



Quality Assurance System 2018

Section 2 - Governance

SECTION 2 - GOVERNANCE AND DECISION MAKING

2.1 QUALITY ASSURANCE STRUCTURE

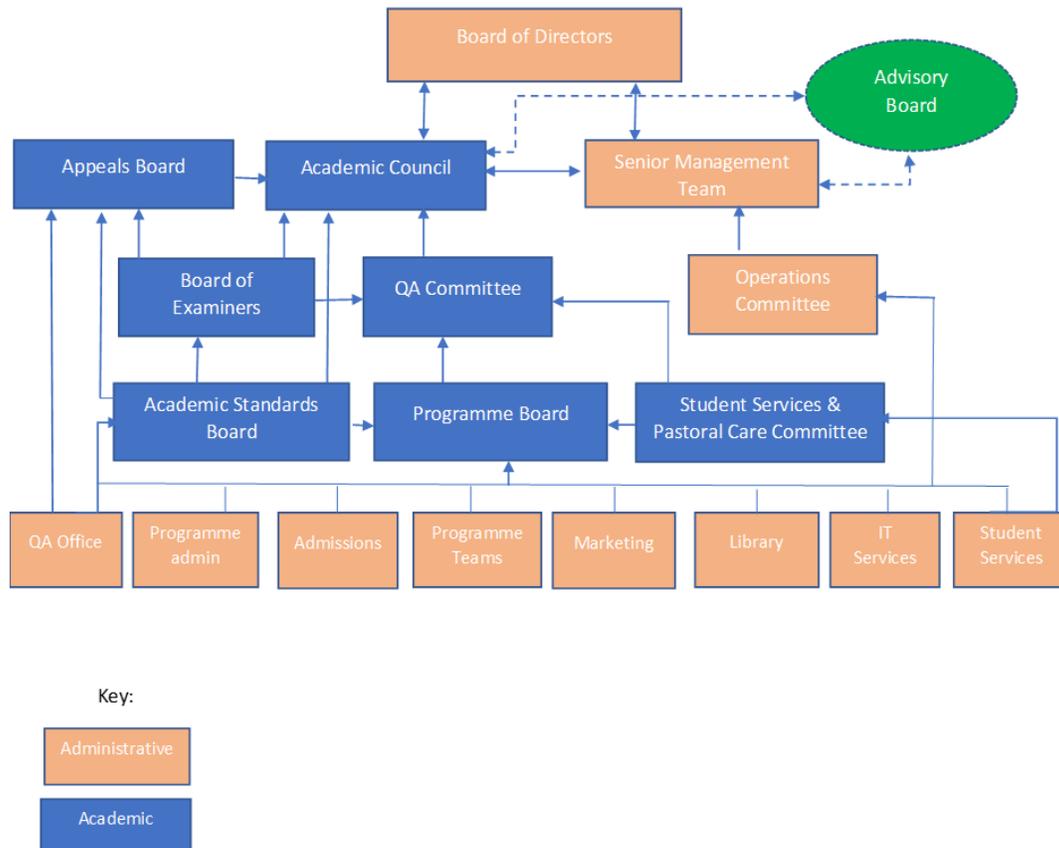
CCT's QA structure has been designed to ensure quality in the educational service provided to all learners, including mechanisms to encourage continuous improvement in the management of quality. The Quality Assurance structure (Figure 1) underpins the college's approach to realise its commitment to quality. All staff members are key players in the development and implementation of quality assurance. Collective responsibility is achieved through this structure.

Students are represented on various committees and are a vital part of the quality assurance process of the College. CCT recognises that the participation of students is a fundamental aspect of the quality assurance process and therefore promotes student engagement throughout the institution, from both undergraduate and postgraduate students. The College values the student perspective as a means of facilitating the enhancement of the student experience and improving the quality of what we do.

Through a cycle of planning, implementation and review, a process of continuous quality improvement is established across the institution. This process is interactive and collective, based upon a core structure of active committees and stakeholders (both internal and external) carrying out the procedures outlined by this manual.

Accurate, effective and timely communication among all stakeholders of the college has been, and remains, central to the effective operation of CCT. At the heart of this, are effective QA and organisational structures.

Figure 1 - CCT QA Structure



Sub Committees

New sub-committees will be created, as required. However, it is CCT policy to empanel only the minimum number of committees consistent with effective and efficient operation of the college.

