to QQI?*

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| ***Has your self-assessment confirmed that these criteria, where relevant, have been addressed in your application?*** |  |
| ***Where a criterion is not applicable in your context, have you indicated this clearly with an explanation as to why?*** |  |

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***Narrative / further explanation where required:***

**4.3 Programme development and provision requirements:**

4.3.1(a) **Criterion:** *Does the applicant have experience and a track record in providing education and training programmes?*

4.3.2(a) **Criterion:** *Does the applicant have a fit-for-purpose and stable complement of education and training staff?*

4.3.3(a) **Criterion:** *Does the applicant have the capacity to comply with the standard conditions for validation specified in Section 45(3) of the Qualifications and Quality Assurance (Education and Training) Act (2012) (the Act)?*

4.3.5(a) **Criterion:** *Are there access, transfer and progression arrangements that meet QQI’s criteria for approval in place?*

4.3.6(a) **Criterion:** *Are structures and resources to underpin fair and consistent assessment of learners in place?*

4.3.7(a) **Criterion:** *Are arrangements for the protection of enrolled learners to meet the statutory obligations in place (where applicable)?*

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| ***Has your self-assessment confirmed that these criteria, where relevant, have been addressed in your application?*** |  |
| ***Where a criterion is not applicable in your context, have you indicated this clearly with an explanation as to why?*** |  |

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***Narrative / further explanation where required:***

**Summary:**  *Please use this section to give an honest overview of where your organisation is at in respect of the criteria above. Do not be afraid to identify where there are shortcomings at present and state what you are doing to address them. Use criterion references where appropriate.*

**Part 3 Self-assessment of draft QA Procedures**

*This section of the report is to show that you have satisfied yourself that your quality assurance procedures have applied the QQI guidelines in a manner appropriate to your context as a provider of education and training programmes. This is for screening purposes.*

*The document also gives you the opportunity to provide a narrative overview for the panel as to how your procedures will work within your context wherever you think you can aid the panel in better understanding your QA system.*

*Where a guideline is not relevant to your context, please indicate this clearly and supply a rationale as to why this is the case.*

**1 GOVERNANCE AND MANAGEMENT OF QUALITY**

*Guideline 1.1 Governance:*

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| ***Has your self-assessment confirmed that this guideline, where relevant, has been addressed in your quality assurance procedures?*** |  |

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*Guideline 1.2 Management of quality assurance:*

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| ***Has your self-assessment confirmed that this guideline, where relevant, has been addressed in your quality assurance procedures?*** |  |

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*Guideline 1.3 Embedding a quality culture:*

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| ***Has your self-assessment confirmed that this guideline, where relevant, has been addressed in your quality assurance procedures?*** |  |

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***Section 1: GOVERNANCE AND MANAGEMENT OF QUALITY***

*Give an overview of how this area is quality assured in your organisation in a manner appropriate to your context as a provider. Include explanations of (i) what your procedures in this area are intended to achieve and (ii) how you will know whether or not they are delivering on that purpose.*

*Please also include a frank analysis of what needs to be improved / further developed and how / when you plan to do this.*

**2 DOCUMENTED APPROACH TO QUALITY ASSURANCE**

*Guideline 2.1 Documented policies and procedures*

*Guideline 2.2 A comprehensive system:*

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| ***Has your self-assessment confirmed that this guideline(s), where relevant, has been addressed in your quality assurance procedures?*** |  |

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***Section 2: DOCUMENTED APPROACH TO QUALITY ASSURANCE***

*Give an overview of how this area is quality assured in your organisation in a manner appropriate to your context as a provider. Include explanations of (i) what your procedures in this area are intended to achieve and (ii) how you will know whether or not they are delivering on that purpose.*

*Please also include a frank analysis of what needs to be improved / further developed and how / when you plan to do this.*

**3 PROGRAMMES OF EDUCATION AND TRAINING**

*Guideline 3.1: Programme development and approval*

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| ***Has your self-assessment confirmed that this guideline(s), where relevant, has been addressed in your quality assurance procedures?*** |  |

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*Guideline 3.2 Learner admission, progression and recognition*

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| ***Has your self-assessment confirmed that this guideline(s), where relevant, has been addressed in your quality assurance procedures?*** |  |

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*Guideline 3.3 Programme monitoring and review:*

