SOP 9 – Tutor Scheme of Work

Purpose: To ensure consistent development and delivery of training programmes and fair & consistent assessment of learners in line with NLTS QA agreement with QQI.
Scope: applies to development and delivery of all QQI programmes.
Integral part of the LMS

What is a Scheme of Work?
*A scheme of work is **a structured set of administration tools** which are used to ensure the effective development and delivery of QQI training programmes. The scheme of work contains **all the necessary paperwork, administration, planning materials, delivery materials and policy documents** needed to deliver QQI programmes **in compliance with QA guidelines.***
- *FORMAT: LARGE GREEN INDEXED FOLDER ASSOCIATED WITH EACH QQI COURSE/MODULE DELIVERED*

All sections of the Tutor scheme of work must be completed and signed off in advance of any training event.
The A-Z index identifies key aspects of training delivery e.g. module descriptor, course outline, lesson plans, handouts and PowerPoints.
If you are uncertain about any part of the content ask your training coordinator to explain

The following Guidelines apply:
No Alterations to the scheme of work unless approved: Once the scheme of work has been approved any amendments to training materials must be submitted and approved by the QQI training coordinator – this includes handouts, PowerPoints, Activities, videos, assessments and any aspect of an examination. There are no exceptions to this instruction.
If in any doubt about a section or aspect of the scheme of work, please ask your training coordinator – all aspects of the scheme of work are relevant to your course delivery and each section supports best practice in training development and delivery.

You will operate your training with two folders:
1. Scheme of Work A-Z portfolio to guide you in your work with strong emphasis on administration and paper based evidence as required by QQI
2. Day to day folder with handouts, attendance records, PowerPoints', assessments – everything you need to deliver your course

Review carefully (and regularly) to ensure compliance in all aspects of your work

Scheme of Work by Section:

Section A
- **Tutor checklist** – this checklist must be reviewed <u>in advance of training</u> – scheme of work must be approved/signed off by the QQI coordinator and the tutor. Any amendments as outlined above beyond the signing date must be noted on this document and signed off by both parties. <u>There are no exceptions</u>
- **Pre-Course Checklist -** the pre-course checklist outlines any special conditions and planning arrangements for the course.   The NLTS coordinator will complete this checklist as/if required. Often an email to tutor will replace this document

Section B:
- **QQI Module descriptor:** Outlines the broad requirements for the training programme and broadly identifies the types of assessments to be offered to the learners. <u>Ensure that all Specific Learning Outcomes (SLO's) mentioned in this document are mapped/identified throughout all the assignments and lesson plans.</u>
- **QQI Validation Document:** This is a very important document as it outlines the specifics of the course that NLTS has agreed with QQI. The assessments mentioned in this document must be offered to the learners in the format presented – <u>no alteration of this is permitted</u>. Alteration or reassignment of marks is prohibited. Learner evidence must be presented as outlined e.g. if a video or photograph is named **as essential evidence this must appear in the completed learner portfolio.**
- **Fair and consistent assessment of learner's policy:** outlines the protocol for assessing learners – read this document carefully and refer to it when explaining assessment procedures to learners. In particular tutors should explain the submission procedures to learners – request photocopies of this document as required.

Section C
- **Outline training Plan:** Tutor must ensure that an overview of the programme being delivered is available to view to all learners. An outline plan must contain a synopsis of the content of each session including a list of the SLO's linked to each session. Template is provided for clarification purposes.
- **Lesson Plans:** tutor should present comprehensive lesson plans outlining the content, activities, methods and resources planned for each training session. Template is provided for clarification purposes. All SLO's must be mapped from the outline training plan on to the lesson plans.

Section D – Assignment Brief/Timetable
- Ensure that learners receive clear and unambiguous instructions relating to their assessments including a planned schedule/timetable – learners must receive ample notice of assessments, skills demonstrations and/or exams.
- A signed/dated copy of the assignment brief must be inserted in the learner's portfolio (signed by the learner).
- Please note that it is good practice to offer <u>answer guides/support materials</u> to learners to support the assessment process – if in doubt check with your QQI coordinator.