The following subsections present the role and responsibilities of each committee within CCT's QA structure.

2.1.1 CCT Advisory Board

The College Advisory Board is a non-executive external expert support group to serve

- help shape the strategic development of the college
- contribute to the improvement of the student experience
- strategically contribute to the development of industry relevant, high standard academic programmes
- to advise and assist the college in nurturing relationships between CCT, its graduates and the wider community,
- to contribute to the enhancement of public confidence in CCT

Meeting three times per year, the Advisory Board may be composed of industry business leaders, academic leaders within the disciplines of Business and ICT, and alumni of CCT.

2.1.2 Board of Directors

CCT's legal entity is that of a registered company limited by guarantee in Ireland (company registration number 390136). The Board of Directors govern the operation of the company as a commercial, for-profit organisation. The two company Directors of CCT are the College Director (also Company Secretary), and the Dean for Administration and Finance.

The Board of Directors consist of the following members:

- College President
- Dean for Admin and Finance

The main roles and responsibilities of the Board of Directors are as follows:

- to govern the college and company based on strategic goals and objectives agreed through the committees of the CCT QA structure
- to ensure the financial viability of the college from year to year
- to act in the most ethical interests of the college stakeholders, particularly with protection of enrolled learners policy
- submitting final accounts for financial and performance audit on an annual basis
- approving annual financial budgets and setting salary levels on an annual basis
- appointing staff
- accounting to college stakeholders for annual performance
- maintaining corporate and legal responsibility of the college

The Board of Directors meets three times per year.

2.1.3 Academic Council

The College's Academic Council, a committee of the Board of Directors, oversees the managing, coordination, developing, and oversight of the educational work of CCT. The Academic Council serves to protect, maintain, and develop the academic standards of the programmes and the activities of the College. Membership of the Council comprises academic, administrative and support personnel of the College, including faculty representatives, and student representatives for both undergraduate and postgraduate programmes.

Members of the Academic Council are appointed by the Board of Directors. Membership of Academic Council is a mix of officio members as well as faculty representatives and student representatives, both of which are nominated by peers, hold office for a period of three years, and are eligible for reappointment.

The Academic Council consists of the following members:

- Chair (external member with high level higher education expertise)
- Dean of Academic Affairs (Secretary)
- Dean of School
- Head of Faculty of ICT
- Head of Faculty of Business

- Quality Assurance Officer
 - Head of Student Services
 - Head of Library Services
 - Two Faculty representatives (one from each faculty)
 - Two Faculty Coordinators (one from each faculty)
 - Two undergraduate student representatives (one from each faculty)
 - Two postgraduate student representatives (one from each faculty)
- Student representatives should normally include full and part time learners.

The College President is entitled to attend Academic Council meetings.

The terms of reference of the Academic Council are:

- a) To review and recommend for approval or rejection proposals for the development of programmes or academic activities
- b) To consider strategic development proposals in the context of the potential impact on existing provision, learners, staffing and resources and make appropriate recommendations in respect of same, to the Board of Directors, with a view to maintaining and protecting the academic reputation of the College and its integrity as a provider of academic programmes;
- c) To approve and oversee design, development, and implementation of programmes of study in accordance with the budgets approved by the Board of Directors.
- d) To make recommendations to the Senior Management Team (SMT) and Board of Directors for the establishment of appropriate structures to deliver programmes of study, and any academic development.
- e) To facilitate decisions on the selection, admission, retention, and exclusion of students.
- f) To be responsible, for making academic regulations for the college, and to agree and maintain regulations on assessment of learners and academic conduct, subject to the requirements of QQI or any other educational authority with which the College has agreements.
- g) To manage relevant sub-committees related to academic redress, such as the Academic Standards Board (ASB), and Appeals Board.
- h) To assign such responsibilities to the QA Committee as deemed appropriate and oversee the actions of the Committee accordingly.
- i) To receive recommendations from the QA Committee in relation to annual monitoring and quality improvement planning and accept, reject or amend and approve recommendations as appropriate.
- j) To oversee the assessment of learners and formally ratify decisions relating to progression and recommendation for award as determined by Boards of Examiners.

