

SOLAS/ITAC 01

Provider policy relating to phase 2,4 and 6 modular assessments

Revision History

Revision	Date	Revision Description	Originator
01	1 April 2011	Revised document. Draft for consideration by FAS-ITAC exam group and ITAC	FAS/ITAC Exam Group
02	29 October 2013	Updated as result of Commencement Order of SOLAS under the Education & Training Act 2013	Apprenticeship Services

Essential changes in this version from previous version:

1 April 2011	As identified in document – role of Academic Council in relation to apprenticeship to be discussed.
October 2013	Organisational Titles updated.



Purpose

- 1.1 The purpose of this document is to detail provider policy relating to conducting phase 2, 4 and 6 modular assessments, in order to maintain the academic integrity of the examination process and to support the quality assurance procedures of the provider.
- 1.2 Assessments are conducted to establish the extent to which learners have fulfilled the objectives of their course and demonstrated their knowledge and understanding of the various components which constitute the course. In particular, the assessment process enables learners to demonstrate that they have
 - satisfied the conditions for progression from one stage of a course to the following stage, or
 - attained a standard appropriate to the level of award sought.

2. Scope

- 2.1 This document represents agreed policy of providers regarding the conduct of phase 2, 4 or 6 modular assessments
- 2.2 Modular assessment may take a variety of forms appropriate to the course.
- 2.3 Learners may be assessed at a number of stages during the course in accordance with the established assessment procedures relevant to the course.

3. Responsibility

- 3.1 Registrar or Head of academic affairs of the secondary provider
- 3.2 Academic staff of secondary provider
- 3.3 Academic Council of Institute of Technology
- 3.4 Examinations secretary of secondary provider
- 3.5 Apprentice learner
- 3.6 Primary provider
- 3.7 Secondary provider

4. Reference

- 4.1 Procedure for Result Determination at Phase 2,4 and 6 of Apprentice Trades
- 4.2 Other examination procedures
 - SOLAS/ITAC 02 Provision of special arrangements for apprentice learners with learning difficulties when they are undertaking phase 2, 4 and 6 modular assessments

- SOLAS/ITAC 03 Examination script inspection and result recheck, review and appeal procedures
- SOLAS/ITAC 04 Special circumstances relating to assessments
- SOLAS/ITAC 05 Determination, approval and notification of phase 2, 4 and 6 modular assessment results
- SOLAS/ITAC 06 Function, membership and operation of examination boards
- SOLAS/ITAC 07 Examination regulations for learners of phase 2, 4 and 6 modular assessments
- SOLAS/ITAC 08 Deferral of modular assessments
- SOLAS/ITAC 09 Phase 2, 4 and 6 modular assessment repeats
- SOLAS/ITAC 10 Processing of weekly time and attendance sheets for apprentice learners on phase 4 and phase 6 courses
- SOLAS/ITAC 11 Communication protocols between SOLAS and the Institutes of Technology
- Apprentice block examinations arrangements for results handling (<https://cr.fas.ie>)

5. Policy

- 5.1 The apprentice training programme is a programme of education offered by a primary provider (SOLAS) with the participation of a range of secondary providers (Institutes of Technology, Dublin Institute of Technology and other providers). This policy has been drafted in the context of section 14 (1) (e) of the Qualifications (Education and Training) Act 1999, which requires providers of programmes of education and training to establish procedures for the assessment of learners which are fair and consistent. This document must also comply with standards determined by the relevant awarding body under section 14 (1) (b) of the Act.
- 5.2 It is provider policy that:
- All learners following courses shall be required to undertake such assessments as may be prescribed for the course. The required assessments shall be detailed in the Procedure for Result Determination at Phase 2, 4 and 6 of Apprentice Trades. In particular the course document/schedule shall set out the scheme of assessments and the assessment criteria for each module component in each phase of the course.
 - Learners who have failed to reach the standard on a modular assessment during Phase 2/4 may be permitted to undertake one re-sit of the referred assessment during the Phase 2/4 course.
 - Learners who have failed to reach the standard on a modular assessment during Phase 6 may not be permitted undertake a re-sit of the referred assessment during Phase 6.
 - The procedure for Results Determination at Phase 2, 4 and 6 of Apprentice Trades will be published on the SOLAS Internet site (www.solas.ie)
 - In Institutes of Technology and Dublin Institute of Technology, the Academic Council/ Examinations Board, in accordance with procedures as approved by Academic

Council, shall be the authority for the confirmation of assessment results on courses leading to awards of the Provider, or other awarding authority. All results pertaining to these assessments shall be presented, in accordance with Institute procedures, through the Faculty or Examination Board to Academic Council for approval/noting.

- Where results are published in the public domain, examination numbers rather than names will be used.
- Examination assessment procedures used are fair and consistent and within the spirit of the National Qualifications Act.
- Organising and implementing the agreed examination process, determining academic outcomes and results, and the conduct and monitoring of assessments shall be the responsibility of the secondary provider.
- Setting of examination papers will be the responsibility of the primary provider
- All assessment materials set and prepared on behalf of the provider shall be the property and copyright of the primary provider.
- All materials submitted by a candidate for assessment shall be the property and copyright of the secondary provider.
- Learners shall, in relation to their course
 - comply with any course requirements for fees, participation, and for completion of assessments,
 - ensure that they are familiar with coursework submission dates, examination dates and the location of examination halls.

5.3 It is provider policy to:

- Implement procedures for the assessment of learners, which are fair and consistent both within and between providers
- Publish the Procedure for Result Determination at Phase 2,4 and 6 of Apprentice Trades
- Publish clear regulations for learners taking examinations
- Publish procedures relating to the conduct and management of the examination process
- Follow approved agreed schedules for examinations.
- Manage examination paper reproduction, storage, examination conduct, paper marking and result reporting in an efficient effective manner
- Consider the results of individual learners and assess overall performance prior to formal adoption of results
- Return results of modular assessments to SOLAS in a timely manner.
- Participate in processes of monitoring of examinations on an ongoing basis to promote quality, standards and currency of examinations.

- Maintain confidentiality in all matters relating to production, storage and distribution of examination papers
 - Provide an effective examination appeals procedure
 - Ensure that systematic arrangements for evaluating the effectiveness of the learner assessment procedures are developed which maintain fair and consistent operation in compliance with the national framework of qualifications.
 - Consult learners as part of quality assurance procedures.
- 5.4 In the absence of a regulation/procedure specifically pertaining to apprentice learners, other relevant provider procedures will apply.

SOLAS/ITAC 02

Provision of special arrangements for apprentice learners with specific learning difficulties or physical disabilities when they are undertaking phase 2, 4 and 6 modular assessments.

Revision History

Revision	Date	Revision Description	Originator
01	1 April 2011	Revised document. Draft for consideration by FAS-ITAC exam group and ITAC	FÁS/ITAC Exam Group
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1 April 2011	As identified in document
October 2013	Update of Organisational Titles

SOLAS/ITAC 02 Provision of special arrangements for apprentice learners with specific learning difficulties or physical disabilities when they are undertaking phase 2, 4 and 6 modular assessments.

1. PURPOSE

- 1.1 To provide special arrangements for apprentice learners with specific learning difficulties such as dyslexia or physical disabilities, when they are undertaking phase 2, 4 or 6 modular assessments.

2. SCOPE

- 2.1 This procedure represents the arrangements agreed between SOLAS and the Institutes of Technology/ Colleges of Further Education & Training regarding the provision of special arrangements, for apprentice learners with specific learning difficulties or physical disabilities, when they are undertaking phase 2, 4 or 6 modular assessments.
- 2.2 This procedure applies to apprentice learners, who wish to apply for special arrangements while undertaking a phase 2, 4 or 6 modular assessment.