Section E – Assignment Marking
- Assignments Marking Schemes (breakdown of Marks)
- Model Answers
- Marking/Grading Guidelines
- Individual Candidate Marking Sheet
- QQI Results Summary Sheet

Section F – Training Materials
- **PowerPoints, Handouts & Miscellaneous:** all training materials including PowerPoints, Handouts, media must be approved in advance of training. All materials will be branded according to contractual protocol
- The above may alternatively may be stored on the learner management system for convenience

Section G – Portfolio contents
- **Portfolio Contents:** This section should include an outline of what is to be included in the learner portfolio. The structure will vary from one programme to another and may also take the form of a workbook as is the case with some level 4 programmes.

Section HI Assignment Submission form
- This signed and dated submission form (verification of authorship) must be included in all learner portfolios.
- There are no exceptions as this is a mandatory requirement. Tutor must ensure that all learners vital information is included in this document.
- Ensure that this form is completed well in advance of the final training session as **learners can be careless when it comes to completing course paperwork**

Section JK Learner Meeting Record
- Tutors must ensure that all portfolios contain evidence of feedback to learners
- Use this document to record meetings with learners and at least one meeting must be recorded and included in the learner portfolio.
- Feedback to learners: **all portfolios** must contain summative & formative feedback to learners to help them to grow and develop through the learning process.

Section L – Course Attendance Record
- Ensure that a course attendance record is completed for each day of training – copy as required or request printing from the QQI coordinator.
- Once the sign in sheet is completed do a head count to ensure that all learners have signed in on the day

Section M – Daily Tutor Report
- Please complete a daily report for each training day and email to QQI coordinator at the end of each training day – this enables the QQI coordinator to oversee the process and respond to any issues arising e.g. attendance issues.
- This report is essential to enable us to communicate effectively with our clients and to ensure high retention/completion targets.

Section N – Incident Report Form
- Complete this form in the event of any significant incidents/accidents. Please review the health and safety policy for further instruction. If necessary, you may consult with the course coordinator in relation to completing this form.

Section O – Examinations
- **Examination paper/protocol** – use this document when you are carrying out an examination – further details on examination protocol is available – section UV
- **Protocol for request to resit examination (NLTS LP 010):** this document outlines the procedures that learners are required to follow if they wish to resit an examination.
- **See also:**
  - NLTS 0085 – Exam resit declaration
  - NLTS P12 – Procedure for conducting examinations
  - Examination Paper 2017
  - Exam attendance record
  - Room layout

Section PQ – Learner Enrolment Form

- All learners are required to complete and enrolment form on <u>the first day of training.</u> Tutor must distribute and collect the forms ensuring that all the relevant detail has been completed by the learner. <u>These forms must be returned to the QQI coordinator as soon as possible</u> so that the learner details can be entered in to the QQI business system to ensure certificates will be issued on time and to manage invalid applications. Please emphasise GDPR consent when explaining this to learners.

Section R – Course Evaluation

- <u>All Learners must complete a course evaluation</u> sheet on the final day of training.
- Tutor must ensure that each learner receives a copy of this document and that the full number of evaluation forms are collected and returned to NLTS Ltd

This document is essential to support the process of continuous improvement of all QQI programmes

Section S – Certificate Request

- Use this form to request certs of attendance for the final day of training – ensure that names are printed clearly

Section T – Portfolio/Examination sign in

(use where relevant) – note some portfolios/assignments are posted after course completion date,

- Record subject, date and learner signatures for any assignments/examinations/skills demonstrations carried out during course time.
- Essential to avoid lost assignments or false claims of assignment submission by learners
- **Essential to manage learner appeals**

Section UV – Examination/Additional supports

- Examination Instructions
- Instruction to learners re: skills Demonstrations
- Request for additional supports (learners)
- Procedures – Examination – <u>read carefully</u>

Section W – End of Course Report

Your QQI coordinator will advise if a tutor is required to complete this document

Section XYZ - Handbooks

- Tutor Handbook
- Learner Handbook

ALL TUTORS MUST SIGN TO CONFIRM READING CONTENT