

CONTROL of ACADEMIC QUALITY ASSURANCE RECORDS

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Description:	Revision 1
Issued by:	Quality Co-ordinator
Approved by:	Quality Co-ordinator

- 1 Subject** Control of Academic Quality Assurance Records.
- 2 Purpose** To define procedures for recording, handling, storage and disposal of objective evidence of the Institutes quality assurance system in operation which has been generated to determine the effectiveness of the system and its procedures in the delivery of a quality service and product to all our 'customers'.
- 3 Scope** All parts of the Institutes quality assurance system
- 4 References** Quality Manual, section 4.2
Procedures ref:
MS/401.01 Management Review
MS/403.06 Dir. Academic Admin.
SA/403.08 Quality Co-ordinator
AP/407.01 Academic Process
AP/407.07 Assessment of Assignments and Dissertations
AP/407.14 Monitoring of Academic Support Systems
AP/408.01 Evaluation of Modules
MS/410.01 Corrective and Preventive Action
MS/412.01 Internal Quality Audits
SA/413.01 Training in quality assurance
- 5 Documentation**
- 5.1 Administrative Quality Assurance Records ref: SA/411.01 - 7.4.2
5.2 Academic Quality Assurance Records ref: SA/411.01 - 7.5.2
- 6 Definitions:** Nil
- 7 PROCEDURES**
- 7.1 Maintenance of Quality Records**
- 7.1.1 The Administrator shall be responsible for implementing the control of quality records.
- 7.1.2 All staff employed by Institute shall complete, maintain and retain in safe keeping all quality records relating to their specific duties and responsibilities in the provision of quality service to clients.
- 7.2 Identification and Indexing of Quality Assurance Records**
- Copies of check lists and schedules appended to relevant procedures, are identified by their relevant procedure reference number and are indexed accordingly as detailed in procedure MS/405.01 – Document and Data Control.

7.3 Quality Assurance Records

7.3.1 There are two forms of Quality Assurance system:

- Administrative Quality Assurance system

and

- Academic Quality Assurance system

7.4 Administrative Quality Assurance system

7.4.1 This system relates to the day to day running of the administration department.

7.4.2 The administrator shall be responsible for the management of all records relating to 'Administrative Quality Assurance system. [See attachment 5.1]

7.4.3 The above system shall be properly maintained as specified in their respective procedures.

7.4.4 The Quality Co-ordinator shall be responsible for the processing of the administrative quality assurance documents, see procedure MS/403.08

7.5 Academic Quality Assurance system

7.5.1 Academic Quality Assurance system relates to the running of the Academic side of the Institute.

7.5.2 The Director of Academic Administration and Student Affairs shall be responsible for the management of the Academic Quality Assurance system. [See attachments 5.2]

7.5.3 The above system shall be properly maintained as specified in their respective procedures.

7.5.4 The Director of Academic Administration and Student Affairs shall be responsible for the processing of all Academic Quality Assurance and presenting them for discussion at the relevant meetings such as: Examination Boards; Programme Meetings; and Academic Council Meetings.

7.6 Filing and Storage of Quality Records.

7.6.1 All records used in the Institutes quality assurance system are listed in the 'List of Quality Records' (see attachments 5.1, 5.2 and 5.3)

7.6.2 The above documents shall be filed in the appropriate file storage units which have been set aside for the purpose of storing documents relating to the control of quality assurance documents.

7.6.3 All current records shall be retained in the 'live files'.

7.6.5 Non-current records shall be stored in archive files and a list of same shall be maintained.

7.7 Access and Security

- 7.7.1 Access to quality records filing system shall be controlled by the Administrator
- 7.7.2 All quality records relating to the quality assurance system are strictly confidential and when not in use they shall be securely stored in their place of filing.
- 7.7.3 The contents of the quality records shall not be disclosed outside the Institute except in the instance of requiring inspection by an external Audit Team from QQI.

7.8 Retention of Records

- 7.8.1 Records shall be held in safe storage for a minimum period of 24 months, from date of generation, or as required, in compliance with the requirements of statutory bodies such as the Revenue Commissioners and or QQI auditors.

7.9 Disposal of Records

- 7.9.1 When records have reached their destruction date they shall be bagged and handed over to an approved confidential waste disposal company for disposal.

