

Outlook Coop Training Institute – Follow-up report

STANDARD 1: STANDARDS FOR INTERNAL QUALITY ASSURANCE	
JUDGEMENT: : Outlook Coop Training Institute does not meet the requirements of Standard 1	
Recommendation (as per EQA Report)	Take-up and Implementation of Recommendation
<p>MR1 – QA Policy Framework Outlook Coop Training Institute shall develop a QA Policy Framework stipulating all the requirements set for the Standard by the MFHEA, within 6 months of publication of this report.</p> <p>MR2 – Strategic Vision and Action plan for next 5 years Outlook Coop Training Institute shall develop a strategic vision and set out an action plan highlighting the key priorities for the next five years, with the engagement of both internal and external stakeholders, within 6 months of publication of this report.</p> <p>MR3 - Organigram Outlook Coop Training Institute shall design a clear organisational chart stipulating the specific role of QA designation, within 6 months of publication of this report.</p>	<p>The document concerned has been developed and completed according to the recommendations of the panel. It has been submitted for review and approval.</p> <p>The document concerned has been developed and completed according to the recommendations of the panel. It has been submitted for review and approval.</p> <p>The document concerned has been designed as per panel recommendations. It has been submitted for review and approval.</p>

STANDARD 2: INSTITUTIONAL PROBITY	
JUDGEMENT: : Outlook Coop Training Institute meets the requirements of Standard 2	
Recommendation (as per EQA Report)	Take-up and Implementation of Recommendation
<p>KR1 – Role of Course Coordinator and Admin Support Outlook Coop Training Institute should allocate professional/s with adequate educational background for the previous role of Course Coordinator, within 6 months of publication of this report.</p>	<p>The roles of Course Coordinator and Admin Support included in our organigram (MR3)</p>

STANDARD 3: DESIGN AND APPROVAL OF PROGRAMMES**JUDGEMENT: : Outlook Coop Training Institute requires improvement to meet the requirements of Standard 3**

Recommendation (as per EQA Report)	Take-up and Implementation of Recommendation
<p>R1 – Progression tracking for courses Outlook Coop Training Institute could consider creating progression tracks for their courses with the engagement of all internal and external stakeholders, hence providing the opportunity to learners to further their studies with the same institution.</p> <p>MR4 – SOPs for New Course Development Outlook Coop Training Institute shall develop a Standard Operating Procedure (SOP) that clearly stipulates the step-by-step process of new course development, within 6 months of publication of this report.</p>	<p>This recommendation will be taken up once there are new courses and the next influx of students.</p> <p>The document concerned has been developed and completed according to the recommendations of the panel. It has been submitted for review and approval.</p>

STANDARD 4: STUDENT-CENTRED LEARNING, TEACHING AND ASSESSMENT**JUDGEMENT: : Outlook Coop Training Institute requires improvement to meet the requirements of Standard 4**

Recommendation (as per EQA Report)	Take-up and Implementation of Recommendation
<p>MR5 – Structure for Verification and Moderation Practices Outlook Coop Training Institute shall formalise and structure adequate verification and moderation practices within 6 months of publication of this report.</p> <p>MR6 – Students’ Complaints and Appeals Procedure Outlook Coop Training Institute shall formalise and structure the students’ complaints and appeals procedure within 6 months of publication of this report.</p>	<p>The document concerned has been developed and completed according to the recommendations of the panel. It has been submitted for review and approval.</p> <p>The document concerned has been developed and completed according to the recommendations of the panel. It has been submitted for review and approval.</p>

STANDARD 5: STUDENT ADMISSION, PROGRESSION, RECOGNITION AND CERTIFICATION

JUDGEMENT: : Outlook Coop Training Institute meets the requirements of Standard 5

Recommendation (as per EQA Report)	Take-up and Implementation of Recommendation
<p>R2 – RPL Policy Outlook Coop Training Institute could design and formalise the RPL Policy for MFHEA approval.</p>	<p>A detailed document has been developed and completed according to the recommendations of the panel. It has been submitted for review and approval.</p>
<p>R3 – Qualification Certificate Transcript Outlook Coop Training Institute could consider the compilation and publication of a transcript to be presented along with the official qualification certificate to each successful course participant.</p>	<p>The document concerned has been developed and completed according to the recommendations of the panel. It has been submitted for review and approval.</p>

STANDARD 6: TEACHING STAFF

JUDGEMENT: : Outlook Coop Training Institute meets the requirements of Standard 6

