





	<ul style="list-style-type: none"> <li>- Examples of good practice as identified by the External Authenticator(s)</li> <li>- Significant issues/concerns as identified during the authentication process that impact the integrity of the assessment process</li> <li>- Grade changes</li> <li>- Areas for improvement(s) as identified by the External Authenticator(s)</li> <li>- Suggestions for improving Tipperary ETB's assessment-related procedures</li> </ul> <p>A designate must be nominated if the programme coordinator is unable to attend the RAP meeting. The designate must be familiar with the contents of the authentication reports, including issues that arose and any local actions taken in the centre.</p>		
1.8	<p><u>For Training Services only:</u></p> <p>In the context of some 2<sup>nd</sup> provider programme results (eg contracted, phase 2 apprenticeship results), the training services QA office is responsible for the collation of documentation and the preparation of the presentation of results to the RAP.</p>	-	-

## SECTION 2: THE RESULTS APPROVAL MEETING

2.1	<p>The role of the RAP Chairperson is to:</p> <ul style="list-style-type: none"> <li>- Ensure that the quorum (minimum of 3) is present before commencing a results approval meeting</li> <li>- Ensure that members sign the confidentiality statement</li> <li>- Ensure that there are no conflicts of interest. If a conflict becomes apparent, this should be managed by the Chair ie temporary replacement or removal, or, non-participation in decision-making for that part</li> <li>- Ensure that the meeting functions efficiently and effectively</li> <li>- Ensure time management, including oral presentations and adequate time for discussion</li> <li>- Ensure that decisions are taken in the context of the requirements of the awarding body and Tipperary ETB's procedures and that they are recorded</li> <li>- Cast the final vote where consensus cannot be reached</li> <li>- Ensure that the RAP have contact details for all oral presenters for the duration of the results approval meeting</li> </ul>	RAP Chairperson	Confidentiality Statement
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2.2	<p>Open the results approval meeting with a short address, which will include the following:</p> <ul style="list-style-type: none"> <li>- The proceedings are confidential</li> <li>- Individuals must not be identified during the results approval meeting</li> <li>- The meeting should be conducted in a professional manner</li> <li>- The RAP may recommend changes to be made to Tipperary ETB quality assurance procedures as a result of their work</li> </ul>	RAP Chairperson	<p>Address by Chairperson</p> <p>RAP Report</p>
2.3	<p>Remind the RAP of their role for the oral presentations:</p> <ul style="list-style-type: none"> <li>- Listen to the oral presentations that will be made by each centre</li> <li>- Note examples of good practice, issues/concerns, areas for improvement(s) and suggestions for improving Tipperary ETB's assessment-related procedures for later discussion</li> </ul>	<p>Chairperson</p> <p>RAP Members</p>	<p>Direction from Chairperson</p>
2.4	<p>The oral presentation of results will commence.</p> <ul style="list-style-type: none"> <li>- Clarification can be sought by the panel members</li> <li>- A short discussion may ensue through the Chairperson</li> </ul>	<p>Programme Coordinator and the Training Services QA Office</p>	<p>Oral Presentations</p> <p>RAP Notes</p>
2.5	<p>Record the information required to complete the RAP report.</p>	<p>Panel Members</p>	<p>RAP Notes</p>
2.6	<p>On completion of the oral presentations:</p> <ul style="list-style-type: none"> <li>- The Chairperson excuses all presenters and reminds centres that they must be contactable for the duration of the RAP's work in the event of a query</li> <li>- The Secretary collects the folders of assessment documentation from each centre</li> </ul>	<p>Chairperson</p> <p>Secretary</p>	<p>Direction from Chairperson</p>
2.7	<p>The Chairperson reminds the RAP of the operational procedures:</p> <ul style="list-style-type: none"> <li>- Decisions and recommendations made should only be based on the evidence and information provided to the RAP</li> <li>- Requirements of the awarding body and Tipperary ETB's assessment procedures must be observed during all proceedings</li> </ul>	<p>Chairperson</p>	<p>Reminders from Chairperson</p>
2.8	<p>Review the relevant documentation presented:</p> <ul style="list-style-type: none"> <li>- All result sheets <ul style="list-style-type: none"> <li>o <b>For education:</b> the Authentication Report by Learner Group by Minor Award results sheets</li> </ul> </li> </ul>	<p>RAP</p>	<p>RAP Report</p>

