

**QUALITY ASSURANCE INTERNAL PROCESS: ROLES AND RESPONSIBILITIES TABLE**

<b>CATEGORY/ACTION</b>	<b>PERSON RESPONSIBLE</b>	<b>WHEN</b>	<b>EXPECTED FOLLOW UP ACTION</b>
<p><b>ADMINISTRATION AND FILE MANAGEMENT:</b></p> <p><i>1. Ensures that criteria under section one of the ALL Quality Assurance questionnaire are adhered to</i></p>	<p>Quality Assurance Coordinator</p>	<p>1. At the start up of each course and at the end of each course</p>	<p>1. Complete all outstanding tasks before the start up of the next course and record what is still not in place on ALL Quality Assurance Action Plan</p>
<p><b>LEARNER NEEDS AND COURSE DEVELOPMENT:</b></p> <p><i>1. Ensures that criteria under section two of the ALL Quality Assurance questionnaire are adhered to</i></p> <p><i>2. Ensures that all documentation related to the courses are developed and filed</i></p> <p><i>3. Provides staff orientation and support</i></p> <p><i>4. Monitors staff performance and provides feedback to staff</i></p>	<p>Quality Assurance Coordinator and Teacher Coordinator</p>	<p>1. At the start up of each course and at the end of each course</p> <p>2. At the beginning of the school year and at the end of the school year</p> <p>3. On arrival of new staff members and during the three fixed staff meetings held before during and after each 5-week</p>	<p>1. Complete all outstanding tasks before the start up of the next course and record what is still not in place on ALL Quality Assurance Action Plan</p> <p>2. Revise course documentation at the end of each school year based on staff and learner feedback</p> <p>3. Develops an action plan based on learner and teacher performance and feedback and presents back to staff during the final meeting at the end of each of the 5-week courses</p>

		<p>course</p> <p>4. Teacher observations and feedback sessions during each of the 5-week courses</p>	
<p><b>MEASURING ACHIEVEMENT OF LEARNING</b></p> <p><i>1. Ensures that criteria under section three of the ALL Quality Assurance questionnaire are adhered to</i></p> <p><i>2. Ensures that mid-course and end of course assessments are carried out on time</i></p> <p><i>3. Ensures that learner logs are updated and completed</i></p> <p><i>4. Ensures that teachers have planned for and are prepared for the final exit interviews</i></p>	<p>Quality Assurance Coordinator and Teacher Coordinator</p>	<p>1. At the start up of each course and at the end of each course</p> <p>2. Sessions 5 and 9</p> <p>3. Mid course and end of course staff meetings</p> <p>4. Mid course staff meeting and follow up meetings prior to the exit interviews if necessary</p>	<p>1. Complete all outstanding tasks before the start up of the next course and record what is still not in place on ALL Quality Assurance Action Plan</p> <p>2. Review results of midcourse and end of course assessments on learner logs</p> <p>3. Make copies and file learner logs</p> <p>4. Develops an action plan based on learner and teacher performance and feedback and presents back to staff during the final meeting at the end of each of the 5-week courses</p>
<p><b>LEARNING ORGANISATION</b></p> <p><i>1. Ensures that criteria under section four of the ALL Quality Assurance</i></p>	<p>Quality Assurance Coordinator and Teacher Coordinator</p>	<p>1. At the start up of each course and at the end of each</p>	<p>1. Complete all outstanding tasks before the start up of the next course and record what is still not in place on ALL Quality Assurance Action Plan</p>

<p><i>questionnaire are adhered to</i></p> <ol style="list-style-type: none"> <li><b>2. Ensures that evaluation forms are handed out and collected from the learners</b></li> <li><b>3. Ensures that the feedback from the learners is analysed and fed back to the staff</b></li> <li><b>4. Ensures that staff provide feedback mid course and at the end of the course</b></li> <li><b>5. Review and Implement ALL Quality Assurance Action Plan</b></li> <li><b>6. Ensures the running of the Quality Assurance process</b></li> </ol>		<p>course</p> <ol style="list-style-type: none"> <li>2. Handed to the learners at the end of session 4 and 8 and collected during sessions 5 and 9</li> <li>3. Mid course and end of course staff meetings</li> <li>4. Mid course and end of course staff meetings</li> <li>5. At the end of each of the 5-week courses and at the end of each school year as applicable</li> <li>6. On going and as arranged with project partners</li> </ol>	<ol style="list-style-type: none"> <li>2. Develop an action plan based on learner and staff feedback and present to the staff during the final meeting at the end of each of the 5-week courses</li> <li>3. Follow up and implement necessary revisions as documented on the ALL Quality Assurance Action Plan</li> <li>4. Ensure that all aspects of the pilot ALL process are addressed including documentation of feedback on the process and regular correspondence with partners</li> </ol>
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