Recommendation (as per EQA Report)	Take-up and Implementation of Recommendation
<p>R4 – Staff Induction Process Outlook Coop Training Institute should consider introducing a formal induction process for members of staff.</p>	<p>The document concerned has been developed and completed according to the recommendations of the panel. It has been submitted for review and approval.</p>
<p>KR2 – Upskilling Sessions for Lecturing Staff Outlook Coop Training Institute should consider introducing upskilling sessions for lecturing staff to ensure updated pedagogical approaches, within 6 months of publication of this report .</p>	<p>The process by which upskilling sessions will be introduced is clearly explained in the QA Policy Framework document.</p>
<p>MR7 – Tutor Appraisals Outlook Coop Training Institute shall develop a systematic, structured performance appraisal process for its lecturing staff to ensure that regular monitoring of the quality of learning and teaching is taking place as well as to support lecturers during their duties, within 6 months of publication of this</p>	<p>The document concerned has been developed and completed according to the recommendations of the panel. It has been submitted for review and approval.</p>

report.	
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STANDARD 7: LEARNING RESOURCES AND STUDENT SUPPORT

JUDGEMENT: : Outlook Coop Training Institute meets the requirements of Standard 7
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Recommendation (as per EQA Report)	Take-up and Implementation of Recommendation
<p>KR3 – Student Handbook Outlook Coop Training Institute should develop a comprehensive Student Handbook including all the information necessary (policies and regulations relating to student Outlook Coop Training Institute cycle as well as specific course details – assessment, timetable, learning outcomes) for the whole course duration, within 3 months of publication of this report.</p>	<p>A detailed document has been developed and completed according to the recommendations of the panel. It has been submitted for review and approval.</p>

STANDARD 8: INFORMATION MANAGEMENT

JUDGEMENT: : Outlook Coop Training Institute does not meet the requirements of Standard 8
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Recommendation (as per EQA Report)	Take-up and Implementation of Recommendation
<p>MR8 – Set up of an Archiving System Outlook Coop Training Institute shall design a systematic, structured archiving system aligned to GDPR regulations within 6 months of publication of this report.</p>	<p>The methods by which this recommendation will be implemented are detailed in a document which has been submitted for review and approval.</p>
<p>MR9 – Data Retention Policy Outlook Coop Training Institute shall establish and develop a data retention policy within 6 months of publication of this report.</p>	<p>A detailed document has been developed and completed according to the recommendations of the panel. It has been submitted for review and approval.</p>
<p>MR10 – Tracer Study Outlook Coop Training Institute shall develop a tracer study to gauge the destination of course participants after completion of course of study within 6 months of publication of this report.</p>	<p>The document concerned has been developed and completed according to the recommendations of the panel. It has been submitted for review and approval.</p>
<p>MR11 – Students’ Feedback Outlook Coop Training Institute shall develop a structured, systematic process to analyse</p>	<p>The methods by which this recommendation will be implemented are detailed in a document which has been submitted for</p>

<p>the students' feedback within 6 months of publication of this report.</p> <p>MR12 - Course Participants' Data Evaluation Processes Outlook Coop Training Institute shall develop a structured, systematic process to collate and evaluate the data information derived from course participants' records and tracer studies, to enhance future planning, within 6 months of publication of this report.</p>	<p>review and approval.</p> <p>The methods by which this recommendation will be implemented are detailed in a document which has been submitted for review and approval.</p>
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STANDARD 9: PUBLIC INFORMATION	
JUDGEMENT: : Outlook Coop Training Institute does not meet the requirements of Standard 9	
Recommendation (as per EQA Report)	Take-up and Implementation of Recommendation
<p>MR13 - Website Update Outlook Coop Training Institute shall update the website to include all course details and other information necessary, as stipulated by the MFHEA guidelines, within 6 months of publication of this report.</p>	<p>This recommendation will be taken up once there are new courses planned.</p>

STANDARD 10: ON-GOING MONITORING AND PERIODIC REVIEW OF PROGRAMMES	
JUDGEMENT: : Outlook Coop Training Institute does not meet the requirements of Standard 10	
Recommendation (as per EQA Report)	Take-up and Implementation of Recommendation
<p>MR14 - Periodic Review and Monitoring of Course Programmes Outlook Coop Training Institute shall establish a structured, robust internal quality assurance framework for the periodic review and monitoring of course programmes, within 6 months of publication of this report.</p>	<p>This process forms part of the QA Policy Framework .</p>

STANDARD 11: Cyclical External Quality Assurance**JUDGEMENT: : Outlook Coop Training Institute meets the requirements of Standard 11****Recommendation
(as per EQA Report)****R5 - Self-Assessment Report**
Outlook Coop Training Institute should coordinate the SAR compilation in a more holistic manner, with the engagement of all stakeholders.**Take-up and Implementation of
Recommendation**

Self-assessment reports will be compiled at the conclusion of all training programmes once these take place, by taking into consideration feedback from all stakeholders.