

## QA 10.1 Other Parties Involved in Education and Training

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# 1 Other Parties Involved in Education and Training

## 1.1 Policy Owner

The policy owner is the Academic Committee and Board of Directors. Our QA department is responsible for overseeing the quality of the process and its relevant policies and procedures.

## 1.2 Purpose

Cenit College will, as the need arises, engage with appropriate external bodies. All aspects of such engagement are subject to our quality assurance procedures. This policy ensures that there is transparency and consistency with regard to such arrangements. Thus, all parties involved in these education and training arrangements will understand their scope, role and responsibilities.

## 1.3 Scope

This policy covers the following engagements with outside parties:

- Peer relationships with the broader education and training community
- External Partnerships and Second Providers
- Expert panellists, examiners and authenticators – with the exception of External Authenticators as this is covered under the Assessment chapter.

## 1.4 Responsibilities

The Academic Committee is responsible for ensuring that Cenit College complies with the Quality Assurance Standards when establishing and maintaining relationships with external parties.

## 1.5 Policy Statement

Cenit College is committed to establishing and maintaining links with relevant stakeholders and other interested parties in the provision of education and training. The policy will demonstrate how we work with other parties in education and training and manage the relationships with them in relation to the validation of QQI training and education.

### 1.5.1 Peer relationships with the broader education and training community

Cenit College fully embraces opportunities to engage in peer relationships. This not only assists in supporting its training and education activities but also provides a wealth of opportunities to engage in activities which increases the organisation's knowledge base and discusses emerging trends in the education and training sector. Furthermore, engaging in peer relationships gives rise to opportunities to share benchmarking and best practices. Cenit College engages in peer relationships with industry and the broader education and training community through attending conferences, seminars and memberships of various peer groups/networks. The key relationships are as follows:

- Skillnets: Cenit College provides training and management and administration support services to a range of Skillnets. These skillnets are co-funded by participating companies and the Irish Government through Skillnets Ltd ([www.skillnets.com](http://www.skillnets.com)) from the Department of Education and Skills under the National Training Fund. These are industry-based programmes.
- Professional bodies: Cenit College engages with a number of professional accounting bodies. This enables both the accounting bodies and Cenit College to share educational trends and gain insights into new approaches to education and training. Cenit College is the deliverer of these programmes and not the validator.

- Higher Education collaboration: Discovering new approaches to encourage life-long educational opportunities for learners. We have previously collaborated with Carlow IT on a pathway programme that gave learners access to year 2 of a degree programme. These were not programmes we validated ourselves.
- Networks: Cenit College engages directly with a number of business community networks including the Kildare Chamber of Commerce and the Institute of Training and Development.

### 1.5.2 Relationship with other Awarding Bodies

The table below indicates the awarding bodies to whom we are approved providers and with whom we are currently validated for specific programme delivery:

<b>Awarding Body</b>	<b>Programmes</b>
Institute of Leadership and Management (ILM)	Leadership and Management Programmes
Association of Chartered Certified Accountants (ACCA)	Professional Accounting Body
Certified Public Accountants (CPA)	Professional Accounting Body
Accounting Technicians Ireland (ATI)	Professional Accounting Body
People Cert	Prince2
Scrum Alliance	Scrum Master

### 1.5.3 External Partnerships and Second Providers

Currently the Cenit College scope of provision does not extend to external partnerships and second provision of its own programmes. Cenit College recognises that should it extend its scope of provision in this manner; it will need to have the appropriate policies and procedures in place.

Where Cenit College decide to enter into an arrangement with second provider, it will:

- Conduct due diligence and seek approval from the Academic Committee.
- Agree a Memorandum of Understanding with the principal provider of the collaborative programme.
- Assign a Cenit College liaison who will be the person responsible for communicating with the second provider.
- Ensure the second provider will have a copy of our quality assurance policies and procedures.

### 1.5.4 Expert panellists, examiners and authenticators

Cenit College utilises a panel of experts for various aspects of its business. These include External Authenticators (EA), Industry Subject Matter Experts (SME) and other relevant experts as the need arises. The involvement of SMEs (such as employers, or employees of external companies) is often sought for programme development and for content development. Where the organisation seeks out experts it will ensure:

- The external expert has no conflict of interest.
- The external expert has the appropriate competence (academic and practical) in the area of expertise sought.
- Ensure the external expert has a knowledge of education and training systems and the context within which they operate.
- Any panels formed will be gender balanced.

- Any individual is capable of making judgements and forming opinions in an independent manner without bias.
- All experts and panellists must sign a Declaration of No Conflict of Interest.

The procedure for selection of external experts is as follows:

**Shortlisting:** The Training Managers will prepare a shortlist of external experts to be sent to the Academic Committee for approval. This can take place either at a scheduled meeting or via email.

**Review and Selection:** This committee will review each potential candidate, ensuring their credentials and expertise is considered in tandem with the criteria agreed for external experts. It would be ideal to have a unanimous agreement on the selection of the expert but there must be at least two thirds majority.

**Offer:** A representative of Cenit College will communicate with the external expert to ensure they are willing to fulfil the role. If they are then full details of the role and requirements are provided.

Other policies that contain information on External panellists and authentications are as follows:

- External Authentication - Policy 6.10 External Authentication.
- SME's role in programme development - policy 3.1 Programme Development and Management.
- SME's role in content development - policy 3.2 Updating Programmes and Course Material.

## 1.6 Evaluation of relationships with other parties

Cenit College uses the following methods to evaluate their relationships with other parties in education and training:

- Enrolment numbers
- Student success rate
- Issues arising from audits
- Complaints or compliment from staff or learners about the other organisation (ad hoc)
- Formal feedback forms from learners where the other organisation has direct contact with them (as part of programme review feedback)
- Formal feedback from staff where they are in contact with the other organisation (annual via a feedback form)
- Cenit liaison officer report on the relationship
- Management review of the relationships (bi-annually)

## 1.7 Policy Monitoring and Review

There will be a formal review of this Policy on an annual basis to ensure the policy is adequate, effective and current.

The Quality Manager will review any audits conducted with the following bodies:

- Institute of Leadership and Management
- Association of Chartered Certified Accountants
- Certified Public Accountants
- Accounting Technicians Ireland
- People Cert
- Scrum Alliance

All reviews will be undertaken immediately after the audit and any recommendations implemented.

## 1.8 Version Control

<b>Version</b>	<b>Date</b>	<b>Description</b>	<b>Originator</b>	<b>Approved by</b>
Version 1	20/01/2022	Approval of Policy	Perri Williams (QA)	Academic Committee