3. RESPONSIBILITY

- The Registrar of the Institute of Technology/ College of Further Education & Training
- SOLAS Area Training Manager in the region where the Institute of Technology College of Further Education & Training is located.
- Access or Disability officer at the Institute of Technology/College of Further Education & Training
- Examinations officer at the Institute of Technology/ College of Further Education & Training
- Apprentice Learner

4. REFERENCE

- 4.1 SOLAS/ITAC 01 Provider policy relating to phase 2, 4 and 6 modular assessment.
- 4.2 SOLAS/ITAC 04 Special circumstances relating to assessments
- 4.3 Appendix 1 – Notes on the use of readers.
- 4.4 Appendix 2 – Notes on the use of writers.

5. PROCEDURE

- 5.1 Apprentice learners are to be informed of operational details for provision of special arrangements for assessment at learner induction in the Institute of Technology/ College of Further Education & Training.
- 5.2 In the case of apprentice learners with specific learning difficulties or physical disabilities, special arrangements may be required when they are undertaking phase 2, 4 or 6 modular assessments and may include:
- Use of readers/writers; See appendix 1 and appendix 2.
 - An extra time allowance, normally 25% extra but the time allowance may be greater at the discretion of the Registrar of the Institute of Technology/ Head of College of Further Education & Training.
 - Tapes and Typescripts of answers.

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- Additional equipment at the discretion of the Registrar of the Institute of Technology/ Head of College of Further Education & Training.
- 5.3 The provision of special facilities will be determined using normal provider channels to process such applications normally involving application to the provider Access or Disability Officer, or other designated officer in the Institute of Technology / College of Further Education & Training where the learner is taking phase 2, 4 or 6 assessments.
- 5.4 Where special arrangements were provided previously to a learner while undertaking Phase 2/4/6 assessments in another location, it is the responsibility of the learner to provide a copy of the relevant documentation to the Access or Disability Officer of the Institute of Technology or College of Further Education & Training where the learner is now undertaking phase 2, 4 or phase 6 assessments.
- 5.5 Where a specific learning difficulty or physical disability becomes apparent during a phase 2, 4 or phase 6 course the secondary provider informs the SOLAS Area Training Manager, in the region where the provider is located, of the relevant issue. The secondary provider also informs the apprentice learner of the need for a medical/psychological diagnostic report on order to avail of any special arrangements while undertaking phase 4 or phase 6 modular assessments.
- 5.6 Where special arrangements were provided by SOLAS for the phase 2 modular assessments or where special arrangements were provided while undertaking state exams before entering apprenticeship The secondary provider may extend these and/or any other special arrangements it deems necessary while the apprentice learner is undertaking phase 4 or phase 6 modular assessments.
- 5.7 In the event of no evidence being provided to indicate that a medical/psychological diagnostic assessment has been carried out it is the responsibility of the apprentice learner to arrange for and provide such medical/psychological diagnostic assessment report so that the Institute of Technology may assess the extent of the disability and the nature of the special arrangements to be provided.
- 5.8 Where readers/writers are provided as an aid to apprentice learners with learning difficulties the provider arranges for the effective induction of the readers/writers.
- 5.9 When special arrangements are provided for Phase 2, Phase 4 or Phase 6 modular assessment for an apprentice learner with a learning difficulty, the invigilator prepares a report detailing the nature and extent of the special arrangements.
- 5.10 Details of the special arrangements provided for the modular assessments are attached to the modular assessment scripts/projects by the person who supervised the assessment.

Appendix 1: Notes on the use of Readers

1. A reader is a person who, on request, will read to the candidate:
 - the entire or any part of the examination paper or coursework material
 - any part of the candidate's answers
2. A reader may also act as a writer.
3. The use of a reader should not give a candidate an unfair advantage nor should it create further difficulty for the candidate.
4. The use of a reader must not modify the modular assessment content or any specific modular assessment requirements.
5. Additional time will be permitted for the use of a reader and will normally be up to 25 % of the prescribed duration of the modular assessments.
6. A reader should be a responsible adult who is able to read accurately and at a reasonable rate and who, in the case of scientific, mathematical or technical subject, should ideally have a working knowledge of that subject.

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7. A reader is appointed by, and responsible to the Registrar of the Institute of Technology/ Head of College of Further Education & Training.
8. A reader should not normally be the candidate's own Teacher/Lecturer but there may be circumstances in which it is necessary to use the candidate's own Teacher/Lecturer. Only in exceptional circumstances, and subject to the approval of the Registrar of the Institute of Technology, may a relative of the candidate be used as a reader. The reader may also act as the invigilator where small numbers of students are accommodated in a room.
9. A candidate should wherever possible have had adequate practice with a reader.
10. Candidates using the services of readers should be accommodated separately to avoid disturbing other candidates. However, several such candidates attempting the same paper or assessment may be accommodated together with a single reader.
11. During an assessment a reader:
 - Shall not give factual help to the candidate nor offer any suggestions
 - Shall not advise the candidate regarding which question to attempt when to move on to the next questions, or the order in which the questions should be completed. Instructions given on the question paper are repeated only when the reader is specifically requested to do so by the candidate.
 - Shall read accurately and read only the rubrics and questions.
 - Shall not expect to read throughout the modular assessment as the candidate may require supervised rest breaks during the modular assessment.
 - Shall immediately refer any problem in communication during the modular assessment to the Invigilator.

Appendix 2: Notes on the use of scribes

1. Candidates are eligible to dictate their answers to scribes if they suffer from long term or temporary disabilities that prevent them from communicating by any other means. A scribe may also act as a reader.
2. The use of a scribe should not give a candidate an unfair advantage nor should it further handicap the candidate.
3. The use of a scribe must not modify modular assessment content nor any specific modular assessment requirement.
4. Additional time will be permitted for the use of a scribe and will normally be up to 25% of the prescribed duration of the modular assessment.
5. A scribe should be a responsible adult who is able to produce an accurate record of the candidate's answers, who can write legibly and at a reasonable speed, and, in the case of scientific, mathematical or technical subject, should ideally have a working knowledge of that subject.
6. A scribe is responsible to and must be acceptable to the Registrar of the Institute of Technology/ Head of College of Further Education and Training
7. A scribe should not normally be the candidate's own Teacher/Lecturer but there may be circumstances in which it is necessary to use the candidate's own Teacher/Lecturer. Only in exceptional circumstances and subject to the approval of the Registrar of the Institute of Technology, may a relative of the candidate be used as a scribe.
8. A candidate should wherever possible have had adequate practice with a scribe.
9. A candidate using the services of a scribe must be accommodated in such a way that no other candidate is able to hear what is being dictated.
10. During and assessment a scribe:

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- Shall not give factual help to the candidate nor offer any suggestions
- Shall not advise the candidate regarding which questions to attempt, when to move on to the next question nor the order in which the question should be done.
- Shall write down answers exactly as they are dictated
- Shall draw or add diagrams and graphs strictly in accordance with the candidate's instructions
- Shall write in a correction on a typescript or Braille sheet if requested to do so by the candidate
- Shall not expect to write throughout the modular assessment as the candidate may require supervised rest breaks during the modular assessment
- Shall immediately refer any problems in communication during the modular assessment to the invigilator.

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SOLAS/ITAC 03

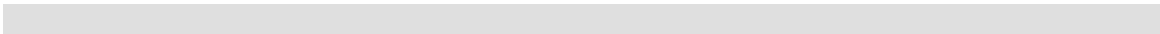
Examination script inspection and result recheck review and appeal

Revision History

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1. Purpose

- 1.1 It is the policy of the Provider to provide arrangements in relation to examination script viewing, examination mark rechecking, reviewing, and appeals concerning examination matters which ensure that they are dealt with fairly, transparently and in a timely way..
- 1.2 It is the policy of the Provider to consider all requests in relation to examination matters in accordance with the principles of natural and constitutional justice.

