

## 2.1.6 Information to Staff

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|-----------------------------------|------------------------------|
| Procedure code and title:         | 2.1.6 Information to Staff   |
| Policy area:                      | 2.1 Communications           |
| Version Number:                   | 1                            |
| Reviewed by:                      | Quality Assurance Sub-Group  |
| Date approved by Quality Council: | 27 <sup>th</sup> June 2023   |
| Date of Implementation:           | 1 <sup>st</sup> January 2024 |
| Review Date:                      |                              |

### Purpose

The purpose of this procedure is to detail how KWETB ensures that there are shared values and understanding of our systems and culture in order to promote a sense of community across all sections of the organisation.

### Scope

This procedure applies to all FET Provision and FET Provision-Second Providers. There is an integrated single policy, with integrated procedures for FET Provision and FET Provision-Second Providers.

### Preamble

Staff employed by KWETB have equal access to clear information to ensure that there is commitment to KWETB strategic goals, mission and values.

In the Further Education and Training (FET) sector, this means that all personnel will have access to timely and relevant information about their responsibilities; the activities of KWETB; supports available to them; Quality Assurance; opportunities for CPD and PD; and about projects and activities focused on quality improvement. Staff will have access to information through purpose-designed web-based communication platforms. All staff will be encouraged to participate in communities of practice. Every effort is made to ensure the open and transparent exchange of information, unless that information or data is the subject of GDPR policies.



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The mode of communication used will be predominantly through web-based platform. If necessary, other information channels will also be used, as appropriate. For information that is more specific or sensitive, alternative systems such as staff meetings or staff notice boards will provide opportunities for providing information to staff. All documentation published to staff will be created using standard branding as recommended by Corporate Services.

#### Procedure – 2.1.6 Information to KWETB Staff

|    |   |
|----|---|
| 1  | The QA team should ensure that all staff receive access to KWETB Single Quality Assurance Framework which include: <ul style="list-style-type: none"> <li>• Core Procedures for Teaching, Learning and Assessment</li> <li>• Support Procedures</li> <li>• Governance, Management and Corporate Procedures</li> </ul> |
| 2  | The QA PD team should ensure that documentation is supplemented with regular seminars and webinars.   |
| 3  | The QA PD team should ensure the Quality PD micro-learning platform is circulated to all staff involved in the assessment of learners and Quality Assurance of assessment.  |
| 4  | The Programme Co-ordinator should engage with all staff through a range of staff meetings to develop and feature mechanisms of implementation of policies and procedures.   |
| 5  | The QA team should ensure that all staff are engaged in cyclical review of policies and procedures drawn on their own experience of implementation.   |
| 6  | The Programme Co-ordinator /Team Manager should ensure that quality assurance and its improvements is a standing item on all staff meeting agendas.   |
| 7  | The Programme Co-ordinator should ensure that the governance structures of KWETB are communicated through noticeboards.   |
| 8  | The QA team publish an e-zine which should be made available to all staff through KWETB Intranet. This newsletter is a source for communication of decisions of the Quality Council and its Sub-groups.   |
| 9  | The QA team should ensure that the QA site in SharePoint Office 365 is kept updated in relation to Quality news and timelines.  |
| 10 | The QA team should ensure that in cases where sensitive issues arising from quality assurance processes are being addressed, the focus will be on the improvement of quality and the impact on students if possible.  |

## Link to other Policies/Procedures

|       |      |
|-------|------|
| 3.4.4 | GDPR |
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