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| ***Has your self-assessment confirmed that this guideline(s), where relevant, has been addressed in your quality assurance procedures?*** |  |

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***Section 3: PROGRAMMES OF EDUCATION AND TRAINING***

*Give an overview of how this area is quality assured in your organisation in a manner appropriate to your context as a provider. Include explanations of (i) what your procedures in this area are intended to achieve and (ii) how you will know whether or not they are delivering on that purpose.*

*Please also include a frank analysis of what needs to be improved / further developed and how / when you plan to do this.*

**4 STAFF RECRUITMENT, MANAGEMENT AND DEVELOPMENT**

*Guideline 4.1 Staff recruitment:*

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| ***Has your self-assessment confirmed that this guideline(s), where relevant, has been addressed in your quality assurance procedures?*** |  |

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*Guideline 4.2 Staff communication:*

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| ***Has your self-assessment confirmed that this guideline(s), where relevant, has been addressed in your quality assurance procedures?*** |  |

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*Guideline 4.3 Staff development*

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| ***Has your self-assessment confirmed that this guideline(s), where relevant, has been addressed in your quality assurance procedures?*** |  |

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***Section 4: STAFF RECRUITMENT, MANAGEMENT AND DEVELOPMENT***

*Give an overview of how this area is quality assured in your organisation in a manner appropriate to your context as a provider. Include explanations of (i) what your procedures in this area are intended to achieve and (ii) how you will know that they are delivering on that purpose.*

*Please also include a frank analysis of whether or not needs to be improved / further developed and how / when you plan to do this.*

**5 TEACHING AND LEARNING**

*Guideline 5.1 Teaching and Learning:*

*Guideline 5.2 A provider ethos that promotes learning:*

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| ***Has your self-assessment confirmed that this guideline(s), where relevant, has been addressed in your quality assurance procedures?*** |  |

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*Guideline 5.3 National and international effective practice*

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| ***Has your self-assessment confirmed that this guideline(s), where relevant, has been addressed in your quality assurance procedures?*** |  |

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*Guideline 5.4 Learning environments:*

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| ***Has your self-assessment confirmed that this guideline(s), where relevant, has been addressed in your quality assurance procedures?*** |  |

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***Section 5: TEACHING AND LEARNING***

*Give an overview of how this area is quality assured in your organisation in a manner appropriate to your context as a provider. Include explanations of (i) what your procedures in this area are intended to achieve and (ii) how you will know whether or not they are delivering on that purpose.*

*Please also include a frank analysis of what needs to be improved / further developed and how / when you plan to do this.*

**6 ASSESSMENT OF LEARNERS**

*Guideline 6.1 Assessment of learning achievement:*

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| ***Has your self-assessment confirmed that this guideline(s), where relevant, has been addressed in your quality assurance procedures?*** |  |

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***Section 6: ASSESMENT OF LEARNING ACHIEVEMENT:***

*Give an overview of how this area is quality assured in your organisation in a manner appropriate to your context as a provider. Include explanations of (i) what your procedures in this area are intended to achieve and (ii) how you will know whether or not they are delivering on that purpose.*

*Please also include a frank analysis of what needs to be improved / further developed and how / when you plan to do this.*

**7 SUPPORT FOR LEARNERS**

*Guideline 7.1 Supports for learners*

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| ***Has your self-assessment confirmed that this guideline(s), where relevant, has been addressed in your quality assurance procedures?*** |  |

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***Section 7: SUPPORT FOR LEARNERS***

*Give an overview of how this area is quality assured in your organisation in a manner appropriate to your context as a provider. Include explanations of (i) what your procedures in this area are intended to achieve and (ii) how you will know whether or not they are delivering on that purpose.*

*Please also include a frank analysis of what needs to be improved / further developed and how / when you plan to do this.*

**8 INFORMATION AND DATA MANAGEMENT**

*Guideline 8.1 Information systems:*

*Guideline 8.3 Management Information systems:*

*Guideline 8.4 Information for Further Planning:*

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| ***Has your self-assessment confirmed that this guideline(s), where relevant, has been addressed in your quality assurance procedures?*** |  |

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*Guideline 8.2 Learner information systems*

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| ***Has your self-assessment confirmed that this guideline(s), where relevant, has been addressed in your quality assurance procedures?*** |  |

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*Guideline 8.5 Completion rates*