2. Scope

- 2.1 This document relates to all apprentice examinations conducted by or on behalf of the Institute of Technology/College of Further Education & Training and is relevant to all apprentice learners and staff of the Provider.

3. Definitions

- 3.1 Recheck means the administrative operation of checking and ensuring that all parts of the examination have been properly recorded and that no error occurred in the recording, collating or combining of marks which determined the result. This process is carried out by the internal examiner and Head of School or Department.
- 3.2 Review means the re-consideration in detail of all or part of the existing examination material where feasible by the internal examiners and if appropriate by external examiner(s) and reconsideration of a full set of results. A review will automatically include a recheck of calculations.
- 3.3 Appeal means an appeal against the outcome of a recheck or review. An Examination Appeal Board will consider any matter referred to it by the Registrar in relation to any appeal, and an appeal can only be considered after completion of an internal recheck or review.

4. Responsibility

- 4.1 Apprentice learner at Institute of Technology/College of Further Education & Training
- 4.2 The Registrar of the Institute of Technology/College of Further Education & Training
- 4.3 Head of Department/School of Institute of Technology/College of Further Education & Training
- 4.4 School, department or examination secretary

5. Reference

- 5.1 Procedure for Result Determination at Phase 2, 4 and 6
- 5.2 Provider learner appeal mechanism
- 5.3 Apprentice block examination arrangements for results handling (<http://cr.fas.ie>)

6. Procedure

6.1 Overview of procedures

- Learners may bring to the attention of the relevant Head of School or Head of Department any issues that they consider should be considered by the Examination Board at the formal examination board meeting. This process is initiated as soon as possible, but at the latest within 3 days of completing the examination.
- In the event of a learner being dissatisfied with the examination result reported after a formal examination board meeting, the following procedure should be followed. Any requests that deviate from this procedure will not be considered by the secondary Provider.
 - 1) Request a viewing of their examination script. Following inspection of the examination scripts, if they are not satisfied with the outcome.
 - 2) Discuss their dissatisfaction with the relevant internal examiner, Head of Department or Head of School. If they are not satisfied with the outcome.
 - 3) Request a recheck/review of the examination script. Following communication of the outcome of the recheck/review, if they are not satisfied with the outcome.
 - 4) Request an appeal of the examination result. If they are not satisfied with the outcome.
 - 5) Appeal to the Provider Appeal Board. The outcome of the Provider Appeal Board is final within the Institute.

6.2 Procedure to be followed to bring information to the attention of the examination board

- Learners should make known to their internal examiners or Head of Department any medical or personal or other circumstances which, to a significant extent, may have adversely affected their performance at examinations and provide evidence thereof prior to the examination, but in any event not later than three days of the conclusion of the relevant examination.

6.3 Procedure to be followed to view examination papers

- A request to view papers may be made ideally within 5 working days of publication of examination results. In exceptional circumstances requests to view examination papers will be entertained after that date.

6.4 Application for a recheck/review

Recheck

- The candidate may apply for a recheck if they feel there is substantial variation between the reported mark for the final examination and the performance of a candidate in other assessments or in other subjects.
- A request for a recheck must be received by the Registrar not later than five working days following the issuing of results by SOLAS. In exceptional circumstances a later request can be accepted.
- Only a written request for a recheck signed by the learner will be considered.
- The Provider will charge an agreed fee per module, which must be included in the request for a recheck. In the event of a successful recheck the fee shall be refunded to the learner.
- The Registrar shall inform the learner in writing of the outcome of the recheck, and make appropriate changes to results records if necessary.
- SOLAS will be notified of relevant changes in apprentice status using normal examination result transfer procedures.

Review

- The submission must clearly identify the element or elements of the examination for which the review is being sought. It must also specify the grounds on which the review is sought and must contain all information, which the candidate requires to have taken into account in the review.
- The grounds for review must be specified under one or more of five headings:
 - (a) The examination regulations of the Provider have not been properly implemented.
 - (b) The regulations do not adequately cover the candidate's case.
 - (c) Compassionate or medical circumstances related to the candidates examination situation which were made known to the Provider by the candidate, in writing to the appropriate school secretary, prior to or during the examination concerned, of which the Examination Board was unaware.
 - (d) Significant performance related information, which the appellant believes was not considered by the Examination Board.
 - (e) The grade reported was inconsistent with the expectations of the applicant
- A request for a review must be received not later than five working days after following the issuing of results by SOLAS. In exceptional circumstances a later request can be accepted.
- A review will automatically include a recheck. The Provider will charge an agreed fee per module, which must be included in the request for a review. In the event of a successful review the fee shall be refunded to the learner.
- Only a written request for a review signed by the learner concerned will be considered.

- The Registrar shall inform the learner in writing of the outcome of the review, and make appropriate changes to results records if necessary.
- SOLAS will be notified of relevant changes in apprentice status using normal examination result transfer procedures.

6.5 Application for an appeal of examination recheck/review

- A request for an appeal of the outcome of a recheck/review must be received by the Registrar, not later than five working days after the letter notifying the candidate of the outcome of an internal recheck or review. In exceptional circumstances a later application can be accepted.
- The Provider will charge a fee, which must be included in the request for an appeal. In the event of a successful appeal, the fee shall be refunded to the learner.
- Only a written request for an examination's appeal from the learner concerned will be considered.
- A request for an examination appeal must clearly state the grounds on which it is requested.
- The appropriate Head of Department or Head of School will be asked for their opinion on the grounds on which an examination appeal is requested.
- All requests for an examination appeal will be considered by an Examinations Appeal Committee of the Academic Council. A request can be allowed or disallowed. If a request is disallowed, the learner must be given a reason.
- An examination's appeal may be granted where:
 1. evidence is provided by the candidate of substantial variation between the result of candidate's performance in the final examination and the result of their performance in other subjects or in continuous assessment. A general request for a review of all subjects will not be granted unless in very exceptional circumstances.
 2. if there is evidence of irregularity in the conduct of the examination which might have affected its outcome.
 3. that circumstances exist which may not have been specifically covered by the Regulations
 4. that there is new, attested, documented and relevant information, that was not made available to the Examination Board for justifiable reason, and therefore not considered
- An examination appeal will be considered within the Institute examination appeals process established by the Academic Council of the Institute.
- The function of the Provider's Appeals Board(s) shall be to adjudicate on an appeal against the examination results of the Examination Board having regard to one or more of the specific grounds as set out above.

- The examination appeal committee will consider the reports of the relevant review boards and/or the Registrar, and will invite the appellant to make a presentation to the Appeal Board meeting.
- A person of their choice may accompany the appellant to the Examination Appeal Board meeting.
- The Registrar shall inform the learner in writing of the outcome of the appeal, and make appropriate changes to results records if necessary.
- SOLAS will be notified of relevant changes in apprentice status using normal examination result transfer procedures.

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SOLAS/ITAC 04

Special circumstances relating to assessments

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01	1 April 2011	Revised document. Draft for consideration by FAS-ITAC exam group and ITAC	FAS/ITAC Exam Group
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1. Purpose

- 1.1 The purpose of this document is to identify provider procedures relating to special circumstances relating to assessments.

2. Scope

- 2.1 This document applies to all apprentice learners of the provider.

