

## **Overarching Contingency Plan / Arrangements being implemented by:**

**Providers Name: Coláiste Mhuire**

**Provider Address: Ballygar, Co Galway**

**Provider Code: 62900M**

**One PLC Course: Health Care Support Level 5**

### **Communications:**

As a Microsoft 365 school, we have immersed ourselves in the communication and collaborative platform enabling us to connect and maintain contact with all stakeholders. In addition, telephone calls and texts are used as a method of communication between learners and tutors. Even in this restrictive environment, all our learners are able to access clear information regarding their work online and interact with tutors on a regular basis. They are regularly updated and informed of the planned changes to programme delivery and assessment activities. They have been accustomed to emailing assignments and projects prior to the outbreak of this pandemic. We will endeavour to respond to all queries and requests in a timely manner. All tutors are aware of the importance of storing, organising and collating student assignments (as governed by GDPR) for submission to the PLC Coordinator. This will enable the completion of IV and EA at the end of May. The PLC Coordinator regularly updates and discusses the necessary requirements with Senior Management who are assisting in ensuring compliance with QQI Quality Assurance Levels.

### **Programme Delivery:**

Our school delivers one PLC Programme – Health Care Support. In order to minimise the impact on teaching and learning, we are continuing to plan lessons, provide online resources for learners and deliver our programme using online facilities. All modules can be delivered without change except for the Anatomy and Physiology Module. Students had not sat their exam in this module.

The tutor is designing a project brief which will assess the same Learning Outcomes that would have been assessed in the exam. This will be forwarded to the learners as soon as possible. Students have completed their work placement requirements already. Learners are aware of the tutors to contact for each module and of the deadline dates for assignments. Systems have been put in place to allow for continuity and consistency of teaching, learning and assessment for all students. Support and guidance is available from tutors primarily through email.

**Assessment:**

Currently, our tutors are in the process of carrying out assessments on their learners work electronically. Learners are receiving feedback on work as it is being corrected by the tutors. All of the corrected work will be submitted electronically to the PLC Coordinator.

All students have been registered for Certification on the QBS system. Firstly, tutors will submit their results along with the students work the PLC Coordinator. Secondly, the PLC Coordinator will then enter these results onto the system and arrangements will be made with the appropriate personnel to carry out IV. Again, this can be done electronically if required.

An EA has been secured and arrangements will be finalised with her as regards a site visit or the electronic transfer of data. When this is complete, we will arrange a Results Approval Meeting (virtual if necessary) with management as required and the results will then be submitted for certification to QQI.

While these plans involved some changes to our approved programme schedules, the Board of Management of Coláiste Mhuire is committed to ensuring the maintenance of full academic governance and quality assurance principles; and that the school is operating these contingency arrangements within its approved scope of provision.

Signed: Emma O'Malley, Principal

Date: 3 April, 2020