

 <b>NEW LINKS</b> TRAINING SOLUTIONS <small>DELIVERING THE FUTURE</small>	New Links Training Solutions	Policy Document
	<b>Section 10A - Other Parties Involved in Education and Training</b>	<b>Version 1 June 2019</b>

New Links Training Solutions is committed to ensuring that all professionals who are contracted to and associated with the business agree to perform to high professional and ethical standards. We approach the selection of contractors, external experts, committee members, examiners and panelists with due diligence and in compliance with the Qualifications and Quality Assurance (Education and Training) Act 2012.

We aim to recruit and select our staff and subcontractors needed to achieve our strategic goals and who also demonstrate the skills and attributes that are consistent with our academic philosophy and culture. Recruitment and selection of staff and subcontractors will comply with all legal requirements, and with relevant equal opportunity legislation, affirmative action and human resource management principles, policies and guidelines adopted by New Links Training Solutions Ltd. This policy applies to all continuing and fixed term - full and part-time appointments and subcontracted trainers.

**Contracted trainers, Expert panelists, Committee Members, & External evaluators:** we ensure that each professional selected has the relevant skills, qualifications, and experience to deliver QQI courses and to ensure that the course aims and learning outcomes are met in line with the National Standards for the module and level being taught. The selection process is aimed at ensuring that the contractors and other professionals that we employ commit to the Company Vision/Mission and contribute to the process of continuous improvement. To this end we ask candidates to supply the following:

- Evidence of academic and professional qualifications
- Evidence of experience and standing in their educational field or their field of expertise
- 2 X Professional References
- Skills demonstrations – tutors are subject to a skills demonstration as outlined in section 4 of the operations manual manual
- Tutor/contractor minimum qualifications and experience are outlined in section 4 and in each individual job description (section 4)
- Quality committee members expected and minimum experience/qualifications are outlined in section 1B.4.1.
- External Authenticators expected and minimum experience/qualifications are outlined in section 6A.7.2.

**Selection procedures (see Operations Manual section 4 for full recruitment protocol):**

- Selection of suitable candidates is instigated by the senior management team
- One member of the senior management team sits on the interview panel
- An external interviewer with HR/Education experience will also carry out interviews
- Decisions on selecting a candidate will be unanimous

**External Stakeholders:**

**Other external stakeholders that we interact with during the course of our business include (but not limited to) the following:**

- Community Employment Schemes
- Skillnets
- Private Companies
- Local Community Development projects (LCDPs)

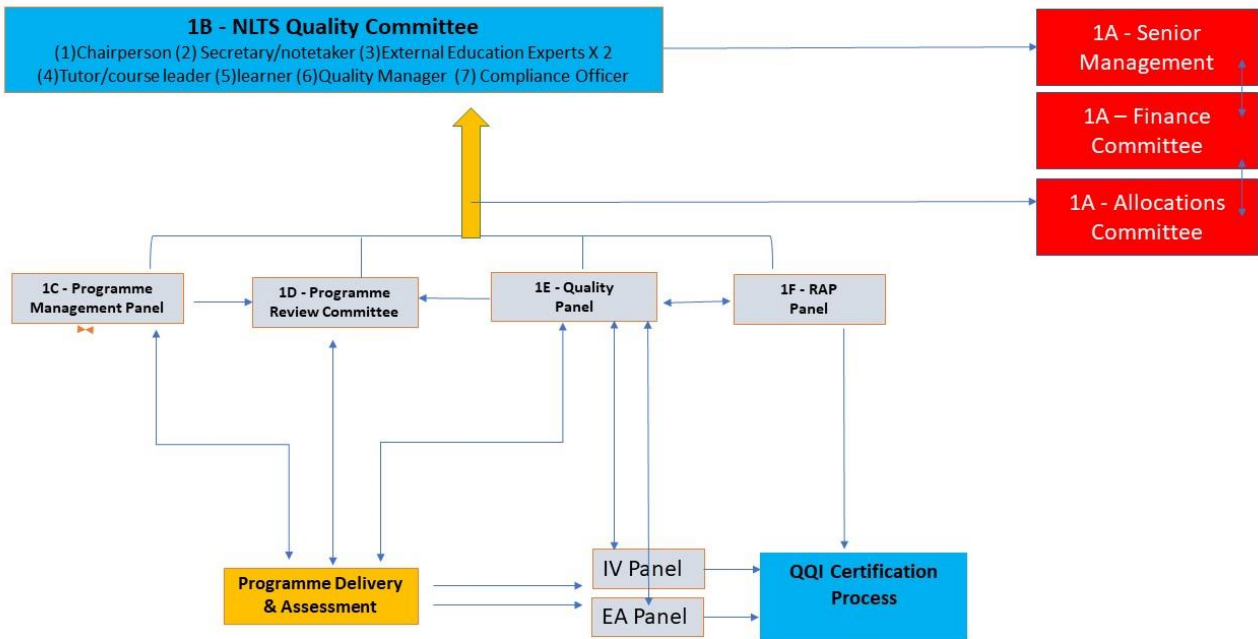
- Other Private Training Providers

We expect these companies/stakeholders to demonstrate compliance with all relevant legislation thus ensuring the safety, welfare and wellbeing of all learners. A risk register exercise is applied to new companies or stakeholders on a first meeting basis.

**Consultation with Employers/Stakeholders:**

Consultation with employers and other stakeholders is a useful exercise during the course development stage. We frequently consult with employers with regard to programme development (to ensure vocational appropriateness). This usually involves consultation and development of a proposal which will later be refined/agreed by both parties. There is a tender template (not numbered) used in such instances and the Ts & Cs are outlined in a service level agreement. Course learning outcomes and assessment format/criteria are impacted by this process as these are already pre-defined in the validation agreement with QQI. The aim of this process is purely to ensure that the course being delivered is vocationally and experientially relevant to the client group attending. In this instance any suggested programme developments/amendments will be presented to the Quality Panel and/or the Programme Review committee for approval & sign off.

**Section 1 G – Organisational Chart**



Terms of Reference, Roles, Responsibilities & Reporting Procedures for the above panels/committees are outlined in Sections 1 A,B,C,D,E & F of the Company's Operations Manual