



ICHAS

Section 6 - Staff Recruitment, Management and Development

Subject:	Policy on Staff Communication		
Applicable Standard	QQI	Core	Staff Recruitment, Management and Development
Date Approved by Board of Directors:			February 2021
Policy Version	1/2021	Date due for Revision	February 2024

CONTEXT

The Sector Specific Guidelines from QQI require that “the provider’s quality assurance procedures for the recruitment, management and development of staff will be developed in the context of all the education and training activities and related services provided by the provider. This includes those education and training activities leading to awards of awarding bodies other than QQI, such as professional bodies and local provider provision, so that the overall commitments of staff are taken into account by the provider should the college engage with other awarding bodies other than QQI in the future”.

POLICY STATEMENT

ICHAS recognises the importance of supporting all employees by providing them with key information which allows them to gain an understanding of the College ethos and operations and processes and to assist them in the development of peer relationships which are extremely important in staff development.

SCOPE

Applies To	Staff	Students	Both	
	✓			
Responsible for Implementation	Vice President (Corporate Affairs), Vice President (Academic Affairs)			
Responsible for Monitoring & Review	Vice President (Corporate Affairs)	Vice President (Academic Affairs)	Registrar	Quality Assurance & Enhancement Officer
				✓

DEFINITIONS

n/a

RELEVANT GUIDELINES/ POLICIES INFORMING THIS POLICY

- Quality and Qualifications Ireland (2016) Statutory Quality Assurance Guidelines Developed by QQI for use by all Providers
- European Association for Quality Assurance in Higher Education (ENQA) et al (2015) Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG).
- Quality and Qualifications Ireland (2016) Sector Specific Statutory Quality Assurance Guidelines Developed by QQI For Independent/Private Providers Coming To QQI On A Voluntary Basis
- Quality and Qualifications Ireland (2016) Policies & Criteria for the Validation of programmes of Education.
- Quality and Qualifications Ireland (2018) Statutory Quality Assurance Guidelines for Providers of Blended Learning Programmes
- Protection of Enrolled Learners: Protocols for Implementation of Part 6 of the 2012 Act.
- Quality and Qualifications Ireland (2013) Assessment and Standards, Revised 2013
- Quality and Qualifications Ireland (revised 2018) Quality Assuring Assessment: Guidelines for Providers
- Quality and Qualifications Ireland (2018) Quality Within Higher Education 2018 A Summary Report.
- Quality and Qualifications Ireland (2016) Policy on Quality Assurance Guidelines
- Quality and Qualifications Ireland (2015) Effective Practice Guidelines for External Examining; Revised February 2015
- Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (Text with EEA relevance) ELI:
- Government of Ireland (2018) Data Protection Act 1988 Revised 2018.

Linked Policies and Procedures

Linked Policies	Policy on Staff Recruitment, Management & Development Policy on Staff induction Policy on Staff Development Policy on Staff Performance & Appraisal Policy on supporting staff engagement with Blended Learning
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Linked Procedures	Procedures associated with Staff Recruitment, Management & Development. Procedures associated with Staff induction. Procedures associated with Staff Communication Procedures associated with Staff Development Procedures associated with Staff Performance & Appraisal Procedures associated with supporting staff engagement with Blended Learning
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