- k) To manage and coordinate various sub-committees established by the Academic Council to carry out its work. The Academic Council can establish such and so many committees, as it sees fit to assist in the performance of its functions. The acts of all sub-committees and other academic committees at CCT shall be subject to confirmation by the Academic Council, unless the Academic Council with the approval of the Board of Directors dispenses with the necessity for such confirmation.
- l) To formally assess and approve all validation, programme review, revalidation, and institutional review processes and documentation.
- m) To contribute to the quality of all programmes of study and the institution itself.
- i) To monitor the implementation of continuous improvement activities and contribute to the future operations and strategic development of the College.
- j) To oversee the process of approval of public information, as delegated to the Dean of Academic Affairs in conjunction with relevant departmental heads.

Decisions of Academic Council are made, where possible, by consensus. Where consensus is not possible matters are put to a vote and the decision is by simple majority. In the case of a tied vote, the Chair has an extra or casting vote.

The Academic Council meets at least three times per academic year. In order to be deemed quorate over 50% of the membership must be present.

2.1.4 Senior Management Team

The Senior Management Team (SMT) is comprised of the College President, the Deans and Departmental Heads of CCT. This team brings together senior academic, quality, and administrative positions, to help ensure that the College has a coordinated, clear and strategic direction. This team is responsible for the day to day running of the College, implementation of the Strategic Plan and also serves to complement the work of the Academic Council and QA Committee.

The Senior Management Team is composed of the following members:

- College President (Chair)
- Dean of Academic Affairs
- Dean of School
- Dean for Admin and Finance
- Head of Faculty of ICT
- Head of Faculty of Business
- Head of Admissions
- Head of Student Services
- Head of Marketing

The terms of reference of the SMT are:

- a) To develop and monitor implementation of strategic plans and attainment of strategic objectives

b) To manage the college, based on strategic goals and objectives agreed through the committees of the CCT QA structure.

c) To recommend strategic plans to the Board for approval and development.

d) To ensure that adequate resources are available for the ongoing provision of quality and continuous improvement in all aspects of the College, and recommend the acquisition of additional resources to the Board of Directors.

e) To monitor progress against strategic goals.

The Senior Management team meets five times per year, four times over an Academic year, to review the progress towards attainment of the Strategic Objectives and review the Strategic Plan.

In addition to formal meetings of the Senior Management team, the Team meets informally on a fortnightly basis for a general progress monitoring and update meeting to ensure effective team work and communications across all College departments.

2.1.5 Appeals Board

The Appeals Board is a sub-committee of Academic Council which is convened by the Dean of Academic Affairs in the event of an application for appeal against an academic judgement being deemed to have grounds for appeal.

Membership

- Chair: Chair of Academic Council
- Two members of Academic Council, one of which must be an academic staff representative or Head of Faculty
- An external examiner or academic from outside the College.

The Appeals Board is considered quorate when the Chair and two others are present.

Responsibilities

The role of the Appeals Board is to consider the case put forward, including the findings of any investigatory process and to determine whether the appeal should be accepted or rejected. The finding of the Board is determined by majority vote. In the case of a tied decision, the Chair has the casting vote.

The Appeals Board may seek (through the Chair) such information or advice as it considers necessary and, in such manner, as it considers appropriate.

Where an appeal is accepted the Appeals Board is required to determine the appropriate actions to be taken.

The QA Officer will be notified of the decision of the Board and will arrange for reporting to the Academic Council and for completion of recommended actions, which are also reported to Academic Council.

2.16 Quality Assurance Committee

The core activity of the QA Committee is to ensure that quality assurance and continuous improvement within CCT is working, that standard operating procedures of CCT policies are being carried out, and all sub-committees are meeting the requirements for the purposes they are charged with.

The Quality Assurance Committee is comprised of the following members:

- Dean of Academic Affairs (Chair)
- Dean of School
- Quality Assurance Officer (secretary)
- Head of Student Services
- Head of Marketing
- Academic Representative
- Nominee members of any of the above

The terms of reference of the QA Committee are:

- a) To develop, report and make recommendations on the enhancement, efficiency and effectiveness of the CCT QA system, to the Academic Council.
- b) To oversee the annual review of the CCT QA system in July and August of each year and, submit recommendations to Academic Council for review to approve or deny proposed amendments or the addition of new QA policies.
- c) To continually audit the effectiveness by which committees and departments fulfil the standard operating procedures of the College QA system. As such, the Committee shall receive the following reports:
 - Annual programme reports
 - External Examiner Reports
 - Admissions audit report
 - Student satisfaction survey results
 - ASB report
 - Exam Board audit and monitoring report
 - Student Reps Committee report
 - Summarise findings of the above, and submit to Academic Council
- d) To receive annual monitoring reports and action plans and make recommendations to Academic Council in respect of same;
- e) To advise on academic staff / faculty appointment process, job descriptions and suitability of appointments.
- f) To monitor the allocation of academic staff to modules in accordance with validation requirements.
- g) To receive nominations for external examiner appointments and make a recommendation to Academic Council.
- h) To monitor programme development and review activity for compliance with QA policy and procedures and adherence to agreed timelines, and report to Academic Council accordingly.
- i) To develop and maintain the CCT Quality Improvement Plan and monitor its implementation.

The QA Committee meets at least three times per year and as required by business demands.

2.1.7 Academic Standards Board

The Academic Standards Board is the sub-committee of Academic Council established to deal with allegations of academic misconduct.

Membership

Members of the board can only consist of staff members not previously involved in the case

- Chair: Dean of School or nominee
- A lecturer,
- the QA Officer.

The complainant cannot not be a part of the ASB process. Should the suspected academic misconduct be properly defined as a Gross Academic Misconduct, two further senior CCT members from outside the faculty concerned shall adjudicate the case together with the Chair of the ASB.

Responsibilities

The role of the ASB is to consider all cases of alleged academic misconduct, including the outcome of any investigatory process.

The Board can reach one of three outcomes:

- No case to answer
- Case proven / admitted
- Inconclusive

Where the ASB determines there is no case to answer, it must conclude the process at this point and communicate the requirement for all records of the allegation to be destroyed.

Where ASB determines a case is proven or admitted, it must apply penalties in accordance with the misconduct policy approved by Academic Council

Where ASB determines the outcome as inconclusive, no penalty can be awarded, and no specific record of the allegation can be retained on the learner record. In such cases the learner must be reminded of their obligations in respect of academic conduct.

The Chair of the ASB presents an annual report to the Academic Council, via the QA Committee summarising the number of cases considered, proven and inconclusive, the nature of the offences and the penalties applied.

Appeals against decisions of the ASB are heard by the Appeals Board.

2.18 Programme Board

Programme Boards, not to be confused with Programme Team Meetings, are the formal body responsible for the ongoing monitoring and development of a programme or suite of programmes.

The Heads of Faculties at CCT are responsible for chairing Programme Boards for each academic year. The Programme Board has the overriding responsibility for developing, continuously improving, and managing the effective delivery of programmes under CCT policy, within their respective Faculty. Programme Boards are also responsible for the conception, and initial planning of programme design and development, along with establishment of more specific Programme Development Teams (sub-committees) for full design and development of new programmes.

Programme Boards are typically composed of the following:

- Head of Faculty (Chair)
- Faculty Coordinator
- Quality Assurance Officer,
- Student representative
- All teaching staff related to the programme.
- Any employer representatives associated with the programme
- Admissions representative,
- Library and Information Services representative

The terms of reference of the Programme Board are:

- a) To monitor and manage the programme on an ongoing basis, in accordance with programme validation.
- b) To ensure that the programme is kept up to date and relevant, and that the curriculum content and assessment is suitable for the learning outcomes.

To ensure that the programme meets the relevant national standard for the award

To ensure that recommendations of external examiners, where possible, are actioned.

To address issues that may arise from time to time with student performance in individual modules or with the programme as a whole.

- c) To compile and submit an Annual Programme Monitoring Report to the Quality Assurance Committee and implement action plans identified in the report.
- d) To make recommendations to the Academic Council on the proposal of new programmes, initially plan for development of new programme once approval has been received and assist in the programme validation process.
- e) To submit a self-evaluation report for the periodic evaluation of the programmes to the QA Committee and implement action plans identified in the process.
- f) To monitor, self-evaluate and manage good assessment practice, including ongoing coordinated planning of assessment, and regular assessment feedback to learners.
- g) To identify and share good teaching, learning, and assessment practice between members of staff.
- h) To gather and review feedback from students as appropriate, and report to the QA Committee and Academic Council.
- i) To monitor student attendance rates, student retention, progression and success rates, and make recommendations to the Academic Council based on these.

Programme Boards meet once per semester, with the meeting usually taking place within four weeks of semester commencement.

2.1.9 Board of Examiners

The meeting of Internal and External Examiners, normally held after examination periods, is referred to as the meeting of the Board of Examiners.