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| ***Has your self-assessment confirmed that this guideline(s), where relevant, has been addressed in your quality assurance procedures?*** |  |

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*Guideline 8.6 Records maintenance and retention*

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| ***Has your self-assessment confirmed that this guideline(s), where relevant, has been addressed in your quality assurance procedures?*** |  |

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*Guideline 8.7 Data protection and Freedom of Information*

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| ***Has your self-assessment confirmed that this guideline(s), where relevant, has been addressed in your quality assurance procedures?*** |  |

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***Section 8: Information and Data Management***

*Give an overview of how this area is quality assured in your organisation in a manner appropriate to your context as a provider. Include explanations of (i) what your procedures in this area are intended to achieve and (ii) how you will know that they are delivering on that purpose.*

*Please also include a frank analysis of whether or not needs to be improved / further developed and how / when you plan to do this.*

**9 PUBLIC INFORMATION AND COMMUNICATION**

*Guideline 9.1 Public Information*

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| ***Has your self-assessment confirmed that this guideline(s), where relevant, has been addressed in your quality assurance procedures?*** |  |

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*Guideline 9.2 Learner information*

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| ***Has your self-assessment confirmed that this guideline(s), where relevant, has been addressed in your quality assurance procedures?*** |  |

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*Guideline 9.3 Publication of quality assurance evaluation reports*

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| ***Has your self-assessment confirmed that this guideline(s), where relevant, has been addressed in your quality assurance procedures?*** |  |

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***Section 9: Public Information and Communication***

*Give an overview of how this area is quality assured in your organisation in a manner appropriate to your context as a provider. Include explanations of (i) what your procedures in this area are intended to achieve and (ii) how you will know that they are delivering on that purpose.*

*Please also include a frank analysis of whether or not needs to be improved / further developed and how / when you plan to do this.*

**10 OTHER PARTIES INVOLVED IN EDUCATION AND TRAINING**

*Guideline 10.1 Peer relationships with the broader education and training community*

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| ***Has your self-assessment confirmed that this guideline(s), where relevant, has been addressed in your quality assurance procedures?*** |  |

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*Guideline 10.2 External partnerships and second providers (where applicable)*

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| ***Has your self-assessment confirmed that this guideline(s), where relevant, has been addressed in your quality assurance procedures?*** |  |

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***Section 10: Other Parties Involved in Education and Training***

*Give an overview of how this area is quality assured in your organisation in a manner appropriate to your context as a provider. Include explanations of (i) what your procedures in this area are intended to achieve and (ii) how you will know that they are delivering on that purpose.*

*Please also include a frank analysis of whether or not needs to be improved / further developed and how / when you plan to do this.*

**11 SELF-EVALUATION, MONITORING AND REVIEW**

*Guideline 11.1 Provider-owned internal review, self-evaluation and monitoring*

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| ***Has your self-assessment confirmed that this guideline(s), where relevant, has been addressed in your quality assurance procedures?*** |  |

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*Guideline 11.2 Internal self-monitoring*

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*Guideline 11.3 Self-evaluation, improvement and enhancement*

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| ***Has your self-assessment confirmed that this guideline(s), where relevant, has been addressed in your quality assurance procedures?*** |  |

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*Guideline 11.4 Provider-owned quality assurance engages with external quality assurance*

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| ***Has your self-assessment confirmed that this guideline(s), where relevant, has been addressed in your quality assurance procedures?*** |  |

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***Section 11: Self- Evaluation, Monitoring and Review***

*Give an overview of how this area is quality assured in your organisation in a manner appropriate to your context as a provider. Include explanations of (i) what your procedures in this area are intended to achieve and (ii) how you will know that they are delivering on that purpose.*

*Please also include a frank analysis of whether or not needs to be improved / further developed and how / when you plan to do this.*

**Summary:**  *Please use this section to give an honest overview of where your organisation is at in respect of the guidelines above. Do not be afraid to identify where there are shortcomings at present and state what you are doing to address them.*

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Print name and Job Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Annexe 1: Documentation accompanying this report**

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| Document | Related to |
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| **Annexe 2: Provider staff involved in the self-assessment** | |
| Name | Role/Position |
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**Annexe 3: Short Summary of the Self-Assessment Process**

*Provide a short description of how the self-assessment process was carried out:*