SAMPLE

Attachment 5.1

Index of Monitoring Instruments:

Administration Quality Management System

ref: SA/410.01 - 7.4.2

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	Procedure	Description	Responsible for Implementation
	MS/401.01 Quality Management Review		
1.	MS/401.01 - 7.3.1	Agenda - Quality Assurance Review Meeting	Governing Board
	MS/403.02 Contract Review		
2.	MS/403.01 - 7.4.2	Index - Contract Review File	Administrator
3.	MS/403.01 - 7.5.4	List of Approved Suppliers	Administrator
	MS/403.02 Selection and Assessment of Suppliers		
4.	MS/403.02 - 7.6.1	Service provider assessment Form	Administrator
	MS/403.03 Contract for Service		
5.	MS/403.03 - 7.4.1	Contract for Service - Associate Lecturers	Dir. Academic Admin.
6.	MS/403.03 - 7.5.2	Panel of Approved Associated Lecturers	Dir. Academic Admin.
7.	MS/403.03 - 7.9.4	Associate Lecturers – Performance Appraisal	Dir. Academic Admin.
8.	MS/403.03 - 7.4.1	Contract for Service - Academic Supervisor	Dir. Academic Admin.
9.	MS/403.03 - 7.5.2	Panel of Approved Academic Supervisors	Dir. Academic Admin.
	MS/403.05 Contract for Service Administrator		
10.	MS/403.05 - 7.4.1	Contract for Service – Administrator	Financial Director
11.	MS/403.05 - 7.7.3	Checklist for General Admin	Administrator
12.	MS/403.05 - 7.7.3	Check list for Managing Modules	Administrator
13.	MS/403.05 - 7.6.4	Administrator – Performance Appraisal	Financial Director
14.	MS/403.05 - 7.4.2	Contract for Service - Dir. Academic Admin.	Financial Director
	MS/403.07 Contract for Quality Co-ordinator		
15.	MS/403.07 - 7.5.2	Contract for Service – quality co-ordinator	Dir. Academic Admin.
	MS/403.05 Contract for Financial Controller		
16.	MS/403.05 - 7.4.1	Contract for Service – Financial Controller	Financial Director
	MS/405.01 Document and Data Control		
17.	MS/405.01 - 7.2.1	Procedures Manual - Circulation List	Quality Co-ordinator
18.	MS/405.01 - 7.2.2	Procedures Manual - Documents List	Quality Co-ordinator
19.	MS/405.01 - 7.3.1	Sample of "Controlled Document" stamp	Quality Co-ordinator
20.	MS/405.01 - 7.3.3	Sample of "Uncontrolled Document" stamp	Quality Co-ordinator
	SA/406.01 Financial Authority Levels		
	SA/406.02 Control of Income		
	SA/406.03 Purchasing Procedures		
21.	SA/ 406.03 - 7.2.5	Purchase Order Issued for Supplies	Administrator

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Attachment 5.1

Index of Monitoring Instruments

Administration Quality Management System continued.../

ref: SA/410.01 - 7.4.2

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	SA/406.04 Payment of Invoices		
22.	SA/406.04 - 7.3.1	Invoice Query Form	Administrator
23.	SA/406.04 - 7.4.5	Summary of Invoice Queries	Administrator
	SA/406.05 Petty Cash Procedures		
	MS/409.01 Corrective and Preventive Action		
24.	MS/409.01 - 7.3.1	Corrective Action Request	Quality Co-ordinator
25.	MS/409.01 - 7.3.2	Corrective Action Register	Quality Co-ordinator
	SA/410.01 Control of Academic Quality Assurance Records		
26.	SA/410.01 - 7.4.2	Index – Administration Quality System	Administrator
27.	SA/410.01 - 7.5.2	Index – Academic Quality System	Administrator
	MS/411.01 Internal Audits Procedure		
28.	MS/411.01 - 7.2.1	Audit Plan	Quality Co-ordinator
29.	MS/411.01 - 7.2.3	Internal Audits Register	Quality Co-ordinator
30.	MS/411.01 - 7.4.6	Internal Audits Checklist	Quality Co-ordinator
31.	MS/411.01 - 7.4.7	Audit Report Form	Quality Co-ordinator
32.	MS/411.01 - 7.5.2	Follow-up Audit Report	Quality Co-ordinator
	SA/412.01 Training in Quality Assurance		
33.	SA/412.01 - 7.5.1	Training Register:	Quality Co-ordinator