	<ul style="list-style-type: none"> <li>○ <b>For training:</b> the F12 Course Summary Assessment Sheet and Course Approval Form</li> <li>- the internal verification reports</li> <li>- the external authentication reports</li> </ul> <p>The RAP must also review and discuss the relevant content of the oral presentations.</p>	Training Services QA Office	
2.9	If the RAP requires further explanations or clarity (eg from the FET Centre, the EA etc), the Chairperson will authorise a panel member to contact the relevant person	Chairperson	Communications
2.10	<p><u>RAP Decision-making:</u></p> <ul style="list-style-type: none"> <li>- Make decisions regarding the outcome of the assessment, verification and authentication processes that are in line with the requirements of the awarding body and Tipperary ETB</li> <li>- Reach agreement on responses/actions required to be taken by Tipperary ETB</li> <li>- The RAP should strive to reach agreement by consensus. However, if consensus cannot be reached, the Chairperson will cast the final vote</li> </ul>	Panel  Chairperson	Decisions agreed
2.11	Record the findings and decisions of the RAP in the RAP Report	Secretary	RAP Report
2.12	<p>Concluding the results approval meeting:</p> <ul style="list-style-type: none"> <li>- Reach agreement to approve and sign-off on results</li> <li>- Sign and date the relevant assessment documentation</li> <li>- Approve the submission to QQI of final results</li> <li>- Approve to the issuing of results to learner by the centre</li> </ul>	RAP	RAP Report  Signed Results Sheets

### SECTION 3: AFTER THE RESULTS APPROVAL PANEL MEETING

3.1	Remove the assessment documentation following the meeting and ensure that it is securely retained.	QA Office	Secure Storage
3.2	<p>Contact each centre by e-mail to communicate the outcomes and decisions of the RAP meeting. (For training services programmes, contact will be made directly to the Training Services QA office staff, who will in turn contact centres)</p> <p>Centres will be reminded of, and expected to carry out, the following:</p>	QA Office  Programme Coordinator	Emails  Statement / Letter to Learners

	<ul style="list-style-type: none"> <li>- to ensure that any changes necessary are made to results on the QBS (education) or RCCRS (training)</li> <li>- to print provisional statements of results before submitting to QQI (<i>Note: not applicable to training</i>)</li> <li>- to submit results to QQI via QBS/RCCRS, before the deadline</li> <li>- to issue the results to learners immediately</li> <li>- to inform learners of their right to appeal. Refer to Tipperary ETB's procedure on <a href="#">Learner Appeals</a> for further information</li> </ul>		
3.3	Complete the draft RAP report with decisions reached and recommendations and/or actions agreed and circulate to the RAP for confirmation.	QA Office	Draft RAP Report
3.4	Present the draft RAP report for discussion at the QA Steering Group.	QA Office	QA Steering Group Meeting Notes
3.5	Facilitate a discussion to agree recommendations or actions required by Tipperary ETB to reaffirm the integrity of assessment processes including any professional development activity (in-service, information and feedback sessions, workshops) needed.	QA Steering Group	QA Steering Group Meeting Notes  Agreed PD activity
3.6	Present the draft RAP report and the recommendations of the QA Steering Group to the Tipperary ETB QA Governance Group.	QA Steering Group (Chair)	Documentation send to Tipperary ETB QA Governance Group
3.7	Consider the draft RAP report and recommendations made by the QA Steering Group. Agree any further actions needed and approve the RAP Report.  Communicate decisions to the QA Office.	QA Governance Group	Meeting notes of QA Governance Group
3.8	Following approval of the RAP Report by the QA Governance Group, upload the RAP report to the QA SharePoint space for access by all FET staff in Tipperary ETB.	QA Office	RAP Report on SharePoint
3.9	Support the implementation of any follow-up actions required that are advised by the QA Governance Group.	QA Office	Records created of PD, meetings etc