Boards of Examiners are composed of:

- Chair
- Secretary (faculty coordinator)
- Programme Leader
- Head of Faculty (this may also be the Programme Leader)
- Programme examiners / assessors for all modules under consideration
- External Examiners for each programme under consideration
- A quality assurance and academic regulations advisor, as appointed by the Dean of Academic Affairs.

The Dean of School and Dean of Academic Affairs are also entitled to attend and fully participate in Board of Examiner meetings.

Only those Internal Examiners and Internal Moderators who participated in the examinations for a given award (or examination stage leading to an award) together with the Faculty Head and Dean of School, and such External Examiners appointed by CCT and notified to QQI, will participate in making recommendations in relation to award or examination stage.

The proceedings and deliberations of the Board of Examiners are strictly confidential. The date of meeting of Board of Examiners shall be agreed annually by the External Examiner(s), Dean of Academic Affairs, Dean of School, and the Faculty Heads of CCT. QQI is informed of the schedule of Boards of Examiners for each academic year.

The power of the Board of Examiners shall include the consideration and determination of recommendations in relation to the results of all semesters not previously considered by such Board.

2.1.10 Student Services and Pastoral Care Committee

The Student Services and Pastoral Care Committee provide a dedicated forum where students and CCT staff can meet for active listening and interaction on how the College can improve its services and pastoral care of students.

The Student Services and Pastoral Care Committee is composed of the following members:

- Head of Student Services (Chair)
- Head of Admissions
- Quality Assurance Officer
- A minimum of two undergraduate student representatives (one from each college Faculty).
- A minimum of two postgraduate student representatives

The terms of reference of the Student Services and Pastoral Care Committee are:

- a) To review and discuss formal and informal student feedback and make recommendations to other committees within the CCT QA structure where necessary.
- b) To examine and review student body opinion on the general student welfare and support services, particularly those non-academic services provided by CCT.
- c) To review on an ongoing basis, the effectiveness of all mechanisms of student consultation and communications including the operation of all mechanisms through which students can evaluate CCT programme and services.
- d) To monitor student attendance rates, student retention, and throughput rates, and make recommendations to the Academic Council based on these.
- e) To report, annually, to the Academic Council, findings and recommendations which may be used in the Annual Monitoring report. This committee provides another mechanism to assess the effectiveness of student services.
- f) To monitor whether CCT continues to meet standards and guidelines set by the QQI Code of Practice for Provision of Programmes of Education and Training for International Students in the context of the International Education Mark (IEM).

The Student Services Committee meets a minimum of three times per year.

The Student Services and Pastoral Care Committee (SS&PC), establishes a Student Class Representative system in each class at the beginning of each academic year. Each programme group nominates and elects one class representative. The Student Services and Pastoral Care Committee requests the attendance of two class representatives (normally ultimate or penultimate year students for undergraduate programmes) at Committee meetings. However, the Student Services and Pastoral Care Committee also establishes the Student Class Representatives sub-committee where all class representatives attend two meetings per year with the three staff members of the SS&PC Committee, to discuss in more detail how CCT can improve student services and pastoral care of students.

2.1.11 Operations Committee

The Operations Committee brings together all full-time staff within CCT, once every two months, to ensure that goals and objectives set by the Academic Council and Senior Management Team, are being met. This committee seeks to ensure that day-to-day operations remain efficient, and smoothly delivered. This committee is the only one where all full-time staff meets as a whole, and all functions within the college are represented at once, which normally facilitates greater ideas generation and innovation.

The Operations Committee is comprised of the following members:

- College President (Chair)
- Dean of Academic Affairs
- Dean of School
- Head of Faculty of ICT
- Head of Faculty of Business

- Dean for Admin and Finance
- Head of Student Services
- Head of Admissions
- Head of Marketing
- QA Officer
- Faculty Coordinators
- Full Time Faculty Staff
- Front of House / Security Officer
- Library and Administrative Staff