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Attachment 5.2

Index of Monitoring Instruments

Academic Quality Management System

ref: SA/410.01 - 7.5.2

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Ref:	Document ref:	Description	Responsible
	SA/406.06 Vetting of Teaching Venues		
1.	SA/406.06 – 7.2.2	Venue Assessment Form	Prog co-ordinator
2.	SA/406.06 – 7.2.3	List of Approved Teaching Venues	Prog co-ordinator
	SA/406.07 Recruitment, Selection of Staff		
3.	SA/406.07 – 7.5.9	Criteria for Selection [Teaching & Academic Supers]	Dir. Academic Admin.
4.	SA/406.07 – 7.7.4	Interview – preliminary score sheet	Dir. Academic Admin.
	AP/407.02 Academic Council		
5.	AP/407.02 – 7.7.3	Exceptional Entry Form	Dir. Academic Admin.
6.	AP/407.02 – 7.9.4	Code of Conduct [Academic Council]	Chair Academic C
	AP/407.05 Student Access & Transfer		
7.	AP/407.05 – 7.8.1	Post Graduate Application Form	Dir. Academic Admin.
	AP/407.06 External Examiner & Boards		
8.	AP/407.06 – 7.2.3.	External Examiner Nomination Form	Dir. Academic Admin.
9.	AP/407.06 – 7.5.2	External Examiners Report	External Examiner
10.	AP/407.06 – 7.5.3	Explanatory Notes - External Examiners Report	External Examiner
11.	AP/407.06 – 7.5.4	External Examiners' Report Checklist	External Examiner
12.	AP/407.06 – 7.11.1	Agenda for Examinations Board.	Dir. Academic Admin.
13.	AP/407.06 – 7.11.2	Explanatory Notes - Examinations Board	Dir. Academic Admin.
	AP/407.07 Management of Modules		
14.	AP/407.07 – 7.7.1	Schedule of Modules	Dir. Academic Admin.
15.	AP/407.07 – 7.8.3	Module Booking Form	Administrator
	AP/407.08 Evaluation of Modules		
16.	AP/407.08 – 7.2.1	Student Evaluation of Module:	Module Manager
17.	AP/407.08 – 7.2.6	Associate Lecturers Evaluation of Module'	Associate Lecturer
18.	AP/407.08 – 7.3.1	Associate Lecturers Evaluation of Module'	Associate Lecturer
	AP/407.09 Assessment of Assignments and Dissertations		
19.	AP/407.09 - 7.4.1	Assignment – Marking Scheme	Associate Lecturer
20.	AP/407.09 - 7.7.1	Assignment Grading System and Rationale	Associate Lecturer
21.	AP/407.09 - 7.8.1	Feedback Format	Associate Lecturer
22.	AP/407.09 - 7.11.1	Dissertation Supervision - Meeting Log	Academic Supervisor
23.	AP/407.09 - 7.12.2	Criteria for Assessment of M.Sc. Dissertation	Academic Supervisor
24.	AP/407.09 - 7.12.4	Vivae Voce Marking Sheet	Academic Supervisor

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Academic Quality Management System continued.../

ref: SA/410.01 - 7.5.2

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	Form Reference	Description	Responsible
	AP/407.10 Student Participation & Feedback		
25.	AP/407.10 - 7.7.1	Agenda – Student Forum	Administrator
	AP/407.11 Student Complaints		
26.	AP/407.11 – 7.5.1	Complaints Form	Dir. Academic Admin.
27.	AP/407.11 – 7.6.2	Student Complaints Register:	Administrator
	AP/407.14 Monitoring of Academic Support Systems		
28.	AP/407.14 – 7.3.9	Index of Quality Monitoring Instruments	Dir. Academic Admin.
29.	AP/407.08 – 7.2.1	Student Evaluation of Modules	Associate Lecturer
30.	AP/407.08 – 7.2.6	Student Evaluation of Educational Quality	Associate Lecturer
31.	AP/407.08 – 7.3.1	Associate Lecturers Evaluation of Module'	Associate Lecturer
32.	AP/407.06 - 7.5.2	External Examiners Report	External Examiner