

Guideline for ETB Training Centre designated Observer on the Results Approval Panels for Community Training Centres & Specialist Training Providers

1.0 Overview of ETB Training Centre designated Observer on the Results Approval Panel

The devolution of the QA processes requires that Community Training Centres and Specialist Training Providers process results up to and including results approval for all ETB Training Centre funded learners. This is carried out in line with the requirements of the Transition Quality Assurance System. As the first provider, the ETB Training Centre is ultimately responsible for the implementation of these processes. To this end each Results Approval Panel conducted by Community Training Centres and Specialist Training Providers on behalf of the ETB Training Centre will involve an ETB Training Centre designated staff member. The ETB Training Centre designated staff member has observer status only and is therefore not involved in the decision making process leading to the approval of results.

This document should be read in conjunction with the Terms of Reference of the Results Approval Panels in Community Training Centres and Specialist Training Providers.

2.0 Roles and Responsibilities of the ETB Training Centre designated Observer

The ETB Training Centre designated Observer:

- 2.1 operates in line with the relevant ETB Training Centre guidelines, be familiar with the assessment process and ETB Training Centre quality assurance requirements
- 2.2 provides support and advice if required
- 2.3 ensures that the Results Approval Panel is conducted in compliance with the ETB Training Centre guidelines
- 2.4 informs the relevant ETB Training Centre assistant/training centre manager in a timely manner of relevant issues that emerge during the results approval process that require follow up
- 2.5 carries out the observer role without bias and with due consideration to the confidential nature of the discussion
- 2.6 does not participate in the decision making process
- 2.7 does not have voting rights on the approval of results

3.0 Other Roles and Responsibilities

- 3.1 The relevant ETB Training Centre Manager is responsible for appointing the designated observer to the Results Approval Panel while ensuring that conflicts of interest are avoided.
- 3.2 Personnel who have had any direct involvement in the quality assurance of the assessment processes are not eligible to be the ETB Training Centre designated observer e.g. TSO.
- 3.3 The relevant ETB Training Centre Manager is responsible for ensuring follow up on any issues highlighted by the ETB Training Centre designated Observer on the Results Approval Panel.
- 3.4 The Chair of the Results Approval Panel is responsible for ensuring that the ETB Training Centre designated Observer is in attendance at the meeting.