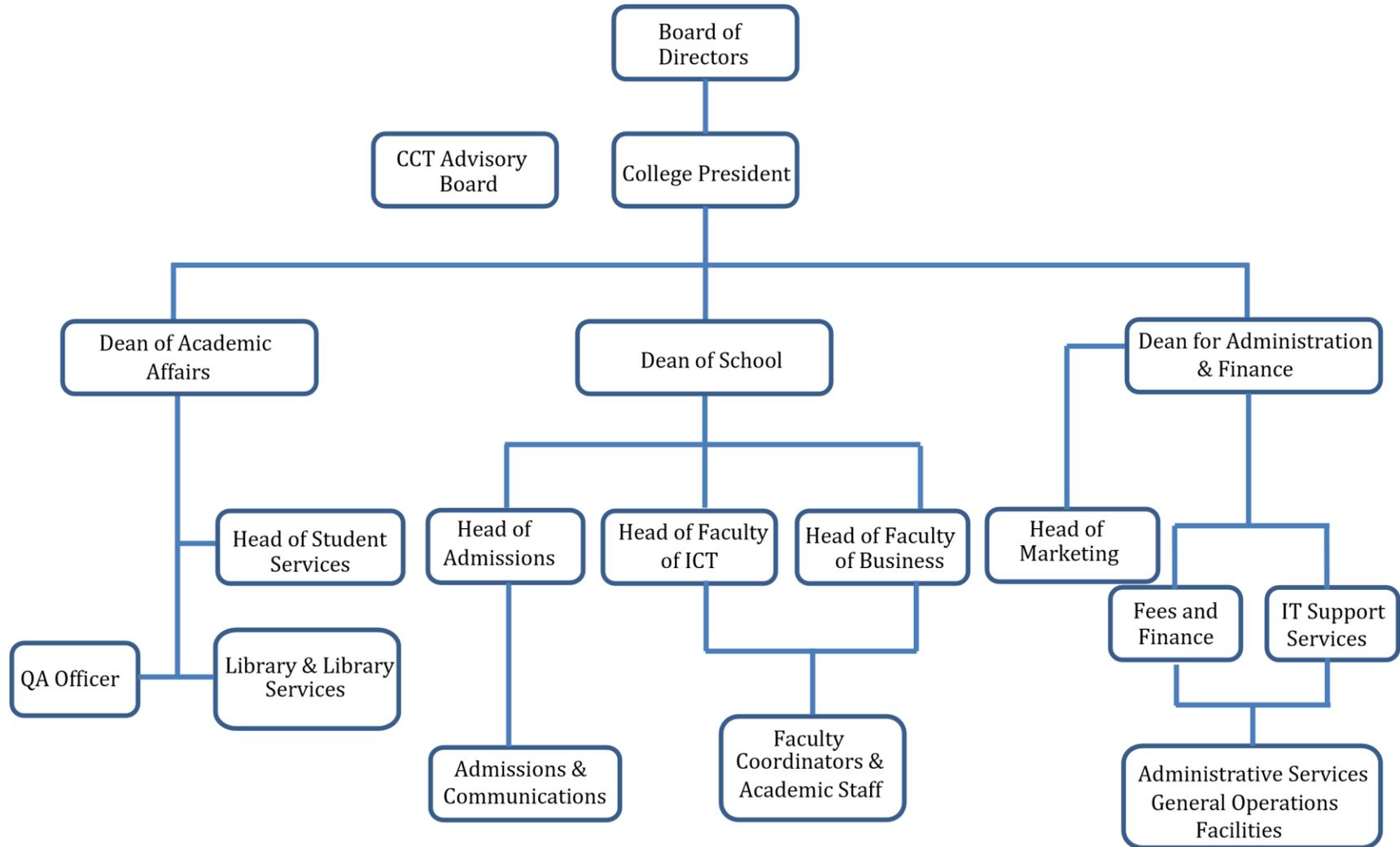
The terms of reference of the Operations Committee are:

- a) To plan daily, weekly, monthly operations of CCT.
- b) To meet action plans, strategic goals, objectives, and general tasks set by other committees.
- c) To manage marketing, and communications development within CCT.
- d) To assume the previous role of the Facilities and Resources Committee and manage facilities and resources development within CCT.
- e) To innovate by bringing new ideas to facilitate overall quality improvement of the College.
- f) To provide an open forum where all functions of the institution are represented at once.
- g) To communicate plans, and recommendations from the Advisory Board, Academic Council, and Senior Management Team.
- h) To make recommendations, and reports, to the Academic Council, QA Committee, and Senior Management Team.

