

Civil Defence College



Quality and Procedures

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Quality & Procedures Policy

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The term “quality assurance” is used to describe the processes that seek to ensure that the learning environment (including teaching and research) reaches an acceptable threshold of quality. QA is also used to describe the enhancement of education provision and the standards attained by Civil Defence Volunteers.

This document sets out the Civil Defence policy approach to the development and issuing of Quality Assurance guidance. All QA guidelines issued by Civil Defence Branch will have regard to this policy.

The aim of this policy is to provide the rationale and implementation for Civil Defence QA guidelines. In summary, it explains:

- What QA guidelines are and how they should be used
- The principles which will apply to all QA guidelines
- The rationale for developing a suite of guidelines for different disciplines and topics

In a Civil Defence education and training context, quality assurance has to do with matters such as:

- whether the education, training, research and related services provided are fit for purpose
- do training courses and assessment meet the needs of the certifying agencies
- does training meet the needs of Health & Safety Legislation and Regulation
- the trustworthiness of the qualifications awarded or recognised
- accountability, openness and transparency
- the standards of instruction
- the standards of training materials

Civil Defence Branch and Local Authorities have an external quality assurance role in ensuring and communicating to the public that there are appropriate quality assurance procedures in place and that these are implemented and effective.

This is achieved by issuing appropriate policies and procedures that meet the needs of the public and stakeholder and subsequently reviewing the effectiveness of those procedures

Principles for Quality Assurance Guidelines

Civil Defence will have regard to the guidelines when determining:

- policies and procedures (prescribed mechanisms for meeting agreed criteria)
- standards (thresholds for educational quality which must be met);
- supplementary and supporting documentation for the guidance of providers and to provide further explanation

QA guidelines are intended to guide instructors, based in the Civil Defence College and volunteer instructors in Local Authorities through their responsibilities for the quality of education and training, assessment, evaluation and related services. They are developed in collaboration with the education and training providers and certifying agencies.

QA guidelines will be issued and published by Civil Defence

QA guidelines are a crucial component of a variety of Civil Defence functions, services and policies including:

- Validation of programmes (and re-validation)
- Review of instructors
- Certification of learners
- Recognition of awards within the Certifying Agency Standard for example PHECC, FSAI,
- Recognition of Prior Learning (RPL)
- Access, transfer and progression

All Civil Defence policies will be adapted and continuously evolve to remain fit-for-purpose for the needs of the education and training community and the qualifications system



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