Recognised Institution

Self-Assessment Report (RISAR)

**Version History**

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| **Version** | **Date** | **Details** |
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| **Institution Details** | |
| Institution Name |  |
| Institution Type (e.g. Private Company, University, State Body etc.) |  |
| PHECC courses being delivered |  |
| Higher Education Affiliation |  |
| Postal Address |  |
| Internal verifier  Name and Job Title |  |
| Contact Details  (Phone and Email) |  |
|  |
| **Report Details** | |
| Report completed by |  |
| Contact details  (phone and email) |  |
|  |
| Due Date (DD/MM/YY) |  |
| Date Submitted (DD/MM/YY) |  |
| *Date Received (DD/MM/YY)*  *Official use only –date stamp* |  |

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| **Section One: Organisational Structure and Management** | | | |
| **Quality Standard: 1.1 Governance -** The Institution has clear lines of authority and engages a system of accountability for PHECC approved courses. | | | |
| **Evidence Examples:** | | | |
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| **Findings:** | | | |
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| **Assessment Rating** | |  | |
| **Actions Required to meet Quality Standard** | | | |
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| **Optional Action to support Continuous Quality Improvement** | | | |
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| **Quality Standard: 1.2 Management Systems and Organisational Processes -** The Institution can show that it has well documented organisational processes in place to meet the needs of all stakeholders. | | | |
| **Evidence Examples:** | | | |
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| **Findings:** | | | |
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| **Assessment Rating** | |  | |
| **Actions Required to meet Quality Standard** | | | |
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| **Optional Action to support Continuous Quality Improvement** | | | |
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| **Quality Standard: 1.3 Management Responsibility -** There is a clearly defined system in place showing who is responsible for ensuring the quality assurance of PHECC approved courses. | | | |
| **Evidence Examples:** | | | |
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| **Findings:** | | | |
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| **Assessment Rating** |  | | |
| **Actions Required to meet Quality Standard** | | | |
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| **Optional Action to support Continuous Quality Improvement** | | | |
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| **Quality Standard: 1.4 Self-Assessment, External Evaluation and Improvement Planning -** The Institution carries out internal assessment and engages in a quality improvement planning process (annually) which includes external evaluation. | | | |
| **Evidence Examples:** | | | |
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| **Findings:** | | | |
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| **Assessment Rating** |  | | |
| **Actions Required to meet Quality Standard** | | | |
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| **Optional Action to support Continuous Quality Improvement** | | | |
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| **Quality Standard: 1.5 Transparency and Accountability -** The institution conducts its activities in an open and transparent manner. | | | |
| **Evidence Examples:** | | | |
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| **Findings:** | | | |
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| **Assessment Rating** | |  | |
| **Actions Required to meet Quality Standard** | | | |
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| **Optional Action to support Continuous Quality Improvement** | | | |
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| **Quality Standard: 1.6 Administration -** Administration arrangements meet the needs of all stakeholder groups. | | | |
| **Evidence Examples:** | | | |
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| **Findings:** | | | |
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| **Assessment Rating** | | |  |
| **Actions Required to meet Quality Standard** | | | |
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| **Optional Action to support Continuous Quality Improvement** | | | |
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| **Quality Standard: 1.7 Financial Management -** The institution manages its’ finances in a responsible manner that meets the needs of all stakeholders. | | | |
| **Evidence Examples:** | | | |
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| **Findings:** | | | |
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| **Assessment Rating** |  | | |
| **Actions Required to meet Quality Standard** | | | |
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| **Optional Action to support Continuous Quality Improvement** | | | |
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| **Section Two: The Learning Environment** | | |
| **Quality Standard: 2.1 Education and Training Mission Statement -** The Mission of the Institution is appropriately focused with education and training as a core activity. | | |
| **Evidence Examples:** | | |
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| **Findings:** | | |
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| **Assessment Rating** |  | |
