Transition Quality Assurance System (TQAS) - Process Map V1.0

Role of Local Training Initiative (LTI) Re Section 6 TQAS (Fair and Consistent Assessment of Learners)

Note: The term
"Contractor" refers to

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

Implement the ETB Training Centre Transition
Quality Assurance System

Contractor, in line with their Agreement with 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 and external authentication plan.

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.

Contractor notifies 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

Contractor arranges for internal verification on the

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

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 for LTIs: one
assessment event per
instructor per annum

Note: LTIs, 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

Provisional results are processed by the Contractor to results submission 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

Where 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

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

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

Critical Path

Start of Process

Process

Pre-defined Process

End of Process

All relevant documentation is made available for monitoring and auditing purposes

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