Figure 3 – Indicative Schedule of Committee Meetings

	Board of Directors	Academic Council	SMT	Advisory Board	QAC	PB	EB	SS & PC	OC
Sep							X (repeat)		X
Oct			X			X		X	
Nov		X			X				X
Dec			X	X					
Jan	X						X		X
Feb					X			X	
Mar		X	X	X		X			X
April	X								
May			X		X			X	X
June		X					X		
July	X								X
Aug		X	X	X	X	X			

Organisation Chart



2.2 Roles and Responsibilities

College President

The College President is the principal officer of the college. The key role of this position is to control and direct the activities of the college and staff and be responsible for the efficient and proper daily management of the college. This is a Managing Director role and it is ultimately accountable and responsible for all departments and affairs institution-wide.

Dean for Administration & Finance - Reporting to the President

This role holds responsibility for the daily operation, effectiveness and continuous improvement of the admissions and marketing administration, and general administration of the college, and also undertakes the daily operation and running of the college in the College President's absence. The role also oversees the accounting and finance function of the College. The Dean for Administration and Finance is a member of the Senior Management Team.

Dean of Academic Affairs - Reporting to the President

The Dean of Academic Affairs is responsible for the academic direction, quality assurance management, and educational development of the college. The management of student services and library services also come under this remit. The Dean of Academic Affairs, under the Academic Council, oversees validation and accreditation initiatives and works with other senior staff in managing QA / institutional / programmatic reviews. The person occupying this role serves as a key contact between the College and accrediting and regulatory bodies as well as other providers and external academic networks, groups and organisations.

At its core, this role has a quality enhancement and development focus as distinct from responsibility for faculty, teaching, learning and research which are the remit of the Dean of School.

The Dean of Academic Affairs and the Dean of School work in close cooperation and are members of the Senior Management Team.

Dean of School - Reporting to the President

The Dean of School is responsible for the teaching, learning and assessment within CCT College, along with the development of the CCT College research profile. The Dean of School leads the enhancement of academic practice and the development of this within the college in accordance with international standards, and with the policies and procedures approved by the CCT College Academic Council. The Dean maintains a teaching allocation as part of this academic leadership post. This office manages the two faculties within the institution, with both Faculty Heads reporting to this position.

Academic Heads of Faculty - Reporting to the Dean of School

There are currently two Academic Heads of Faculty, to which lecturing staff of the appropriate discipline report. The two main departments within CCT College are: Information Technology & Computing; and Business.

The Academic Head of Faculty functions are closely related to the more administrative Academic Manager role and broadly comprise of the following main responsibilities:

- Academic Management and Coordination of all programmes within the department

- Responsibility for the effective delivery, and assessment planning of all part time and full-time programmes within the department
- Strategic Development of the respective department, within the overall college system and strategic direction
- Monitoring and intervening on the Academic and Personal Development of all learners
- Management of Programme teams, Programme and Exam Boards, and Programme Design and Development submissions
- Maintaining and overseeing rigorous class attendance records for all full-time students
- Managing each of the faculty members of the department and providing and reference and main point of contact for support of lecturers from the department.
- This role reports directly to the Dean of School.
- Contributing to the continuous improvement and effectiveness of CCT College, by actively adopting and practicing the college's Quality Assurance system
- Liaising and interacting constantly with CCT College learners, and obtaining formal and informal learner feedback and leading and adopting strategies for intervention
- Contributing to the recruitment and selection of teaching staff, and reporting on position needs analyses, and strategic direction to the College President
- Managing Staff Development within his/her department
- Human Resource Management of staff along with the Dean of School, within his/her department

Heads of Faculty also hold programme leader responsibilities.

Head of Admissions - Reporting to the Dean of School

This role is responsible for the management and control of student recruitment and admittance of all full time and part time students to CCT College, in accordance with the programme entry requirements as confirmed in communication with the Dean of School. This role is carried out in close and continual consultation with the lead academic personnel in the College and is responsible for ensuring compliance with the programme entry requirements as validated, and other applicable legislative requirements. The Head of Admissions presents an Admissions and Marketing Strategy in January of each year and strives to ensure that marketing targets are met. The Marketing Strategy of the College comprises national and international marketing. This role also involves promotion and awareness of the College nationally and internationally and takes responsibility for ensuring information to learners complies with statutory requirements.

