Section 3 – Policies and Procedures associated with Quality in ICHAS			
Subject:	Procedure associated with Documenting the Effectiveness of Quality Assurance		
Date Approved by Board of Directors:			July 2019
Policy Version	1/2021	Date due for Revision	July 2024
Parent Policy	Policy on Documenting the Effectiveness of Quality Assurance		

INTRODUCTION

The Policy on documenting the Effectiveness of Quality Assurance sets out the College's commitment to having a well-documented approach to Quality and to ongoing evaluation of the effectiveness of those policies and related procedures. The effectiveness of quality assurance procedures at ICHAS is measured in a number of different ways. A schedule of review activity will be devised for each academic year.

RESPONSIBILITIES

ROLE/ PERSON	RESPONSIBILITY
Quality & Standards Committee	Review, evaluation and revision of quality assurance procedures. The Committee is responsible for monitoring all systems and polices across the College and their impact on the student experience and academic standards. In addition, the Committee monitors adherence to quality assurance policies and procedures.
Quality Assurance & Enhancement Officer	Produces an Annual Quality Assurance Report. Facilitates a formal review of the QA Processes and Procedures on a cyclical basis within a five-year cycle.
Academic Council	Overall Accountability to ensure a Quality Environment.

PROCEDURES

The effectiveness of quality assurance procedures at ICHAS is measured in a number of different ways. It is proposed that a schedule of review activity will be devised to accommodate a review of effectiveness. The main reviews include;

- Periodic Quality Audits,
- Annual Quality Assurance Report,
- Programmatic Review
- Cyclical Reviews
- Annual Quality Report – AQR

All of these allow for the internal and external evaluation of the Quality Assurance system.

Periodic Quality Audit
On a quarterly basis, Quality & Standards Committee members undertake an audit of the implementation of quality assurance procedures, based on a defined cycle. The practice of the review involves consultation with relevant staff through which knowledge of quality assurance procedures is disseminated and understanding enhanced. Each quarter, a brief Audit Report is prepared and retained by the Quality Assurance & Enhancement Officer.

Annual Quality Assurance Report
The Annual Quality Assurance Report is for internal use only and takes the format of a self-study, identifying existing strengths and areas for improvement. The desired outcome of this report is an annual action plan aimed at ensuring the achievement of ongoing quality enhancement. The Report and a proposed Quality Enhancement Plan is submitted to Academic Council for review, discussion and ratification.

The Report considers the implementation and effectiveness of each quality assurance policy and associated procedures, deriving information from the periodic QA audits, consultation with staff, stakeholder feedback and evolving best practice guidelines from QQI and other relevant bodies.

Cyclical Quality Assurance Report
For each five year cycle a Cyclical Review of the full manual is undertaken. Changes are submitted to, and reviewed by the Quality & Standards Committee, which in turn formulates recommendations. The Committee presents Academic Council with its recommendations, which are reviewed by the latter. Academic Council are authorised to initiate changes or seek clarification on points and the final QA document is submitted to QQI for approval. In instances where polices are updated, archived copies of previous QA's are maintained in a secure location.

Annual Quality Report (AQR)
The **Annual Quality Report AQR** forms part of Quality and Qualifications Ireland's (QQI) quality assurance (QA) framework of engagement with Higher Education Institutions (HEIs). The AQR provides documentary evidence of the development and evolution of each institution's internal quality system. It provides QQI with assurance that internal QA procedures have been established and are being implemented consistent with regulatory requirements.
Each AQR is **published in full on QQI's website**, providing transparency on the HEIs' assurance and

enhancement of quality to external stakeholders. (As such, institutions should ensure that their submissions do not contain any data that they consider to be commercially sensitive.) Collectively, the AQRs comprise a single national repository of quality assurance practice in Irish higher education institutions.

GRAPHICAL PRESENTATION OF PROCEDURE

The following Chart outlines the range of sources and stakeholders involved in contributing to the Documentary Evidence of the Effectiveness of Quality Assurance & Enhancement activities.

Linked Policies & Procedures

Linked Policies	Policy on Documenting the Effectiveness of Quality Assurance
	Policy on assuring the Quality of the Physical Learning Environment
	Policy on Provider owned internal monitoring
	Policy on Provider owned QA engagement with External QA
Linked Procedures	Procedures associated with assuring the Quality of the Physical Learning Environment
	Procedures associated with Provider owned internal monitoring.
	Procedures associated with Provider owned QA engagement with External QA