

1.2.1 Programme Delivery and Assessment

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Policy area:	1.2 Programme Delivery
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Reviewed by:	Quality Assurance Sub-Group
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Review Date:	

Purpose

The purpose of this procedure is to detail how KWETB ensures that standards are maintained in programme delivery and assessment.

Scope

These processes apply to all FET Provision and FET Provision-Second Providers. There is an integrated single policy, with integrated processes for FET Provision and FET Provision-Second Providers.

QA Processes

KWETB is required in accordance with Section 30 of the Qualifications and Quality Assurance Act 2012, to request approval of all Quality Assurance Procedures.

Apprenticeship Programmes

The new Apprenticeship Programmes operate under the Quality Assurance Procedures for new National Apprenticeship Programmes. The governance of apprenticeship programmes is managed by the relevant National Apprenticeship Programme Board.

The National Commis Chef Apprenticeship Programme operates under the assessment procedure established under the Quality Assurance Procedures for new Apprenticeship Programmes.



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The Quality Assurance Sub-Group

Within KWETB, the Quality Assurance sub-group is responsible for the development, oversight, planning, co-ordination and improvement of quality assurance policies, procedures, and processes. In doing so, it assists the FET Quality Council in protecting, maintaining and developing the standards of education and training programmes and the related activities of KWETB.

The Quality Assurance sub-group make recommendations to the Quality Council on revisions to quality assurance policies and procedures. They make recommendations for the approval of programmes and other quality review documentation that is required to be submitted to an awarding body. They are also responsible for receiving reports on significant common issues arising through monitoring processes, and on follow-up actions arising from quality reviews and reporting to the FET Quality Council on the identification of areas of risk associated with the quality assurance of programmes.

The Programme Governance Sub-group

Within KWETB, the purpose of the Programme Governance sub-group is to fulfil the role and responsibilities delegated to it by the FET Quality Council for the oversight, planning, co-ordination, development and quality of the programmes of KWETB. In doing so, it assists the FET Quality Council in protecting, maintaining and developing the standards of learner assessment and achievement in education and training programmes.

The Programme Governance sub-group oversee all programme developments. These include reviewing proposals for the development of new programmes and making recommendations on programme validation to the FET Quality Council for submission to the awarding body. They are also responsible for reviewing proposals for the provision and support of newly validated existing programmes.

Programme Delivery at Local Level

Programme Co-ordinators oversee the conduct of programme delivery and assessment delivered across FET Provision and FET Provision-Second Providers.

KWETB operate and maintain a consistent approach to assessment. These procedures are set out in Section 1.3 of this Framework.

Link to other Policies/Procedures

1.1.1	Programme Review
1.1.2	Programme Development
1.3.4	Administration of Examinations
1.1.3	Programme Approval and Validation
1.1.4	Delivery of Validated Programmes

1.3.1	Development and Design of Assessment
1.3.2	Information to Learners about Assessment
1.3.3	Planning, Conducting and Concluding Assessment
1.3.4	Administration of Examinations
1.3.6	Marking of Assessment
1.3.7	Security of Assessment Materials
1.3.8	Assessment by Third Parties
1.3.9	Feedback to Learners
1.3.10	Internal Verification
1.3.11	External Authentication
1.3.12	Results Approval
2.2.4	Academic Integrity and Assessment
2.2.5	Reasonable Accommodation in Assessment



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