

# P1 S1 C5 Self-Evaluation and Review Policy

Publication Date 25/03/2020   Review on: 23/3/2022

## OVERVIEW

Forus Training is committed to improvement through self evaluation and review mechanisms in each aspect of our programmes/service provision. The process of Self Evaluation is viewed as a positive measure, which encourages inclusion and facilitates the participation of all interested parties in each level of the service.

The purpose of Forus Training's self-evaluation and review process is to evaluate the governance and management of quality assurance and the effectiveness of quality assurance procedures, and to contribute to the development of an improvement plan which will support Forus Training in meeting its statutory requirements for the establishment and operation of compliant internal quality assurance procedures.

Once the report has been finalised and approved by the Quality Assurance and Academic Governance Council the quality assurance evaluation reports are published to the knowledge base on our website.

## PURPOSE

**Our purpose for authoring a Self Evaluation Policy is to:**

1. Assign responsibility for the evaluation of our programmes,
2. Determine frequency of self evaluations,
3. Determine the range – how will programmes be grouped together for the purpose self evaluation,
4. Ensure that learner feedback is accounted for during self evaluation,
5. Ensure the involvement of the external evaluators so as to benefit from externality in the self evaluation process,
6. Determine the methodology of how self evaluations are undertaken,
7. Assist in building capacity and identify gaps within Forus Training to ensure compliance with QQI staTrainery core and sector specific QA Guidelines,
8. Enhance ownership of quality and quality enhancement processes within all staff and trainers,
9. Demonstrate leadership within Forus Training,
10. Recommendations for improvement and priority actions in the form of a Quality Improvement Plan.

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## SCOPE

This policy applies to employees, contractors, consultants, temporaries and other workers, including all personnel affiliated with third parties and all parties should familiarise themselves with our Quality Manual that relates to this overview.

## SELF EVALUATION POLICY

It is our policy to have in place a Self Evaluation Process which is structured and systematic, allowing us to explore, reflect and report on the effectiveness of our activities. We aim to capture, interpret and disseminate learning from any actions undertaken. We seek to identify good practice and use the findings to inform future policy and practices.

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Lisa O'Connell  
Managing Director, Forus Training

## IMPLEMENTATION

Any infractions of this policy will not be tolerated and management will act accordingly in correcting the issue if the ethical code is broken.

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.