| **Actions Required to meet Quality Standard** | | |
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| **Optional Action to support Continuous Quality Improvement** | | |
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| **Quality Standard: 2.2 Communication with Students and Other Stakeholders -** Two way communication systems are in place between faculty, students and other stakeholders as appropriate. | | |
| **Evidence Examples:** | | |
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| **Findings:** | | |
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| **Assessment Rating** |  | |
| **Actions Required to meet Quality Standard** | | |
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| **Optional Action to support Continuous Quality Improvement** | | |
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| **Quality Standard: 2.3 Course Access, Transfer and Progression -** Course information in clear, access is fair and consistent, with recognition of prior learning, as appropriate. | | |
| **Evidence Examples:** | | |
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| **Findings:** | | |
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| **Assessment Rating** | |  |
| **Actions Required to meet Quality Standard** | | |
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| **Optional Action to support Continuous Quality Improvement** | | |
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| **Quality Standard: 2.4 Equality and Diversity -** There is a commitment to the provision of equal opportunities for students and faculty in compliance with relevant equality legislation. | | |
| **Evidence Examples:** | | |
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| **Findings:** | | |
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| **Assessment Rating** | |  |
| **Actions Required to meet Quality Standard** | | |
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| **Optional Action to support Continuous Quality Improvement** | | |
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| **Quality Standard: 2.5 Complaints and Appeals -** Complaints and Appeals Processes are open, transparent and accessible to students and other stakeholders. | | |
| **Evidence Examples:** | | |
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| **Findings:** | | |
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| **Assessment Rating** |  | |
| **Actions Required to meet Quality Standard** | | |
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| **Optional Action to support Continuous Quality Improvement** | | |
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| **Quality Standard: 2.6 Training Infrastructure –** Coursesare carried in an appropriate learning environment, sufficiently resourced in order to deliver training to the highest standards. | | |
| **Evidence Examples:** | | |
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| **Findings:** | | |
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| **Assessment Rating** | |  |
| **Actions Required to meet Quality Standard** | | |
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| **Optional Action to support Continuous Quality Improvement** | | |
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| **Quality Standard: 2.7 Health and Safety -** A safe and healthy environment exists in the institution. | | |
| **Evidence Examples:** | | |
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| **Findings:** | | |
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| **Assessment Rating** |  | |
| **Actions Required to meet Quality Standard** | | |
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| **Optional Action to support Continuous Quality Improvement** | | |
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| **Quality Standard: 2.8 Social Environment -** A positive, encouraging, safe, challenging and caring environment is provided for faculty and students. | | |
| **Evidence Examples:** | | |
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| **Findings:** | | |
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| **Assessment Rating** | |  |
| **Actions Required to meet Quality Standard** | | |
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| **Optional Action to support Continuous Quality Improvement** | | |
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| **Section Three: Faculty Recruitment and Development** | | |
| **Quality Standard: 3.1 Organisational Staffing -** All faculty are aware of their role and responsibilities when involved in the administration and/or delivery of PHECC approved courses and their conduct is professional at all times. | | |
| **Evidence Examples:** | | |
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| **Findings:** | | |
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| **Assessment Rating** |  | |
| **Actions Required to meet Quality Standard** | | |
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| **Optional Action to support Continuous Quality Improvement** | | |
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| **Quality Standard: 3.2 Faculty Recruitment –** Faculty are recruited on the basis of personal suitability, appropriate experience and qualifications. | | |
| **Evidence Examples:** | | |
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| **Findings:** | | |
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| **Assessment Rating** |  | |
| **Actions Required to meet Quality Standard** | | |
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| **Optional Action to support Continuous Quality Improvement** | | |
