

## Version Control Record

The following tables summarises the revision history of the CCT QA Manual since QA procedures were approved by QQI through the re-engagement process in 2018. Although Quality Assurance policies and procedures have been codified and published since 2008, the legislation which underpinned the relationship between CCT and its accrediting body (then principally – HETAC) has changed. It is no longer the main requirement to **agree** QA policies and procedures with the requisite state agency in Ireland. Under the Quality and Qualifications Act 2012, it became necessary for Quality and Qualifications Ireland (QQI) to **approve** each voluntary education provider’s QA policies and procedures. For this reason, version records have been reset to begin with the version of the QA procedures approved by QQI through the re-engagement process in 2018, including several policies which predate this manual, having been in operation in CCT as HETAC / FETAC provider.

Version numbers are revised in accordance with the following:

Minor edits to existing policies and procedures e.g. change in role / responsibility, addition of clarity etc. but the QA Manual remain substantially unchanged, results in the version number changing to the next decimal place.

Material changes to the manual, including the addition, removal or replacement of policies and procedures warrants the renumbering of the manual to the next whole number.

### Revision History

Version	Approval Date	Revision Description	Approved By
5.3	November 2025	<ul style="list-style-type: none"> <li>• Review of Data Related Policies following external review</li> </ul>	Academic Council
5.2	June 2025	<ul style="list-style-type: none"> <li>• General updates to remove references to obsolete roles or to remove named employees and replace with higher level roles and emails.</li> <li>• Minor presentation updates</li> <li>• Section 2 Governance Replaced with Updated Governance Documents</li> <li>• Section 5 Marks and Standards Replaced with Updated Document                             <ul style="list-style-type: none"> <li>○ Removed CCTP502 Assessment Policy as content integrated with Marks &amp; Standards Document</li> <li>○ Removed CCTP507 Writing Exams as content integrated with Revised Marks &amp; Standards section.</li> <li>○ Removed CCTP509 Moderation as content now integrated with Revised Marks &amp; Standards Doc</li> </ul> </li> </ul>	

		<ul style="list-style-type: none"> <li>○ Removed CCTP511 Academic Misconduct Policy and CCCTP511a Academic Integrity Policy and inserted newly amalgamated and reviewed CCTP508 Academic Integrity &amp; Academic Misconduct Policy</li> <li>○ Reordered and renumbered Various Policies in Section 5 to account for overall changes to Marks &amp; Standards</li> <li>● Section 6 – RPEL Policy (CCTP602) replaced with new version.</li> </ul>	
5.1	April 2023	<p>Replacement of CCTP401 Validation Policy with CCTP401 Validation Policy with Procedures for Managing Devolution of Responsibility for Arranging (Programme Validation Related) Independent Evaluation Reports at QQI's Request.</p> <p>Clarification of President's right to attend all meetings of the Academic Council and its sub-committee.</p>	Academic Council following QQI approval of DR.
5	September 5 <sup>th</sup> 2022	<p>Addition of Risk Management Policy</p> <p>Addition of Academic Integrity Policy</p> <p>Addition of IP created by Students Policy</p> <p>Revised org chart, governance chart and role titles.</p> <p>Addition of Academic Integrity Committee to governance structure</p> <p>Policy edits and updates as documented on policy control sheets</p> <p>Changes to allocation of duties to reflect changes in governance and organisational structure</p>	Academic Council
4	July 1 <sup>st</sup> 2021	<p>Revisions to reflect changes in roles and governance, including addition of Audit and Risk Committee as approved by College Board.</p> <p>Updates to Academic Council Constitution</p> <p>Updating of Annual Monitoring Policy.</p> <p>Addition of Posthumous Award Policy.</p> <p>Revisions to Feedback to Learners Policy</p> <p>Inclusion of records retention schedule.</p>	Academic Council

3	Sept 2020	Review and updating of policies. Revised to include Blended Learning Policy, as approved by QQI through extension of scope application.	Academic Council (Extension of Scope approved by QQI, Sept 2020)
2.1	July 2020	Edits to data protection policies to reflect legal obligations on employers in respect of return-to-work protocols arising from COVID 19 pandemic.	Academic Council
2	Sept 2019	Revisions to reflect changes in organisational structure and amendments to policies to reflect approval of extension of scope up to level 9 taught Masters.	Academic Council (Extension of scope approved by QQI, April 2019)
1	Sept 2018	New publication to concisely document the governance and quality assurance arrangements, policies and procedures of the College and submitted to QQI for approval through re-engagement.	Academic Council (QQI through re-engagement, Dec 2018)