



1.1 Corporate Governance Policy

Version Control

Version	Date	Description	Author
1.0	January 2024	Initial Policy Development	C-TAC
2.0	November 2024	Updated to include TAQA system integration	C-TAC

1.1 Purpose

This Corporate Governance Policy defines the governance framework within C-TAC (Coffey Training, Assessment & Certification), ensuring compliance with PHECC standards for Approved Training Institutions (ATI). This version is aligned with the TAQA system

1.2 Scope

This policy applies to all C-TAC operations, including training delivery, assessment, certification, and internal and external quality assurance processes. It covers the roles of full-time staff, affiliate faculty, and external partners, ensuring clear accountability and compliance with regulatory requirements.

1.3 Governance Structure

- **Owner/Director of Training:** Oversees C-TAC's overall operations, strategic direction, and compliance with regulatory requirements,
- **Internal Verifier (IV):** Designated member within C-TAC, responsible for ensuring the integrity of assessments, compliance with internal policies, and oversight of assessment processes.
- **Affiliate Faculty:** External instructors contracted to deliver PHECC courses under C-TAC's governance, subject to contractual agreements and oversight to ensure alignment with institutional standards.

1.4 Compliance and Accountability

- Clear role definitions with documented responsibilities and performance expectations.
- Compliance with legal and regulatory requirements, including Health & Safety, GDPR, safeguarding, and PHECC standards.
- Accurate and secure records of all training, assessment, and certification activities.
- Regular performance reviews to ensure accountability and continuous improvement.



1.5 Communication and Oversight

- Clear communication channels for staff, faculty, and learners regarding governance processes, responsibilities, and reporting structures.
- Regular updates and training for faculty and staff to ensure understanding and compliance with governance requirements.

1.6 Process

- **Defining Roles and Responsibilities:**
 - Annually review the organisational structure, updating role descriptions as needed.
 - Communicate role responsibilities during onboarding and performance reviews.
- **Governance Oversight:**
 - Conduct quarterly governance meetings to review compliance and operational efficiency.
 - Use KPIs and feedback to guide governance decisions.
- **Risk Management:**
 - Identify, assess, and mitigate risks using a structured Risk Register.
 - Assign Risk Owners to manage specific risks and report quarterly.
- **Internal and External Verification:**
 - Internal Verifier conducts quarterly checks on assessments and compliance records.
 - Quarterly External Verification and provides feedback reports.
- **Continuous Improvement:**
 - Collect feedback from stakeholders through surveys and feedback forms.
 - Use feedback and verification reports to update governance processes and training.

1.7 Responsibilities

- **Board of Directors:** Overall governance and strategic direction.
- **Management Team:** Implementation and compliance with governance policies.
- **Risk Owners:** Monitoring and managing specific risks.
- **All Staff and Faculty:** Adherence to governance policies and reporting of concerns.



1.8 Version Control and Review

- **Version 1.0:** Issued January 2024
- **Version 2.0:** Effective from November 2024, updated to include TAQA system integration

1.9 Approval and Compliance Monitoring

- **Approved by:** Adrian Coffey, Director of Training
- **Date:** October 2024