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| **Quality Standard: 3.3 Faculty Development and Training –** Faculty are encouraged and supported to gain additional training/qualifications appropriate to their role in or with the institution. | | |
| **Evidence Examples:** | | |
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| **Findings:** | | |
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| **Assessment Rating** |  | |
| **Actions Required to meet Quality Standard** | | |
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| **Optional Action to support Continuous Quality Improvement** | | |
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| **Quality Standard: 3.4 Communication with Faculty -** Two way communication systems are in place between management and faculty. | | |
| **Evidence Examples:** | | |
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| **Findings:** | | |
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| **Assessment Rating** |  | |
| **Actions Required to meet Quality Standard** | | |
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| **Optional Action to support Continuous Quality Improvement** | | |
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| **Quality Standard: 3.5 Work Placement and Internship -** Host organisations (internship sites) are appropriate to the course content and learning outcomes to be achieved (NQEMT Courses only). | | |
| **Evidence Examples:** | | |
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| **Findings:** | | |
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| **Assessment Rating** | |  |
| **Actions Required to meet Quality Standard** | | |
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| **Optional Action to support Continuous Quality Improvement** | | |
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| **Quality Standard: 3.6 Faculty and Stakeholder Management -** A system is in place to ensure appropriately qualified and experienced individuals are engaged by the institution. | | |
| **Evidence Examples:** | | |
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| **Findings:** | | |
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| **Assessment Rating** | |  |
| **Actions Required to meet Quality Standard** | | |
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| **Optional Action to support Continuous Quality Improvement** | | |
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| **Quality Standard: 3.7 Collaborative Provision -** Appropriate contractual arrangements are in place with affiliated instructors. | | |
| **Evidence Examples:** | | |
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| **Findings:** | | |
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| **Assessment Rating** |  | |
| **Actions Required to meet Quality Standard** | | |
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| **Optional Action to support Continuous Quality Improvement** | | |
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| **Section Four: Course Development, Delivery and Review** | | |
| **Quality Standard: 4.1 Course Development -** Courses are designed to meet the requirements for PHECC approval and certification and reflect a commitment to quality improvement. | | |
| **Evidence Examples:** | | |
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| **Findings:** | | |
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| **Assessment Rating** |  | |
| **Actions Required to meet Quality Standard** | | |
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| **Optional Action to support Continuous Quality Improvement** | | |
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| **Quality Standard: 4.2 Course Approval -** There are clear guidelines for course approval. | | |
| **Evidence Examples:** | | |
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| **Findings:** | | |
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| **Assessment Rating** | |  |
| **Actions Required to meet Quality Standard** | | |
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| **Optional Action to support Continuous Quality Improvement** | | |
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| **Quality Standard: 4.3 Course Delivery – Methods of Theoretical and Clinical instruction –** Courses are delivered in a manner that meets students’ needs and in accordance with PHECC guidelines. | | |
| **Evidence Examples:** | | |
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| **Findings:** | | |
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| **Assessment Rating** |  | |
| **Actions Required to meet Quality Standard** | | |
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| **Optional Action to support Continuous Quality Improvement** | | |
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| **Quality Standard: 4.4 Course Review -** Courses are reviewed in a manner that allows for constructive feedback from all stakeholders. | | |
| **Evidence Examples:** | | |
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| **Findings:** | | |
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| **Assessment Rating** |  | |
| **Actions Required to meet Quality Standard** | | |
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| **Optional Action to support Continuous Quality Improvement** | | |
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| **Quality Standard: 4.5 Assessment and Awards -** Assessment of student achievement for certification operates in a fair and consistent manner by all tutors and instructors in line with PHECC assessment criteria. | | |