## SECTION 4: ROLE OF THE OBSERVER IN RESULTS APPROVAL PANEL MEETING

4.1	<p>On occasion, there may be a need to invite/include another person to the meeting.</p> <p>For example, a designate from the SOLAS QA Unit may wish to attend the meeting in relation to the approval of apprenticeship results. Observer responsibilities during the results approval meeting include:</p> <ul style="list-style-type: none"> <li>- Operating in line with Tipperary ETB's results approval process and being familiar with the assessment process and Tipperary ETB's quality assurance requirements</li> <li>- Providing support and advice, if required</li> <li>- Carrying out the observer role without bias and with due consideration to the confidential nature of the discussion</li> <li>- Does not participate in the decision-making process</li> <li>- Does not have voting rights on the approval of results</li> </ul> <p>Another example is the inclusion of a Tipperary ETB staff member for learning purposes. There must be no contribution made by this observer. Attendance must be approved in advance by the Chair/QA Office. As an attendee, they have a responsibility to maintain confidentiality and are obliged to sign the Confidentiality Statement for RAP Meeting.</p>	Observer	Adherence to procedure as led by the Chair
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### Internal Monitoring System

Method(s) used to carry out the monitoring	Who does it?	Frequency
Respond to feedback from stakeholders and update procedure accordingly	QA Governance Group with QA Steering Group	As required in response to matters arising
Formally review procedure	QA Governance Group with QA Steering Group	Every 3 years, or as appropriate

## CONFIDENTIALITY STATEMENT

### For Results Approval Panel Members Conducting Results Approval Work for Tipperary ETB

	Select for Yes I agree
<ul style="list-style-type: none"> <li>I understand that the proceedings of the panel are confidential</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>I understand that people involved in the assessment and authentication process should not be named. They should only be referred to by role.  eg tutors, teachers, assessors, internal verifiers, external authenticators, centre managers, programme coordinators, contractors etc</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>If it becomes apparent to me that:               <ul style="list-style-type: none"> <li>I have heard information that was intended to be confidential, or,</li> <li>I learned privileged or proprietary information about a centre</li> </ul>               during the discussion of improving Tipperary ETBs quality assuring assessment procedures, I agree that this is confidential             </li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>I agree to declare any conflicts of interest to the RAP Chairperson (or Tipperary ETB QA office) either:               <ul style="list-style-type: none"> <li>in advance of the meeting, if known to me, or</li> <li>as soon as they become apparent to me during the meeting</li> </ul> </li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>I understand that all documentation is the property of the Results Approval Panel and will be returned at close of meeting.</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>I agree to abide by and operate in accordance <a href="#">Tipperary ETB's procedure</a> for results approval work</li> </ul>	<input type="checkbox"/>

<b>Signed:</b>	
<b>Name (in BLOCK capitals):</b>	
<b>Date:</b>	



<b>DOCUMENT CONTROL</b>	
<b>Dates:</b>	Created: October 2018 Updated: December 2019; Reviewed April 2022
<b>Revised By:</b>	Quality Assurance Office
<b>Approved By:</b>	QA Governance Group
<b>Versions:</b>	V1.0, V2.0, V3.0, V4.0

<b>REVISION SUMMARY</b>		
<b>Revision Type:</b>	<b>Update</b> <input type="checkbox"/>	<b>Review</b> <input checked="" type="checkbox"/>
<b>Version</b>	<b>4.0</b>	
<b>Summary of Changes</b>	<p><b>New:</b> circumstances where additional meetings can be convened</p> <p><b>New:</b> inclusion of conflict of interests in 2.1</p> <p><b>Change:</b> time-management of oral presentations in 2.1</p> <p><b>Change:</b> to of wording section 1.7. Revised from 'Issues/concerns as identified during the authentication process' to '<i>Significant issues/concerns as identified during the authentication process that may impact the integrity of the assessment process</i>'. Presentations by centres to include any grade changes recommended</p> <p><b>Change:</b> Certification Audit report no longer presented to RAP in lieu of IV and EA report review. All IV and EA reports for training services programmes must be presented to the RAP</p> <p><b>Change:</b> Confidentiality Statement for RAP panel member is reformatted</p>	