Quality Assurance Manual

Policy on Policy

2. Policy on Policy

Foreword

The 2019 revision of the Dorset College Quality Assurance Handbook (QAH) is in line with the Statutory Quality Assurance Guidelines developed by QQI for use by all Providers[1] and the Sector Specific Statutory Quality Assurance Guidelines developed by QQI for Independent/Private Providers coming to QQI on a Voluntary basis[2], as well as the Standards and Guidelines for Quality Assurance in the European Higher Education Area, May 2015[3]. This revision also takes into consideration the evolving scope of Dorset College encompassing policies and procedures applicable to higher, further and English language education. The revision is within the context of overall governance and management structures in place to support the delivery of such programmes and specifically encompassing policies and procedures applicable to our current suite of programmes (Level 5 to Level 8) and in the future up to level 9 on the National Framework of Qualifications (NFQ).

This edition of the QAH was informed by consultation with key stakeholders of the College including but not limited to learners, staff and faculty and wider engagement with the further and higher educational community as well as external stakeholders for approval by Dorset College Academic Quality Committee upon review by an independent QQI panel.

[1] QQI's Core Statutory QA Guidelines
https://www.qqi.ie/Downloads/Core%20Statutory%20Quality%20Assurance%20Guidelines.pdf
[2] QQI's Sector Specific QA Guidelines
https://www.qqi.ie/Downloads/ Sector%20Specific%20Quality%20Assurance%20Guidelines%20V2.pdf
[3] European Standards and Guidelines (ESG)
https://enqa.eu/wp-content/uploads/2015/11/ESG_2015.pdf

Policy Title	Policy on Making Policy
Date Approved	17/05/2018
Effective From	18/05/2018
Monitor	Registrar / QA Department
Summary	Dorset College devises policies and procedures to meet all statutory areas set out by QQI, and other awarding bodies. This policy and its associated procedures are intended to confirm that commitment, and to outline how policies and procedures will be devised, agreed, and maintained. It will also give transparency to this process, and ensure rigour of the policies and procedures that are ultimately introduced.
Related Policies	All QA Policies
Revision History & Commencement Date & Date of Next Review	Version 1 – 2019 Commencement Date (Version 1): 18/05/2018 Date of Next Review: Following Independent Assessment from Re-engagement process

Purpose

The purpose of this policy is to provide guidance and structure on the formulation of quality assurance (QA) policies and procedures in Dorset College.

The adoption of this policy will help ensure that the QA policies of Dorset College are:

_Developed through reflection and consultation.
_Agreed and signed off by a College committee.
_Accessible to all stakeholders in an understandable format.
_Compliant with the required national standards.

Scope

This policy applies to all QA policies and procedures of Dorset College.

Policy Statement

Dorset College recognises the importance of providing clarity and structure to the formation of quality assurance policies and procedures. Therefore, this policy provides a structure and transparency on policy development and implementation in the College.

Policy Statement

The College also recognises that how it formulates these policies and procedures requires a similar level of attention as is given to the implementation of such policies and procedures. The formulation of policy, and associated procedures should be structured, rigorous, and transparent. This Policy on Policy is intended to provide this.

The policies of Dorset College shall be:

1. Developed in line with the process outlined in this policy.
2. Presented in the standard template.
3. Formally approved by the Quality Enhancement Committee.
4. Accessible to all College stakeholders.
5. Regularly reviewed and updated as required.

Policy Development Procedure

	Procedure Stage	Responsibility	Evidence
1.	**Policy Development:** The Policy Owner shall be responsible for the drafting of new or revised College policies. The Policy Owner will ensure that the policy is managed, from its initial development to its ratification, whilst seeking the necessary input from College staff and ensuring the policy goes through the appropriate College committee. Ordinarily, this will be the College Registrar. However, if appropriate, the Registrar can delegate policy ownership to an appropriate staff member, who will then have the policy ownership responsibility.	**Registrar (or nominee) as Policy Owner** **College personnel relevant to a policy area**	**Note on Policy overview and structure**
2.	**Policy Template:** The development of the College's QA policies must adhere to the agreed template	**Registrar (or nominee) as Policy Owner**	**Draft Policy and associated procedure(s)**

Policy Development Procedure

Procedure Stage	Responsibility	Evidence
attached to this policy. The Policy Owner should avoid amending the template in order to maintain consistency. The only instances envisaged where the template should be amended by a Policy Owner is if it is inappropriate for a policy being developed, in which case the global template should be reviewed, or if additional clarity is required of a policy. Each policy should be accompanied by a supporting procedure(s). Each procedure should fit in its respective policy.	**College personnel relevant to a policy area**	
3. **Policy Consideration:** Each QA policy and procedure(s) of the College will be reviewed and approved by	**Quality Enhancement Committee**	**Minutes of Quality Enhancement Committee**

Policy Development Procedure

Procedure Stage

the Quality Enhancement Committee (QEC), which will serve as a sub-committee of the Academic Quality Committee (AQC). The QEC can decide to reject a policy on the grounds that its development has not followed this policy, that it is not aligned to national standards, or it is not fit for its specific purpose. In such instances the QEC may request the policy be redeveloped or that it be reviewed under specific areas and re-submitted for its consideration. Where the QEC decides to approve a policy, it will determine the date for which it will come into effect and agree on the regularity of its monitoring.

Responsibility

College personnel relevant to a policy area

Evidence

Policy Development Procedure

	Procedure Stage	Responsibility	Evidence
4.	**Accessibility of Policy:** As a general rule, the QA policies of the College will be made available through the College's website, unless there is a reason for a policy not to be (for example: confidential policies that are solely for College staff).	**Registrar (or nominee) as Policy Owner** **ICT Manager**	**QA section on website**
5.	**Review of Policy:** The Policy Owner for each policy will be responsible for ensuring its continued relevancy and maintenance through regular review. The specific review period shall be determined by the QEC and specified in each policy. Where a policy is to be amended during such a review, this amendment must also be approved through the College's QEC.	**Registrar (or nominee) as Policy Owner** **Quality Enhancement Committee**	**Updated Policy and associated procedure(s)** **Minutes of Quality Enhancement Committee**

Thank you.

Dorset College Dublin