

### 2.4.1 Establishing Partnerships, Collaborative and Shared Arrangements

Procedure code and title:	2.4.1 Establishing Partnerships, Collaborative and Shared Arrangements
Policy area:	2.4 Partnerships and Collaboration
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Review Date:	

#### Purpose

The purpose of this procedure is to detail how KWETB sets out the process for setting up formal medium to long-term partnerships and collaborative arrangements with other parties for the purpose of enhancing and assisting in meeting the strategic objectives of KWETB. This procedure covers partnership and collaborative arrangements initiated by KWETB and by external entities.

#### 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.



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## Levels of Collaboration:

Levels of Collaboration	Definitions	Examples
Level 1 One-off Short-term	A single event that will last for a short time [i.e. a day or not more than a few days]	An organised excursion
Level 2 Repeated Short-term	Multiple events, each one lasting a short time	Annual use of external providers of service [e.g. First Aid Response training for Healthcare students]
		Annual fire extinguisher checks
		An Erasmus partnership
Level 3 Long-term	Multiple events [short or long] over protracted time periods repeated on a permanent or semi-permanent basis  External providers of learning opportunities on KWETB premises	Night classes provided by specialist trainers
		Sports groups using KWETB facilities

## Procedure – 2.4.1 Establishing Partnerships, Collaborative and Shared Arrangements

1	The Proposer should draft a proposal for the partnership/collaboration, including a rationale linking the proposal to KWETB strategic objectives and establishing the value of the proposal to the organisation.
2	The Proposer should complete a profile of the proposed partner/collaborating organisation or individual.
3	The Proposer should present the proposal for the partnership or collaboration for approval to their Line Manager.
4	If relevant, the Line Manager should forward the proposal to appropriate Governance Sub-group for approval.
6	The Proposer should provide further information if required.
7	The Line Manager should communicate the decision to the Appropriate Personnel (who has responsibility for putting the project in to practice such as Operational Teams and Organisational Services Department) (OSD) (if applicable)

	The partner/collaborative organisation should be informed. A plan for regular reporting should be established.
8	The Appropriate Personnel should ensure that a partnerships/collaborative working agreement is finalised, ensuring purpose, intention and expectations are clear.
9	Depending on the legal requirements, the Appropriate Personnel should ensure that agreements are signed with the partner organisation, clearly detailing the objectives of the partnership or collaborative arrangement. These can include a memo of understanding (MoU), a memo of agreement (MoA), Service Level Agreement (SLA).
10	The Appropriate Personnel should ensure that partnership details and documentation are recorded, including reports, updates and contact details in a designated, secure location.
11	The Appropriate Personnel should ensure that a plan is in place for an annual review regarding the efficacy of the partnership/collaborative arrangement, to include feedback to all parties and stakeholders and to inform further planning or withdrawal.

## Resources (Refer to OSD)

Resources	<ul style="list-style-type: none"> <li>• Proposal for the Partnership/Collaboration</li> <li>• Profile of Proposed Partner/Collaborator</li> <li>• List of Criteria for review of Proposal</li> <li>• Templates <ul style="list-style-type: none"> <li>• MoU</li> <li>• MoA</li> <li>• SLA</li> </ul> </li> <li>• Approval Form</li> </ul>
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