Role of Community Training Centres (CTC)
Re Section 6 TQAS (Fair and Consistent Assessment of Learners)

Implement ETB Training Centre Transition Quality Assurance System

Note: Where changes are made to the approved schedule or plans, the CTC must submit the relevant revised Annual / Course Assessment Process and Results Plan to the relevant ETB Training Centre Manager for approval.

CTC, in line with their Agreement with the ETB Training Centre, prepares for the relevant ETB Training Centre Manager approval: results submission schedule, internal verification on the conduct of the assessment process plan, peer review of assessment results plan, internal verification of results schedule, external authentication plan and Results Approval Panel Meetings schedule.

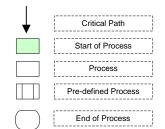Details of the required plans and schedules must be submitted to the ETB Training Centre through completion of the Annual / Course Assessment Process and Results Plan.

CTC notifies the ETB Training Centre Training Standards Office in advance of assessment events using TQAS-6c-F11 notification form and conducts assessment events in line with TQAS

CTC arranges for internal verification on the conduct of assessment process and peer review of assessment results to be conducted in line with approved plan and TQAS requirements.

Note: The current ETB Training Centre TQAS sample requirements will remain (one assessment event per Instructor per annum)

Note: ETB Training Centre Organisational monitoring and/ or auditing of EA implementation will be conducted.

Provisional results are processed by the CTC to certificate request stage via the RCCRS by:
- Inputting all results into the RCCRS
- Conducting internal verification of results (100% check as per TQAS checklist)
- Arranging external authentication of results in-line with criteria specified by the ETB Training Centre
- Conduct Results Approval Panel meetings (ensure ETB Training Centre designated rep is on the Panel)
- Submit approved results through the RCCRS to the ETB Training Centre
- Submit Checklist for Submission of Certificate Requests and required documentation as follows:
  - Internal Verification of Assessment Results (Results Approval Checklist/s)
  - External Authentication Report/s
  - F12's
  - Results Approval Panel Meeting Minutes

Note: Each set of results submitted for processing must be authenticated.

Note: CTCs can only use External Authenticators from the maintained pool of external authenticators briefed on the ETB Training Centre assessments and assigned by the ETB Training Centre

Note: The ETB Training Centre designated rep on CTC Results Approval Panel will have an observer role.

Note: The ETB Training Centre will request the Certificates and address any issues arising with FBS.

Note: Sanction process will be applied by the ETB Training Centre where non-conformances or breaches are found.

When Certificates are received, all certificates and transcripts are checked for accuracy, prior to issue to learners.
- Record in RCCRS the certificate numbers (for non-QQI FETAC Certificates)
- Retain evidence of certificates issued to learners

Any errors identified are reported to the ETB Training Centre Training Standards Office

All relevant documentation is made available for monitoring and auditing purposes

Critical Path

Start of Process

Process

Pre-defined Process

End of Process