

## 5 RESPONSIBILITIES OF AWARDING BODIES

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The guidelines are applicable to institutes of technology as independent awarding bodies in their own right (under delegation of authority by QQI to make awards), responsible for their own programmes of education and training, research and related services and for any programmes offered in association with other providers leading to awards made by the institutes.

Institutes of technology are required to have regard to core, statutory, quality assurance guidelines and to these sectoral, quality assurance guidelines when:

- Establishing, renewing and reviewing their own quality assurance procedures; and
- Evaluating the quality assurance procedures of other providers with whom they are engaged in the delivery of programmes leading to their own or joint awards.

### 5.1 Delegation of authority to make awards

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Delegation of authority to make awards is subject to the requirements set out in the legislation including procedures and criteria. Institutes of technology have:

- a) Robust procedures in place for the approval of programmes. Additional guidance on approval of programmes is available in the *Core Policy and Criteria for the Validation of Education and Training Programmes by QQI*.
- b) Robust procedures in place for assessment of learners agreed in sectoral conventions and protocols documented in *Assessment and Standards, 2013*.
- c) Due regard to the quality assurance approach to, and guidelines on research degrees at NFQ level 9 as set out in the *Sectoral Protocols for the Awarding of Research Master Degrees at NFQ Level 9 under delegated authority (DA) from QQI*.
- d) Due regard to the quality assurance approach to, and guidelines on, making joint awards under the NFQ, as set out in the *Sectoral Protocols for the Delegation of Authority by QQI to the Institutes of Technology to make Joint Awards, May 2014*.

Procedures may be adapted as necessary in the context of institutional mergers, amalgamation and strategic alliances with designated awarding bodies.

## **6 STANDARDS AND AWARDS**

Institutes of technology are required to establish procedures to ensure:

- Learners enrolled on programmes leading to awards recognised within the NFQ acquire the standard of knowledge, skill or competence associated with the level and award-type of that award in the NFQ.
- Each award of an institute of technology meets national standards established by QQI.
- All programmes:
  - ~ for regulated professions meet the accreditation standards of the relevant professional recognition body.
  - ~ offered leading to awards of other awarding bodies lead to awards recognised in the NFQ.

### **6.1 Procedures for certification**

Institutes of technology should establish procedures for the certification of awards and maintenance of records as awarding bodies. These procedures should apply to all awards made by the institutes of technology. These procedures shall have regard to:

- Award level, award class and type in the NFQ, including references to the total credit value of the award.
- Other such references that facilitate the implementation of the NFQ, such as the European Diploma Supplement.

## **7 OTHER PARTIES INVOLVED IN EDUCATION AND TRAINING**

This section refers to the quality assurance of collaborations with other providers. Institutes of technology must have procedures to approve collaboration arrangements with other providers and monitor and review the effectiveness of those arrangements. Institutes of technology should apply due diligence and be aware of any reputational risk to themselves and the sector and/or national qualifications system associated with particular, prospective providers with whom they are considering entering into collaboration arrangements.

Institutes of technology should have due regard to the quality assurance arrangements set out in the *QQI Policy for Collaborative Programmes, Transnational Programmes and Joint Awards (Revised 2012)*.

*The following is a summary of indicative areas that institutes of technology should consider when determining whether to enter into a collaborative arrangement with another provider or when determining to continue an existing collaborative arrangement with another provider.*

### **1) Legal, reputation and compliance requirements**

- Is the provider a legal entity, with education and training as a principal function?  
~ Is the legal entity a clearly identified legal person, having rights and responsibilities under law?
- Has the provider clearly specified its dependencies, collaborations, obligations, parent organisations and subsidiaries?
- Has the provider declared any third-party relationships and partnerships?
- Does the provider comply with applicable regulations and legislation in all jurisdictions in which it operates?
- Is the provider in good standing in the qualifications systems and education and training systems in any jurisdictions in which it operates (or in which its parents or subsidiaries operate) or enrolls learners, or in which it has arrangements with awarding bodies, quality assurance agencies, qualifications authorities, ministries of education and training, professional bodies and regulators?

### **2) Resource, governance and structural requirements**

- Is the provider stable and in good financial standing?
- Does the provider have a reasonable business case for sustainable provision?
- Does the provider have fit-for-purpose governance, management and decision-making structures?
- Does the provider have arrangements for providing required information to the institute of technology?
- Does the provider have capacity to deliver education and training as demonstrated through experience and track record in providing education and training programmes?
- Does the provider have sufficient resources, as well as corporate, structural and internal quality assurance systems in place, to sustainably provide education and training programmes submitted for programme approval to the institute of technology?

### **3) Programme development and provision requirements**

- Has the provider demonstrated its ability to design, develop, provide and review programmes as appropriate and comply with the standard conditions for programme approval specified by the institute of technology?

- Does the provider have a fit-for-purpose and stable complement of education and training staff?
- Does the provider have fit-for-purpose premises, facilities and resources?
- Does the provider have structures and resources to underpin fair and consistent assessment of learner achievement?
- Does the provider have arrangements for the protection of enrolled learners?

#### **4) Significant changes to requirements**

Has the provider notified the institute of technology of any significant changes to the requirements set out in 1) to 3) above.

Institutes of technology may choose to adopt the following guidelines for their collaborative providers, *QQI Sector Specific Quality Assurance Guidelines, Statutory QA Guidelines for Independent/Private Providers coming to QQI on a Voluntary Basis, April 2016*.