3. Responsibility

- 3.1 The Registrar of the Institute of Technology / College of Further Education & Training
- 3.2 Examinations officer
- 3.3 Apprentice learner
- 3.4 Access or Disability officer
- 3.5 Examination Board

4. Reference

- 4.1 SOLAS/ITAC 07 Examination regulations for learners of phase 2, 4 and 6 modular assessments

5. Procedure

Personal Circumstances

- 5.1 It shall be the responsibility of candidates to provide to the Examinations Office any information concerning personal circumstances, which they believe may affect or have affected their performance, and which they wish the Examination Board to consider. Except in very exceptional circumstances information of this nature shall not be considered if presented after the Examination Board meeting. A Personal Circumstances form supported by independent authoritative evidence must be completed and returned to the Examinations Office. It is the candidate's responsibility to provide such evidence.
- 5.2 Personal circumstances as envisaged under this regulation are serious adverse factors, which may have affected the candidate's performance in coursework or examinations, such as illness or bereavement.
- 5.3 In the case of course work, the deadline for submitting a Personal Circumstances form is normally the same as the scheduled hand-in date for the assignment.

- 5.4 In the case of written examinations, the completed form should be submitted not later than two days after the last examination taken.
- 5.5 While there may be an acceptance that personal circumstances have resulted in poor performance in coursework or examinations, the Examination Board will normally require the candidate to complete the learning outcomes for a subject.
- 5.6 The Provider shall have the right to assess any candidate by a viva voce examination in addition to the normal assessment processes.

Disability

- 5.7 It is the policy of the provider to facilitate by all appropriate means the participation of learners with disability in the Provider's courses.
- 5.8 In circumstances where, as a result of disability, a candidate is unable to undertake assessment by the means defined for the stage/year then special arrangements may be approved as follows.
- Additional time may be permitted for the completion of an invigilated assessment or for the submission of coursework.
 - Special facilities such as Braille, audiotape or computer may be provided in an Examination Hall as an alternative to a printed examination paper and/or answer books.
 - The employment of special facilities such as amanuensis, interpreter and personal assistants.
 - The employment of special alternative forms of assessment.

Procedures

- 5.9 The following procedures shall apply:
- A request for special assessment arrangements should be made by the candidate with disability, normally at the time of registration, but not later than three weeks prior to the assessment.
 - A request for special assessment arrangements should be made in the first instance to the Examinations Secretary who, in consultation with the Disability Liaison Officer, shall ensure that appropriate arrangements are made.
 - Special arrangements of the form outlined shall be notified to the Examination Board.

Posthumous Award

- 5.10 A recommendation that results be forwarded posthumously to the primary provider may be made in circumstances where the secondary provider considers such action to be appropriate.

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SOLAS/ITAC 05

Determination, approval and notification of phase 2, 4 and 6 modular assessment results

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01	1 April 2011	Revised document. Draft for consideration by FAS-ITAC exam group and ITAC	FÁS/ITAC Exam Group
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PURPOSE

- 1.1 To determine and record the results of each component of each phase 2, 4 and 6 modular assessment undertaken in the Institutes of Technology and to notify SOLAS of the phase 2, 4 and 6 modular assessment results.

2. SCOPE

- 2.1 This procedure represents the arrangements agreed between SOLAS and the Institute of Technology regarding the determination, approval and notification of Phase 2, 4 6 modular assessment results.
- 2.2 The procedure applies to all apprentice learners attending phase 2, 4 and 6 courses in the Institutes of Technology.

3. RESPONSIBILITY

- 3.1 The Registrar of the Institute of Technology/ College of Further Education & Training
- 3.2 The Examination Board of the Institute of Technology/ College of Further Education & Training
- 3.3 The Examination Secretary of the Institute of Technology.
- 3.4 The SOLAS Area Training Manager in the Region where the provider is located.
- 3.5 The SOLAS I.T. Department

4. REFERENCE

- 4.1 Letter to apprentice learner notifying them of their phase 2, 4 or 6 modular assessment results.
- 4.2 Apprentice block examinations arrangements for results handling

5. PROCEDURE

- 5.1 A meeting of the Examination Board is convened, in accordance with the policies of the Provider, in order to determine the results of each phase 2, 4 and 6 modular assessment.
- 5.2 A modular assessment consists of a number of theory and practical assessments which for the purpose of this procedure are referred to as modular assessment components.
- 5.3 The Examination Board determines and records the result of each modular assessment component for each apprentice learner.
- 5.4 Examination results determined at the Examination Board meeting are forwarded to the Academic Council of the Provider (or other designated authority) for noting.
- 5.5 Provisional results of Examination Boards will be published on physical and/or electronic notice boards as soon as possible after Examination Board meetings (within 1 week ideally) by the secondary provider.
- 5.6 The Provider has the responsibility, through the office of the Examinations secretary, as soon as possible following the conclusion of the Examination Board meeting (and not later than 15 days following the conclusion of the Phase 2, 4 or 6 courses), to upload the examination results to SOLAS.
- 5.7 Apprentice learners have the responsibility to ensure that they have received their results

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SOLAS/ITAC 06

Function, membership and operation of exam boards

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01	1 April 2011	Revised document. Draft for consideration by FAS-ITAC exam group and ITAC	FÁS/ITAC Exam Group
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1. Purpose

- 1.1 The purpose of this document is to identify provider policy on function, membership and operation of examination board meetings.

2. Scope

- 2.1 This policy applies to all academic staff and learners of the provider.

3. Responsibility

- 3.1 The Faculty Director/Registrar/Director of the Institute of Technology/College of Further Education & Training
- 3.2 Examinations secretary
- 3.3 Examination board chairperson
- 3.4 Academic staff of the provider

4. Reference

- 4.1 SOLAS/ITAC 07 Examination regulations for learners of phase 2, 4 and 6 modular assessments
- 4.2 Procedure for Result Determination at Phase 2,4 and 6 of Apprentice Trades for phase 4 and 6 Apprentice trades modular assessments
- 4.3 SOLAS/ITAC 11 Communications protocols between SOLAS and the Institutes of Technology

5. Procedure

Function

- 5.1 The function of the Examination Board shall be to determine the result and level of performance in respect of each candidate. This determination shall be made in accordance with the procedures and regulations set out in the Procedure for Result Determination at Phase 2,4 and 6 of Apprentice Trades and shall have regard to personal circumstances which may have been notified. An examination board may consider any candidate presenting for an award whose performance is considered borderline. Such a candidate may have their classification adjusted at the discretion of the examination board.

Membership

- 5.2 Examination Boards shall be constituted for each phase of the course.
- 5.3 The Chairperson shall be the Faculty Director/Registrar/Director or nominee.
- 5.4 An Examination Board shall normally be composed of the Chairperson, the Registrar or Nominee, The Head of School, or nominee, the Heads of Department and Internal Examiners.
- 5.5 The relevant Faculty/School/Department shall nominate an administrative staff member to provide administrative services to the Board.
- 5.6 The SOLAS Area Training Manager or their nominee shall be invited to attend the examination board meeting as an observer.
- 5.7 The Director, or nominee, is empowered to excuse a Board member or to nominate a replacement.

