

### 3.3.3 Self-Evaluation

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| Procedure code and title:         | 3.3.3 Self Evaluation         |
| Policy area:                      | 3.3 Monitoring and Evaluation |
| 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 develops and engages in structured self-evaluation processes as one element of an evidence-based approach to improvement of quality.

### 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

In 2021 KWETB engaged in a self-evaluation process and published a Self-Evaluation Report and Provider Profile as part of the QQI Inaugural Review of quality assurance in ETBs. This is part of an on-going process of reflection, self-evaluation and planning for quality assurance in FET Provision and FET Provision-Second Providers in KWETB.

Self-evaluation is also a core part of KWETB FET Services quality assurance processes. Self-evaluation is carried out:

- To meet statutory requirements for review
- To promote reflective approaches to improvement and constructive development within the service
- To inform and enhance planning and strategic developments
- To benefit the community served and to benefit the professional development of all staff within our services using reflective approaches.



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Self-evaluation is carried out in a number of circumstances:

1. To meet legal and compliance requirements, which emphasise the value of self-evaluation as an internal process that informs quality improvement. This process contributes to the development of the culture of quality in the organisation.
2. To review existing programmes of education and training prepared for validation or revalidation to ensure that all of the criteria identified by the awarding body have been met in advance of submission to the relevant authority for validation.

Comprehensive self-evaluation should be carried out at regular intervals by KWETB, in accordance with timeframes and routines defined by QQI. Self-evaluations should include data gathered frequently from all stakeholders, and should refer to existing systems and documentation relevant to quality assurance of FET Provision and FET Provision-Second Providers programmes. Self-evaluation may also be thematic in nature and include the self-evaluation of Quality groups including governance units and approaches.

The requirement for self-evaluation should emanate from Senior Management and FET Management, and decisions regarding co-ordination and management of the process should be made by FET Management, in consultation through QA Governance units.

### Procedure – 3.3.3 Self-Evaluation

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| 1 | Preparation Phase<br>The designated person(s) responsible should ensure that: -                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|   | <ol style="list-style-type: none"><li>a. The requirements for the self-evaluation are scoped including reviewing relevant documentation and self-evaluation criteria.</li><li>b. The processes for self-evaluation are planned, including making decisions about the methodology for the process.</li><li>c. A brief for the self-evaluation is written, with clear details of the scope and purpose of the process to be carried out.</li><li>d. The plan is communicated with internal stakeholders who include Senior Management Team, Quality Team, Quality Council, FET Management Team.</li><li>e. A representative, timebound Self-Evaluation Steering Group is formed, including, for example, Programme Co-ordinators, QA Manager, Quality Team member, Learning Practitioner, Members of staff with responsibility for the related services to be evaluated, learner representative, external stakeholder representative. This group should be chaired by the internal self-evaluation Co-ordinator. In the case of a programme self-evaluation, an internal evaluator or a dyad of evaluators may be sufficient to carry out the required process.</li><li>f. The Self-evaluation Steering Group is briefed and presented with timelines and plan.</li></ol> |
| 2 | Planning Phase                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

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|   | <ul style="list-style-type: none"> <li>a. The FET Management Team should develop and promote an overall plan for the continuous cycle of Self Evaluation to ensure the inclusion of all programmes and related services within KWETB FET Services.</li> <li>b. The person(s) responsible should establish the terms of reference for the Self-evaluation Steering Group.</li> <li>c. The person(s) responsible should determine the aim and objectives of the specific self-evaluation process.</li> <li>d. The person(s) responsible should prepare a plan for the specific self-evaluation including key milestones and detailed stakeholder engagement plan.</li> <li>e. The person(s) responsible should determine the criteria for success.</li> <li>f. The person(s) responsible should finalise the methodology(ies) for the self-evaluation.</li> <li>g. The person(s) responsible should identify the data required.</li> <li>h. The person(s) responsible should design data collection instruments. A working group for data collection may be set up as a sub-group of the Steering Group to design the data collection instruments. Collection of data may include desk review of documents; questionnaires and surveys issued to target groups or stakeholder groups; focus groups; testimonials etc.</li> <li>i. The person(s) responsible should communicate and promote the stakeholder engagement plan to staff and other stakeholders.</li> </ul> |
| 3 | Implementation Phase                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|   | <ul style="list-style-type: none"> <li>a. The Self-evaluation Steering Group should conduct stakeholder engagement.</li> <li>b. The Self-evaluation Steering Group should gather the data as determined by the action plan.</li> <li>c. The Self-evaluation Steering Group should collect the data.</li> <li>d. The Self-evaluation Steering Group should analyse the data.</li> <li>e. The Self-evaluation Steering Group should document the findings and draw conclusions.</li> <li>f. The Self-evaluation Steering Group should plan and convene a workshop for key personnel to review data and make recommendations for improvements.</li> <li>g. The Self-evaluation Steering Group should draft and complete an evaluation report and improvement plan to be submitted to the CE for ratification and submission to the regulator.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 4 | Follow up Phase                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|   | <ul style="list-style-type: none"> <li>a. The person responsible should file records and documentation.</li> <li>b. The person responsible should disseminate report and findings</li> <li>c. The person responsible should feedback on findings and recommendations.</li> <li>d. The person responsible should update procedures or programmes.</li> <li>e. The person responsible should implement the programme improvement plan.</li> <li>f. The person responsible should ensure that the old versions are withdrawn and achieved.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

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| 5 | Review Phase                                                                                                                                                                                                                                   |
|   | <ul style="list-style-type: none"> <li>a. The person responsible should review the Self Evaluation process</li> <li>b. The person responsible should plan necessary improvements/amendments to be incorporated into the next cycle.</li> </ul> |

## Links to other Policies and Procedures

|       |                              |
|-------|------------------------------|
| 1.1.1 | Programme Review             |
| 3.4.5 | Document and Version Control |

## Resources (outstanding)

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| Resources | <ul style="list-style-type: none"> <li>• Checklist – Preparation for Self-evaluation process</li> <li>• Stakeholder engagement plan</li> <li>• Self-evaluation Report</li> <li>• Programme Self-Evaluation Report</li> </ul> |
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