Head of Student Services - Reporting to the Dean of Academic Affairs

Occupying one of the senior positions in the college, the Head of Student Services is responsible for the experience of students at CCT College, mainly through activities and events. The Head of Student Services reports to the Dean of Academic Affairs and is a member of the Senior Management Team of CCT College. As a relatively small-sized College, the Head of Student Services is expected to make contributions to all areas of the management of the institution. Striving to ensure the effective pastoral care of enrolled learners, within a positive learning experience and environment at CCT College, is core to this role.

Some of the annual events which the Head of Student Services manages and coordinates with the QA Officer include: Orientation and Induction sessions, Graduation Ceremony,

supervising Peer Mentoring, as well as the design, development, and coordinating of extracurricular activities and events for the student body.

Head of Marketing

As the most recent addition to the management team in CCT College, the Head of Marketing reports to the Dean for Administration and Finance and works closely with the College President in a business development capacity. The Head of Marketing is responsible for building the CCT College brand and raising awareness of the programme offerings and academic activities of the College, its staff and students.

Programme Leader Profile at CCT - Reporting to the Head of Faculty

In CCT College a programme leader has, under the direction of the Head of Faculty, overall responsibility for the management, delivery and academic integrity of the programme they lead. This includes but is not limited to ensuring fitness for purpose of all aspects of programme design, development, delivery and assessment, the quality of programme content and the learning experience.

A programme leader is required to be cognisant of QA policies and procedures and the parameters of the validation for the programme they lead.

Responsibilities include:

- Working with the Head of Faculty in respect of recruitment and selection of faculty and the management and professional development of the programme team.
- Ensuring relevant, accurate and up to date information about the programme is made available for marketing purposes
- Ensuring an effective, relevant and fit-for-purpose induction programme is in place and provided for each intake.
- Providing support and guidance to the programme team as may be required, in conjunction with other senior academic personnel
- Provide academic and pastoral guidance to students and ensure appropriate interventions where causes for concern are identified.
- Lead programme meetings, including the Programme Board
- Management and oversight of the assessment process and ensuring all requirements are met within the specified timeframes
- Liaising with external examiners and providing a formal response to reports
- Ensuring adherence to internal and external QA and monitoring requirements and maintaining currency with developments in the field of study and the potential implications for the programme.
- Raising the profile of the programme through research, publications/presentations and networking
- Leading the review, evaluation and short, medium and long-term planning of the programme, including reporting to the Academic Council
- Liaising with the Academic Council and the Senior Management Team in respect of programme planning, monitoring and enhancement.

Lecturer Profile at CCT - Reporting to the Head of Faculty

- To lecture on CCT College programmes within a weekly schedule and fixed period each semester, agreed with the Head of Faculty

- To keep updated with the general course syllabi at CCT College
- To be aware of each semester and academic year schedule, including Assessment and Programme and Exam Board dates
- To administer and coordinate all course exams as required
- To prepare lessons efficiently in order to competently conduct a lesson.
- To prepare module assessment (of which you are a Module Leader / Lecturer) to an appropriate level of delivery and in accordance with Modular Learning outcomes
- To employ a range of appropriate resources, materials and methodologies
- To employ a range of additional resources and supplement lessons where required
- To employ a range of appropriate teaching techniques and styles (where applicable)
- To report any student academic problems to the Head of Faculty, or any Senior Management Team member
- To report any student welfare problems to the Head of Faculty, Head of Student Services, or any Senior Management Team member
- To set and mark any assignments prepared by the students and return within the deadlines set by CCT College and any assessment schedules
- To assist in general faculty administration work where required by the college
- To attend regular staff meetings and development sessions
- To liaise with other lecturers teaching on the same programme
- To keep accurate records of all lessons and file with the college
- To keep accurate records of student attendance
- To regularly provide feedback and contribute significantly to the continuous development of the college

2.2 EVALUATING THE EFFECTIVENESS OF QUALITY ASSURANCE PROCEDURES

The policies and procedures of the college QA system are set out within this manual, including detailed steps involved in the implementation of these procedures, described in individual and specific standard operating procedures. These are drawn up by staff, proposed to the QA Committee, and ultimately signed off by the Academic Council. The Academic Council delegates responsibility to the QA Committee to approve changes to Quality Assurance policy or procedures or the addition of new policies and procedures. The QA policies and procedures are reviewed annually to improve operations, and each August, the web version of the manual is updated.

The Quality Assurance Committee is tasked with reviewing the effectiveness of the QA system in general and reporting to the Academic Council by making recommendations.