- 5.8 A board of examiners may act notwithstanding the absence of one or more members, provided that the Chairperson of the board is satisfied that the meeting has been duly convened and that the members present at the meeting constitute an appropriate attendance for the proper discharge of the board's responsibilities.
- 5.9 Only those intern examiners who have participated in the examinations for a given award shall participate in the meeting of the board of examiners

Procedures

- 5.10 The proceedings and deliberations of boards of examiners are strictly confidential; under no circumstances should any person attending a meeting of a board of examiners disclose to any other person deliberations of the board or any document, information or opinion considered, conveyed or expressed at the meeting (The SOLAS representative may agree with the Chair of the Examinations Board observations that may be brought to the attention of the SOLAS Area Training Manager relating to the examination process ref. SOLAS/ITAC 11 5.19) The Chairperson of the board of examiners may, however, cause to be issued a list of results, prior to presenting to Academic Council for noting Only recorded decisions of the board of examiners meeting should be revealed, in accordance with Institute policy. All documentation circulated at the meeting shall be returned to the Chairperson before the conclusion of the meeting.
- 5.11 All members in attendance at an Examination Board shall sign the attendance sheet.
- 5.12 The existence of any personal circumstances, which may have had a bearing on a candidates' results and which have been notified in writing by the candidate to the Examinations Office, shall be brought to the attention of the Examination Board for consideration.
- 5.13 Meetings of the Examination Boards should allow for full and frank discussion before the final decision is made. That final decision should be based on the cumulative evidence presented rather than on the view of one examiner. The decision of the Examination Board shall normally be formulated by consensus. Where an Examination Board is divided, the decision shall be by a majority decision of the members present. In the event of an equality of votes the Chairperson of the Examination Board shall exercise the casting vote. The provisional results as determined by the Examination Board shall be certified by the signature of the Chairperson and where appropriate, the Internal Examiners. The results are provisional pending ratification by the Academic Council of the Institute.
- 5.14 The assessment results as determined by the Examination Board including recommendations, if any, in respect of each candidate shall be recorded on the official examination broadsheet.
- 5.15 The proceedings and deliberations of examination boards are confidential. All documentation circulated at the meeting shall be returned to the Chairperson before the conclusion of the meeting. The decisions of Examination Boards shall be formally presented for noting through agreed Provider procedures to Academic Council.

//end

SOLAS/ITAC 07

Examination regulations for learners of phase 2, 4 and 6 modular assessment

Revision History

Revision	Date	Revision Description	Originator
01	1 April 2011	Revised document. Draft for consideration by FAS-ITAC exam group and ITAC	FÁS/ITAC Exam Group
02	29 October 2013	Updated as a result of Commencement Order of SOLAS under the Education & Training Act 2013	Apprenticeship Services

Essential changes in this version from previous version:

1 April 2011	As identified in document
October 2013	Update of Organisational Titles



1. Purpose

- 1.1 The purpose of this document is to outline examination regulations relating to conducting phase 2, 4 and 6 modular assessments.

2. Scope

- 2.1 This document applies to all candidates of phase 2, 4 and 6 modular assessments.

3. Responsibility

- 3.1 The Registrar of the Institute of Technology / College of Further Education & Training
- 3.2 Apprentice learner
- 3.3 Examinations Officer
- 3.4 Examination Invigilator

4. Reference

- 4.1 SOLAS/ITAC 01 Institute policy relating to phase 2, 4 and 6 modular assessments in SOLAS apprenticeship programme
- 4.2 Apprentice block examination arrangements for results handling

5. Procedure

1. Learners shall attend all assessments, including written examinations, and submit coursework for assessment as required.
2. Candidates may apply to defer examinations by following approved procedures
3. The Institute will automatically register learners for their first attempt at each modular assessment.
4. It is the responsibility of each learner to make themselves aware of the dates, location and times of examinations, and to inform themselves of all matters relating to the examination process.
5. It is the responsibility of the learner to establish the outcome of examinations in a timely manner to allow progression to the next phase or to reapply to attend repeat examinations if necessary.
6. It is the responsibility of the Learner to individually register for all repeat examinations, by completing and returning a repeat examination application form accompanied by the appropriate fee to the Institute.
7. Where an applicant registers for a repeat examination, this shall count as an examination call. Where an applicant is notified and does not register for the next or subsequent exam events this shall be counted as an call. (rules relating to calls and attempts are outlined in Apprentice block examination arrangements for results handling) <https://cr.fas.ie>
8. The location of the Examination Hall(s) shall be specified on each candidate's examination timetable. Candidates should familiarise themselves with the location of such Hall(s) prior to the date of their first examination.
9. Learners having disabilities that may require special arrangements be put in place for their examinations should notify the Provider of their needs at the beginning of each block. Should the disability come to light during the academic year, the Provider should be notified as soon as possible. Learners are referred to procedure SOLAS/ITAC 02 Provision of special arrangements for apprentice learners with learning difficulties when they are undertaking phase 2, 4 and 6 modular assessments.

10. Candidates shall assemble 15 minutes before the advertised time of the examination but should not enter the examination room until requested to do so.
11. Entry to the Examination Hall shall be granted only to those in possession of their Provider identity card.
12. Candidates shall present themselves for each examination in an orderly manner. Candidates shall not, without permission, eat or drink in the Examination Hall. Application for permission to partake of essential medication during an examination must be supported by medical certification.
13. Smoking in the examination room is not permitted.
14. Candidates should seat themselves at the desk indicated by the invigilator or according to the seating plan displayed in the examination hall.
15. Personal effects such as coats or bags must be deposited in such place as the Invigilator may direct.
16. It is the responsibility of the candidate to ensure that they have been given the correct examination paper. Each candidate is required to read the instructions at the head of the examination paper before starting the examination.
17. Examination answer books will be provided. All work should be done on the answer book(s) or other material provided.
18. Candidates shall follow the directions of the invigilators in all matters relevant to the examination.
19. Candidates shall sign the Attendance Form when requested by the Invigilator, and shall leave their Provider Identity Card in a visible position on the desk so that their examination numbers may be checked.
20. Candidates are required to provide themselves with pen, pencils, rulers and similar materials as appropriate. Candidates will not normally be permitted to borrow materials from other candidates.
21. Mathematical tables will be supplied. Candidates may use drawing instruments and non-programmable calculators in the examination hall. Such equipment must be provided by the candidate.
22. Candidates should not commence writing until requested to do so.
23. The candidate's learner number (and all other information requested on the script cover) must be entered on each script. The candidate's learner number must be clearly entered on all ancillary materials (e.g. graph paper) used.
24. Any additional answer book, squared paper, etc., issued to the candidate whether used or unused, should be surrendered to the invigilator.
25. A candidate will normally not be admitted to the examination room more than half an hour after the start of the examination. Extra time is not allowed, unless arranged in advance with the examinations officer, as part of a special arrangement.
26. If, after reading the question paper, a candidate should wish to withdraw from the examination, they may not be allowed to do so until one hour after the start of the examination.
27. Candidates shall not bring into the Examination Hall, nor have in their possession while in such Hall, any computing equipment, including electronic organisers and programmable calculators, mobile phone, walkmans, recording equipment, radio, books, paging devices and electronic storage devices, notes or paper whatsoever, save such answer books and other materials as shall be authorised and provided by the Invigilator.
28. If a candidate needs to ask a question, the candidate should raise their hand and one of the invigilators will attend to the matter.
29. Where a candidate wishes to ask a question or obtain additional answer books this should be indicated by raising a hand to seek the attention of the Invigilator
30. A candidate shall not bring into the examination hall, have in their possession, under their control, or within their reach:

