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*Cork Education and
Training Board*

QUALITY ASSURANCE

QA 6.12 ASSESSMENTS PERFORMED BY THIRD PARTIES PROCEDURE

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PURPOSE

The purpose of this procedure is to ensure assessments carried out on behalf of Cork ETB by 3rd parties are consistent and compliant with the requirements of both Cork ETB and the relevant certifying bodies' quality procedures.

SCOPE

This procedure covers three types of engagement:

- **2nd party provider** – where a 2nd party is engaged partially or wholly by Cork ETB to both deliver training and carry out relevant assessments on behalf of Cork ETB
- **3rd party provider** - where a 3rd party is engaged either partially or wholly by an agent of Cork ETB such as a 2nd party provider to either deliver training and/ or carry relevant assessments on behalf of Cork ETB
- **3rd party certification** - where an independent certifying body is engaged either by Cork ETB directly or as an agent of Cork ETB to assess learners who have completed training to enable them to achieve the certification which that awarding body provides. Examples of such bodies Cork ETB currently engages with include: CIBTAC, ITEC, METLAB, OFTEC, SOLAS

RESPONSIBILITIES

- It is the responsibility of all 2nd party and 3rd party providers to comply with Cork ETB assessment procedures
- It is the responsibility of 3rd party certification bodies to engage with Cork ETB or our agents
- It is the responsibility of Cork ETB staff to ensure all 2nd party and 3rd party providers comply with Cork ETB assessment processes
- It is the responsibility of Cork ETB or our agents to comply with the quality assurance providers of 3rd party certification bodies

- It is the responsibility of Cork ETB staff to ensure any 2nd or 3rd party providers have access to the same supports and resources as others involved in assessment and that learners are not disadvantaged

PROCEDURE

6.12.1 2nd Party Providers

Where a 2nd party provider has been awarded a contract by Cork ETB to deliver training as their agent, they are bound by both the quality assurance requirements of Cork ETB and/or the relevant certifying body.

6.12.2 3rd Party Providers

In some instances, a 2nd party provider may require additional expertise for programme delivery and assessment and may engage a 3rd party provider as per procurement procedures.

6.12.3 3rd Party Certification Bodies

Where certification is being provided by a 3rd party who has responsibility for assessing learners to ensure they meet the criteria for the award provided by Cork ETB, then the 3rd parties' quality assurance systems take precedence, however Cork ETB's own Quality Assurance processes in terms of assessment will, where relevant also apply. Cork ETB will ensure all evidence generated is maintained. Cork ETB or its agent (approved 2nd or 3rd party provider) will generate and maintain a record of learner evidence, certificate application documentation and ensure all Cork ETB records are updated in terms of learner's evidence of attainment.

DOCUMENT DETAILS

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