| **Evidence Examples:** | | |
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| **Findings:** | | |
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| **Assessment Rating** |  | |
| **Actions Required to meet Quality Standard** | | |
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| **Optional Action to support Continuous Quality Improvement** | | |
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| **Quality Standard: 4.6 Internal Verification -** There is a consistent application of PHECC assessment procedures and the accuracy of results is verified. | | |
| **Evidence Examples:** | | |
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| **Findings:** | | |
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| **Assessment Rating** | |  |
| **Actions Required to meet Quality Standard** | | |
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| **Optional Action to support Continuous Quality Improvement** | | |
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| **Quality Standard: 4.7 External Authentication -** There is independent and authoritative confirmation of assessment, where relevant, in accordance with PHECC guidelines. | | |
| **Evidence Examples:** | | |
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| **Findings:** | | |
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| **Assessment Rating** |  | |
| **Actions Required to meet Quality Standard** | | |
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| **Optional Action to support Continuous Quality Improvement** | | |
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| **Quality Standard: 4.8 Results Approval -** A results approval process operates in the institution. | | |
| **Evidence Examples:** | | |
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| **Findings:** | | |
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| **Assessment Rating** | |  |
| **Actions Required to meet Quality Standard** | | |
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| **Optional Action to support Continuous Quality Improvement** | | |
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| **Quality Standard: 4.9 Student Appeals -** A process is in place for students to appeal their approved result. | | |
| **Evidence Examples:** | | |
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| **Findings:** | | |
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| **Assessment Rating** | |  |
| **Actions Required to meet Quality Standard** | | |
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| **Optional Action to support Continuous Quality Improvement** | | |
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| **Optional Action to support Continuous Quality Improvement** | | |
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| **Assessment Matrix** | | | | |
| **Please tick (√) the appropriate box – (N/A = Not Applicable)** | **Met** | **Part Met** | **Not Met** | **N/A** |
| **Section 1: Organisational Structure and Management** | | | | |
| 1.1 Governance |  |  |  |  |
| 1.2 Management Systems and Organisational Processes |  |  |  |  |
| 1.3 Management Responsibility |  |  |  |  |
| 1.4 Self-Assessment, External Evaluation and Improvement Planning |  |  |  |  |
| 1.5 Transparency and Accountability |  |  |  |  |
| 1.6 Administration |  |  |  |  |
| 1.7 Financial Management |  |  |  |  |
| **Section 2: The Learning Environment** | | | | |
| 2.1 Education and Training Mission Statement |  |  |  |  |
| 2.2 Communication with Students and Other Stakeholders |  |  |  |  |
| 2.3 Course Access, Transfer and Progression |  |  |  |  |
| 2.4 Equality and Diversity |  |  |  |  |
| 2.5 Complaints and Appeals |  |  |  |  |
| 2.6 Training Infrastructure |  |  |  |  |
| 2.7 Health and Safety |  |  |  |  |
| 2.8 Social Environment |  |  |  |  |
| **Section 3: Faculty Recruitment and Development** | | | | |
| 3.1 Organisational Staffing |  |  |  |  |
| 3.2 Faculty Recruitment |  |  |  |  |
| 3.3 Faculty Development and Training |  |  |  |  |
| 3.4 Communication with Faculty |  |  |  |  |
| 3.5 Work Placement and Internship |  |  |  |  |
| 3.6 Faculty and Stakeholder Management |  |  |  |  |
| 3.7 Collaborative Provision |  |  |  |  |
| **Section 4: Course Development, Delivery and Review** | | | | |
| 4.1 Course Development |  |  |  |  |
| 4.2 Course Approval |  |  |  |  |
| 4.3 Course Delivery |  |  |  |  |
| 4.4 Course Review |  |  |  |  |
| 4.5 Assessment and Awards |  |  |  |  |
| 4.6 Internal Verification |  |  |  |  |
| 4.7 External Authentication |  |  |  |  |
| 4.8 Results Approval |  |  |  |  |
| 4.9 Learner Appeals |  |  |  |  |
| **Assessment Result** |  | | | |

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| **Self-Assessment Checklist** | |
| **Please ensure you have completed the following information before submitting your self-assessment.** | |
| Your Institution Details |  |
| The Assessment Matrix |  |
| Your Evidence Examples for each applicable Quality Standard *(list only and save your actual Evidence Examples for the on-site review)* |  |
| Self-assessment findings for each applicable Quality Standard |  |
| A Self-assessment rating for each applicable Quality Standard |  |
| The quality improvement actions required to meet the quality standard where you have rated a standard **Part Met** or **Not Met.** |  |
| The quality improvement plan ‘Optional Action to support Continuous Quality Improvement’ where you have rated an expected outcome as **Met**, but identified improvement opportunities. |  |