- Any book or papers (save his examination paper and such answer books as shall have been supplied by the invigilator).
 - Any memorandum books or notes unless specified on his examination paper.
31. A candidate shall not, while in the examination hall
- Use, or attempt to use, any book, memorandum, notes or paper save the examination paper and such answer books etc. as shall have been supplied to him/her by the invigilator.
 - Aid, or attempt to aid, another candidate.
 - Obtain, or attempt to obtain, aid from another candidate.
 - Communicate, or attempt to communicate, in any way, with another candidate.
 - Pass materials to, or receive materials from, another candidate.
32. When the Invigilator announces the end of the examination candidates shall immediately cease working and remain in place until all scripts have been collected. Candidates may leave the Examination Hall only when instructed to do so by the Invigilator.
33. At the end of the examination, a candidate must remain in their place until an invigilator has collected his/her script. It is the responsibility of the candidate to submit all scripts, unused answer books, and other materials provided by the Invigilator before leaving the Examination Hall. A candidate may not seek the return of an answer book once it has been handed to and accepted by the Invigilator.
34. Restricted examination papers or material must not be taken from the examination hall. Retention of any unauthorised material shall be taken as constituting evidence of infringement of the regulations, and shall be reported by the Invigilator to the relevant Examinations Secretary.
35. If a candidate is absent from any examination for any reason, a written explanation must be sent to the Head of School or relevant Head of Department immediately, together with a medical certificate if the absence was due to illness.
36. No person may enter or leave the examination hall without the Invigilator's permission, and normally no candidate may leave during the final half-hour of the examination period.
37. Candidates wishing to temporarily leave the Examination Hall may not do so unless accompanied by an Invigilator. In such circumstances the Invigilator shall record, on the Invigilator's Report Form, the candidate's examination number and the time.
38. Where a candidate becomes distressed or ill during the course of an examination, such candidate may be permitted to temporarily leave the Examination Hall accompanied by an Invigilator. In such circumstances, and at the discretion of the Examinations Secretary, a time extension may be allowed to the candidate to complete the examination.
39. A candidate must not engage in any behaviour that would be disruptive to the running of the examination or to any other candidate. A candidate may be expelled from the centre if their behaviour might jeopardise the successful conduct of the examination. A candidate whose behaviour is disruptive and who persists in such behaviour following a warning shall be expelled by the Examinations Secretary from the Examination Hall. In such circumstances all materials issued to the candidate shall be retained by the Invigilator.
40. Any breach of regulations by a candidate governing the conduct of examinations shall be documented by the Invigilator and reported to the Examinations Secretary. The candidate shall be notified to this effect by the Invigilator. Any candidate considered to be in breach of these regulations may be subject to the Providers disciplinary procedures.
41. In the event of a breach, or alleged breach, in these examination regulations, the candidate may, at the invigilators discretion, be permitted to complete the examination. However, the Provider reserves the right not to return exam results to the exam board meeting following due investigation of the incident.

42. Examination candidates are required to acquaint themselves thoroughly with these Examination regulations.
43. Any learner found to break examination regulations will be reported by the examination invigilator to the Examination Office of the Provider.
44. If, due to illness, personal or other difficulties, a candidate feels that their performance in an assessment was adversely affected they may wish to bring this to the attention of the Examination Board. A personal circumstances form supported by independent authoritative evidence must be completed and returned to the Examinations Office. It is the candidate's responsibility to provide such evidence.

//ends

SOLAS/ITAC 08

Deferral of modular assessments

Revision History

Revision	Date	Revision Description	Originator
01	1 April 2011	Revised document. Draft for consideration by FAS-ITAC exam group and ITAC	FAS/ITAC Exam Group
02	29 October 2013	Updated as result of Commencement Order of Solas under the Education & Training Act 2013	Apprenticeship Services

Essential changes in this version from previous version:

1 April 2011	as identified in document
October 2013	Update of Organisational Titles

1. PURPOSE

- 1.1 To provide apprentice learners with information on the procedure for applying for deferral of examinations.

2. SCOPE

- 2.1 This procedure represents the agreement between SOLAS and the Institutes of Technology/Colleges of Further Education & Training regarding phase 2, 4 and 6 modular assessment deferrals.
- 2.2 The procedure applies to all apprentice learners who participating in phase 2, 4 or 6 modular assessment.

3. RESPONSIBILITY

- 3.1 The Registrar of the Institute of Technology/College of Further Education & Training.
- 3.2 Head of Department/School
- 3.3 Apprentice learner

4. REFERENCE

- 4.1 SOLAS/ITAC 07 Examination regulations for learners of phase 2, 4 and 6 modular assessments
- 4.2 Apprentice block examinations arrangements for results handling <https://cr.fas.ie>

5. PROCEDURE

- 5.1 An application for a deferral of an assessment is made by a candidate ideally not later than one month prior to the scheduled date for that assessment
- 5.2 The application form requesting a deferral must include a declaration that the apprentice has notified the employer of the application to defer the assessment.
- 5.3 The Head of School, or nominee, may approve such a deferral without penalty.
- 5.4 If an application for a deferral of an assessment is made by a candidate within one month prior to the scheduled date for that assessment, then the Registrar, or nominee, may approve the deferral but only in exceptional circumstances.
- 5.5 In the event of serious illness or serious personal difficulties affecting a learner during an examination, a recommendation to defer the assessment may be made at the examination board meeting with the agreement of the learner.

SOLAS will be notified of such deferrals using normal examination result transfer procedures.

SOLAS/ITAC 09

Provider policy relating to phase 2,4 and 6 modular repeats

Revision History

Revision	Date	Revision Description	Originator
01	1 April 2011	Revised document. Draft for consideration by FAS-ITAC exam group and ITAC	FAS/ITAC Exam Group
02	29 October 2013	Updated as result fo Commencement Order of SOLAS under the Education & Training Act 2013	Apprenticeship Services

Essential changes in this version from previous version:

1 April 2011	As identified in document
October 2013	Update of Organisational Titles

1. PURPOSE

- 1.1 To provide apprentice learners who fail a Phase 2, 4 or 6 modular assessment with the opportunity to repeat the modular assessment.

2. SCOPE

- 2.1 This procedure represents the agreement between SOLAS and the Institutes of Technology/ Colleges of Further Education & Training regarding phase 2, 4 and 6 modular assessment repeats.
- 2.2 The procedure applies to all apprentice learners who fail a phase 2, 4 or 6 modular assessment.

3. RESPONSIBILITY

- 3.1 The Registrar of the Institute of Technology/College of Further Education & Training
- 3.2 The SOLAS Area Training Manager in the Region where the Institute of Technology is located.
- 3.3 Apprentice learner

4. REFERENCE

- 4.1 SOLAS/ITAC 03 Examination script inspection and result recheck, review and appeal procedures
- 4.2 Apprentice block examinations arrangements for results handling

5. PROCEDURE

- 5.1 An apprentice learner who is required to repeat a Phase 4 or Phase 6 modular assessment is responsible for applying to the Institute of Technology/College of Further Education & Training, on the official application form, for a repeat modular assessment.
- 5.2 Apprentice learners who do not successfully complete a phase 2, 4 or 6 modular assessment on their first attempt are entitled to two repeat assessments. A modular assessment may therefore be taken up to a maximum of three (3) times.
- 5.3 A modular assessment consists of a number of theory and practical assessments that for the purpose of this procedure are referred to as modular assessment components. Only those modular assessment components that apprentice learners have failed need be repeated.
- 5.4 Apprentice learners who are required to repeat a Phase 4 or a Phase 6 modular assessment are informed in writing by SOLAS of:
- Their phase 4 or Phase 6 modular assessment results.
 - Their responsibility for applying to the Institute of Technology/College of Further Education & Training for the repeat modular assessment – see below.
 - The consequences of not presenting themselves for the repeat modular assessment. (The rules relating to calls and attempts are outlined in Appendix 3 - Apprentice block examinations arrangements for results handling <http://cr.fas.ie>).
- 5.5 Where exceptional circumstances prevent an apprentice learner from presenting for a repeat modular assessment the apprentice learner is required to submit a written statement to the Registrar of the Institute of Technology outlining the exceptional circumstances and including, where appropriate, a medical certificate. If possible the written statement should be submitted in advance of the date of the repeat modular

assessment but in any event must be submitted no later than seven (7) days after the date of the repeat modular assessment.

