



HCT Learning
Quality Assurance Manual
2020
Preface

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1 Preface

HCT Learning is committed to providing high quality training to meet the needs of our learners and the organisations we work with. As a result we recognise the need to have quality assurance guidelines in place. HCT Learning understands its responsibility under the Qualifications and Quality Assurance (Education & Training) Act 2012 to have regard for QQI's quality assurance (QA) guidelines when developing, reviewing and enhancing their own policies and procedures.

This QA Manual is a source of reference for all policies and procedures at HCT Learning to ensure quality provision of training. These policies have been amended and approved by the Board and the Academic Council. The guidelines within this manual refer to all programmes delivered by HCT and will be made available publicly on our website and also kept in hard copy at our head office. The QA Manual will set out arrangements in place for internal review and our procedures for acting on this to ensure continuous improvement of the effectiveness of our policies and procedures. We shall outline how we will review and who will be responsible for ensuring all policies remain fit for purpose.

This is the 1st Addition of the new QA manual set out under QQI's quality assurance guidelines. This QA has been built from our QA Manual version 10 which was 1st implemented in 2009 – V1. The manual has been put together with the centres core quality assurance team along with external advice, trainers, learners and clients. This document will be under consistent review and once an update has been made going forward we will communicate and publish these amendments. HCT Learning is compliant with all legislative requirements and will remain fully in line with any alterations and amendments.

The policies within the QA manual are monitored and suggestions for review or amendments are made by The Quality and Monitoring Committee. Recommendations will then be made to the Academic Council and the Board for approval and implementation.