


Policy on consultation with secondary providers of educational courses		
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## Policy on consultation with secondary providers of educational courses

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### Revision History

Revision	Date	Revision Description DCRT#	Originator
01	7 October 2003	New document	Diarmuid O'Callaghan

## **1. Purpose**

The purpose of this document is to record Institute policy relating to consultation between the Institute and secondary providers of educational programmes. Consultation between primary and secondary providers is a requirement of section 28 (6) of the Qualifications (Education and Training) Act 1999.

## **2. Scope**

This document refers to academic courses accredited by HETAC and FETAC. This document is relevant to all staff, and in particular those involved in course development, course board activity and examination processes, and in particular staff of secondary providers of educational programmes at the Institute.

## **3. Definitions**

Provider: A person who, or body which, provides organises and procures a programme of education and training.

Secondary provider: A person who, or body which, provides in whole or in part a programme of higher education and training which is organised or procured in whole or in part by a First provider.

## **4. Policy**

It is Institute policy to consult with secondary providers within the spirit of section 28 (6) of the Qualifications (Education and Training) Act 1999. Specifically, the Institute will consult with secondary providers in order to agree quality assurance procedures relevant to the part of the programme provided by secondary providers.

It is Institute policy to consult with secondary providers involved in course delivery at key stages of course development, delivery and examination.

## **5. Procedure**

Secondary providers will be consulted as follows:

- Secondary providers will be consulted to agree procedures relating to quality assurance that are relevant to the secondary provider.
- Initial proposals for new courses that will require participation of secondary providers will include reference to the secondary provider.

- Course development teams will include representation of secondary providers, where possible.
- Secondary providers will be consulted in relation to advanced entry to courses, where relevant.
- Secondary providers will be represented on academic course boards.
- Secondary providers will be represented at examination board meetings.
- Secondary providers will be represented in programmatic review procedures.

## 6. Current secondary providers

The following organisations currently participate as secondary providers in accredited courses:

BN007	Teagasc, Salesian College of Horticulture, Warrenstown, Co. Meath.
BN008	Teagasc, National Botanic Gardens, Glasnevin, Dublin 9.
BN907	Teagasc, Salesian College of Horticulture, Warrenstown, Co. Meath. Teagasc, National Botanic Gardens, Glasnevin, Dublin 9.
BN406	Teagasc, Salesian College of Horticulture, Warrenstown, Co. Meath.
BN410	Teagasc, National Botanic Gardens, Glasnevin, Dublin 9.

## 7. Records

- New course proposal outline forms (4FMP01).
- New course proposal stage two documents (4RMP02).
- Minutes of academic course development meetings.
- Minutes of course board meetings.
- Signatures on examination module result sheets.
- Signatures on examination broadsheets.
- Programatic review reports.

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