- 5.6 Apprentice learners are notified promptly of the outcome of their written submission claiming exceptional circumstances preventing them from presenting for a repeat modular assessment.
- 5.7 It is the responsibility of the apprentice learner to familiarise themselves on which curriculum version the repeat assessment is based. (appendix 5 & appendix 6 of “Apprentice block examinations arrangements for results handling”)
- 5.8 An apprentice learner may request a recheck and/or review of the result and/or appeal the result of any of the modular assessment components of a phase 2, 4 or 6 modular assessment undertaken in an Institute of Technology.
- 5.9 SOLAS will be notified of relevant changes in apprentice learner status using normal examination result transfer procedures

//ends

SOLAS/ITAC 10

Processing of weekly time and attendance sheets for apprentice learners on phase 2,4 and 6 courses

Revision History

Revision	Date	Revision Description	Originator
01	1 April 2011	Revised document. Draft for consideration by FAS-ITAC exam group and ITAC	FAS/ITAC Exam group
02	29 October 2013	Updated as result of Commencement Order of SOLAS under the Education & Training Act 2013	

Essential changes in this version from previous version:

1 April 2011	As identified in document
October 2013	Update of Organisational Titles

1. PURPOSE

- 1.1 To ensure that weekly time and attendance sheets for apprentice learners attending phase 2, 4 and 6 in all approved Institutes of Technology /Colleges of Further Education & Training are forwarded to the designated Training Centre each week and that employers are notified of apprentice learners whose time and/or attendance is unsatisfactory.

2. SCOPE

- 2.1 This procedure represents the arrangements agreed between SOLAS and all approved Institutes of Technology/Colleges of Further Education & Training regarding the processing of weekly time and attendance sheets for apprentice learners attending phase 2, 4 and 6 courses.
- 2.2 The procedure applies to all apprentices attending phase 2, 4 and 6 courses in all approved Institutes of Technology/Colleges of Further Education & Training.

3. RESPONSIBILITY

- 3.1 The member of staff designated by the Head of School/Head of Department of the Institute of Technology/ College of Further Education & Training.
- 3.2 The designated Senior Training Adviser in the Region where the Institute of Technology is located.
- 3.3 The apprentice learner's Lecturer/Teacher in the Institute of Technology/College of Further Education & Training

4. REFERENCE

- 4.1 Institute weekly time and attendance sheet.
- 4.2 Communication protocols between SOLAS and the Institutes of Technology

5. PROCEDURE

- 5.1 The Weekly Time and Attendance Sheets contain a record of both the timekeeping and attendance of each apprentice learner attending phase 2, 4 and 6 courses.
- 5.2 Separate Weekly Time and Attendance Sheets are maintained for each phase 2, 4 and 6 course.
- 5.3 The Institute of Technology/ College of Further Education & Training is advised which Training Centre has been designated to pay the apprentice learners their training allowances.

- 5.4 The provider shall complete and forward a timekeeping and attendance report to the designated Training Centre on a weekly basis.
- 5.5 In order to allow time for processing and to ensure timely payment of training allowances to apprentice learners the Weekly Time and Attendance Sheet should reach the designated Training Centre by 10.00 am each Monday (or Tuesday on bank holiday weekend).
- 5.6 Details of apprentice learners who have confirmed to the Institute of Technology/ College of Further Education & Training that they are no longer continuing on the phase 2/4/6 course should be notified to the designated Senior Training Adviser who will arrange to have the apprentice status adjusted on the Trainee & Apprenticeship Payroll System (TAPS) and on the SOLAS Apprenticeship database.
- 5.7 At their request, apprentice learners are advised of the content of the Weekly Time and Attendance Sheet, as it pertains to them. Any written comments, explanations or medical certificates submitted by the apprentice learners at the time of, or subsequent to, the submission of the Weekly Time and Attendance Sheet are copied and forwarded to the Administration Unit in the designated Training Centre for consideration.
- 5.8 The timekeeping and/or attendance of the apprentice learner is reviewed by the Provider Head of Department or other designated person who:
 - Meets the apprentice learner, reviews the position and agrees corrective action with him/her.
- 5.9 If an apprentice learner's timekeeping and/or attendance continues to be unsatisfactory the designated Senior Training Adviser is informed of the situation.

//ends

SOLAS/ITAC11: Communication protocols between SOLAS and the Institutes of Technology

Revision History

Revision	Date	Revision Description	Originator
01	11 May 2011	New document. Approved by: FAS ITAC liaison group 22 March 2011 Council of Registrars 11 May 2011	FÁS/ITAC Liaison group
02	29 October 2013	Updated as a result of Commencement Order of SOLAS under the Education & Training Act 2013.	SOLAS Apprenticeship Services

Essential changes in this version from previous version:

October 2013	Update to Organisational Titles & update of Committee Membership

1. Purpose

- 1.1 The purpose of this document is to record the formal protocols for communication between SOLAS and Institutes of Technology, including Dublin Institute of Technology, for the purpose of effective provision of components of the FETAC Level 6 Advanced Certificate – Craft programme of learning

2. Scope

- 2.1 This policy applies to all staff of both SOLAS and Institutes of Technology and DIT, and in particular, those holding posts of responsibility as listed below, or listed in section 20 of the document "Apprentice block examination arrangements for results handling", where various officers involved in communication between SOLAS and institutions are listed.

3. Abbreviations

SOLAS	An tSeirbhis Oideachais Leanunaigh agus Scileanna - Further Education & Training Authority (www.solas.ie)
IOT	Institute of Technology
IOTI	Institutes of Technology Ireland (www.ioti.ie)
DIT	Dublin Institute of Technology (www.dit.ie)
HEA	Higher Education Authority (www.heai.ie)

4. Reference

- 4.1 Memorandum of Understanding between an Institute and SOLAS in relation to the provision of apprenticeship courses (see individual IOT websites).
- 4.2 Apprentice block examinations arrangements for results handling (see <https://cr.fas.ie>).
- 4.3 SOLAS/ITAC quality assurance policies and procedures 1-11.
- 4.4 Procedure for reporting matters relevant to quality assurance of apprentice programmes to SOLAS.

5. Procedure

- 5.1 A number of separate communication protocols are employed as follows:

SOLAS/ITAC liaison group

- 5.2 The purpose of this group is to facilitate clear and effective dialogue between SOLAS and representative Institutes of Technology, including DIT.
- 5.3 The key agenda items include:
- Memorandum of Understanding between SOLAS and IOT/DIT.
 - Quality assurance policy (including agreed quality assurance procedures). This includes SOLAS/ITAC quality assurance policies and procedures 1-11.

- Feedback from agreed procedure for reporting matters relevant to quality assurance of apprentice programmes to SOLAS process.
- Amendment of existing procedures and development of new procedures.
- High-level block capacity management.
- Referred apprentice progression management.
- Co-ordination of issues relating to needs of FETAC regarding primary and secondary providers.

5.4 Members of the SOLAS/ITAC liaison group are appointed in consultation with the Chief Executive Officer of IOTI, and SOLAS. The following roles are represented (see appendix for current names):

Role	Affiliation
Director Apprenticeship Services	SOLAS
Manager CADU	SOLAS
Assistant Manager – Apprenticeship Services (1)	SOLAS
Assistant Manager – Apprenticeship Services (2)	SOLAS
Senior Training Adviser – Apprenticeship Services	SOLAS
Apprentice liaison for IOTI	HEA
Chair of ITAC	IOTI
Head of School	IOTI
Registrar (1)	IOTI
Registrar (2)	IOTI
Dean of Craft Education and Training	DIT

5.5 Communication protocol:

- The group meet approximately two times per year (or as required).
- Meetings are chaired alternately by representatives of SOLAS or Institutes.
- Minutes are recorded alternately by representatives of SOLAS or Institutes.
- Decisions of meetings are communicated to individual Institutes by the apprentice liaison officer for IOTI.

Block admissions and planning

5.6 Block admissions are managed at a high level by specific named officers of SOLAS and Institutes. The following roles are responsible for co-ordination of high-level planning (see appendix for current names).

Role	Affiliation
Director – Apprenticeship Services	SOLAS
Assistant Manager – Apprenticeship Services	SOLAS
Senior Training Adviser – Apprenticeship Services	SOLAS
Apprentice liaison for IOTI	HEA

- 5.7 Communication protocol for Institute-specific operations relating to block admissions is through named officers as listed in section 20 of the document "Apprentice block examination arrangements for results handling".

SOLAS ITAC Examinations working group

- 5.8 This group is a sub-committee of the SOLAS ITAC liaison group. The purpose of this group is to facilitate planning and operational management of examinations at phase 2 (in DIT), 4 and 6 of the FETAC Level 6 Advanced Certificate -Craft.

- 5.9 The key agenda items include:

- Development of clear communication procedures for matters relating to apprentice block examinations arrangements for results handling.
- Policy development with specific relevance to examinations, including procedures for result determination.
- Operations of examinations results portal (<https://cr.fas.ie>).
- Feedback and engagement on examination result returns to SOLAS.
- Feedback and engagement on procedure for providing comment to SOLAS on specific examination assessments.
- Feedback to institutes and engagement relating to module and phase results in the context of National statistics.
- Communication relating to result report format, content and layout.

- 5.10 Members are appointed in consultation with the Chief Executive of IOTI, and SOLAS. The following roles are represented (see appendix for current names):

Role	Affiliation
Senior Training Adviser – Apprenticeship Services	SOLAS
Analyst / Programmer Information Technology	SOLAS
Assistant Manager – Apprenticeship Services	SOLAS
Manager CADU	SOLAS
Project Manager Information Technology	SOLAS
Apprentice liaison for IOTI	HEA
Chair of ITAC group	IOTI
Registrar (1)	IOTI
Head of School	IOTI
Dean of Craft Education and Training	DIT

- 5.11 The group meet approximately two times per year (or as required). Meetings are chaired alternately by representatives of both key organisations. Minutes are recorded alternately by representatives of both key organisations.

- 5.12 Communications to Institutes and SOLAS as required for the operation of this group are directed to individuals as listed in section 20 of the document "Apprentice block examination arrangements for results handling".

- 5.13 Minutes of meetings are referred back to the SOLAS ITAC liaison group.

SOLAS representative at examination board meetings

- 5.14 A representative of SOLAS is invited to all examination board meetings relating to result determination for learners on FETAC Level 6 Advanced Certificate – Craft programme of learning at individual Institutes by the relevant Head of Trades as listed in section 20 of the document "Apprentice block examination arrangements for results handling".
- 5.15 The SOLAS representative is nominated by the Area Training Manager for the region as listed in section 20 of the document "Apprentice block examination arrangements for results handling".
- 5.16 The role of this SOLAS representative is to observe procedures relating to the assessment process.
- 5.17 The SOLAS representative will be briefed in advance on the examination process used by the relevant Head of Trades, or their nominee. The SOLAS representative will not contribute to the determination of individual results and will not have voting rights at examination board meetings.
- 5.18 SOLAS representative are invited at the examination board meeting to make observations to the Chair of the Examination Board.
- 5.19 All parties recognise the confidential nature of examination board meetings, and the duty of care to respect confidential issues relating to individual learners and individual academic staff. Within this context, the SOLAS representative will agree with the Chair of the Examination Board, observations that will be notified by the SOLAS representative to the SOLAS Area Training Manager relating to the examination process
- 5.20 The SOLAS Area Training Manager for the region will communicate with the Registrar of the relevant Institute in relation to any issues identified that require action. See appendix for current names.

External verification of examination results

- 5.21 [This section to be completed after working group on external verification reports back.]

SOLAS ITAC Steering group ad-hoc working groups

- 5.22 Ad-hoc working groups are established for a specific purpose.
- 5.23 Membership is determined based on needs, and includes relevant members from both SOLAS and IOTI-affiliated Institutions.
- 5.24 Meeting frequency is determined based on specific needs.
- 5.25 Output of the working group is communicated back to the SOLAS ITAC liaison group.

Emergency communication channels

- 5.26 In the event of urgent communications being required, specific officers of SOLAS and any IOT listed in section 20 of the document "Apprentice block examination arrangements for results handling" (where various officers involved in communication between SOLAS and institutions are listed) may communicate directly as deemed appropriate for the circumstances.
- 5.27 Any serious event that occurs in relation to the conduct of examinations should be immediately notified to the Institute Registrar, Head of School, Examination Secretary and the relevant Area Training Manager, for appropriate follow up.

SOLAS/HEA Liaison Group

- 5.28 SOLAS and HEA representatives meet at least twice per year to (see appendix for current names):-
 - Agree on capacity plan for the academic year
 - Review capacity plan for academic plan based on actual provision
 - Discuss overall operation of apprenticeship programme
 - Agree on specific initiatives for apprenticeship

Role	Affiliation
Director – Apprenticeship Services	SOLAS
Assistant Manager – Apprenticeship Services	SOLAS
Senior Training Adviser – Apprenticeship Services	SOLAS
Apprentice Liaison for IOTI	HEA
HEA (1)	HEA
HEA contractor	HEA
HEA (2)	HEA

Appendix:

Current members of the **SOLAS/ITAC Liaison Group** (March 2011):

<i>Name</i>	<i>Role</i>	<i>Affiliation</i>
Tony Power	Director Apprenticeship Services	SOLAS
Chris Feeney	Manager CADU	SOLAS
Julia Mannion	Assistant Manager – Apprenticeship Services (1)	SOLAS
Martin McMahon	Assistant Manager – Apprenticeship Services (2)	SOLAS
Madge Daly	Senior Training Adviser – Apprenticeship Services	SOLAS
Jim Coyle	Apprentice liaison for IOTI	HEA
Barry O'Connor	Chair of ITAC	IOTI
Austin Hanley	Head of School	IOTI
Brendan McCormack	Registrar (1)	IOTI
Diarmuid O'Callaghan	Registrar (2)	IOTI
Tom Corrigan	Dean of Craft Education and Training	DIT

Current members of **High-Level Planning Group**

<i>Name</i>	<i>Role</i>	<i>Affiliation</i>
Tony Power	Director – Apprenticeship Services	SOLAS
Julie Mannion	Assistant Manager – Apprenticeship Services	SOLAS
Madge Daly	Senior Training Adviser – Apprenticeship Services	SOLAS
Jim Coyle	Apprentice liaison for IOTI	HEA

Current members of **Examinations Working Group** (March 2011):

<i>Name</i>	<i>Role</i>	<i>Affiliation</i>
Madge Daly	Senior Training Adviser – Apprenticeship Services	SOLAS
Martin McMahon	Assistant Manager – Apprenticeship Services ?????	SOLAS
Chris Feeney	Manager CADU	SOLAS
Declan Murray	Project Manager Information Technology	SOLAS
Jim Coyle	Apprentice liaison for IOTI	HEA
Barry O'Connor	Chair of ITAC group	IOTI
Diarmuid O'Callaghan	Registrar (1)	IOTI
Eugene Roe	Head of School	IOTI
Thomas Corrigan	Dean of Craft Education and Training	DIT

SOLAS Area Training Managers (October 2013):

<i>Region</i>	<i>Area Training Manager</i>
Dublin	Maria Murphy / Patricia Cassells/ Derek Elders
North East	Peter Egan
North West	Vinny McGroary
West	Eamonn Gleeson
Midlands	John Costello
Mid West	Peter Clifford
South West	Enda McWeeney
South East	Marius Cassidy

Current members of **SOLAS/HEA Liaison Group** (March 2011):

<i>Name</i>	<i>Role</i>	<i>Affiliation</i>
Tony Power	Director – Apprenticeship Services	SOLAS
Julie Mannion	Assistant Manager – Apprenticeship Services	SOLAS
Madge Daly	Senior Training Adviser – Apprenticeship Services	SOLAS
Jim Coyle	Apprentice Liaison for IOTI	HEA
Fergal Costello	HEA	HEA
Maurice Doran	HEA contractor	HEA
Jean Sweetman	HEA	HEA

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