3.6 Course Staffing 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

3.6.1 Purpose
This policy ensures that all C-TAC courses are staffed with appropriately qualified faculty members in compliance with PHECC standards and TAQA quality assurance principles. It defines processes for determining staffing needs, assigning faculty, and maintaining appropriate faculty-to-learner ratios.

3.6.2 Scope
This policy applies to all full-time, part-time, and blended learning programmes offered by C-TAC.

3.6.3 Principles

- **Compliance:** Course staffing aligns with PHECC requirements for faculty qualifications and ratios.

- **Quality Assurance:** Sufficient qualified faculty are assigned to ensure effective course delivery.

- **Learner Support:** Staffing levels support personalised instruction and learner engagement.

- **Accountability:** Roles and responsibilities are clearly defined and monitored.

3.6.4 Process

1. **Staffing Needs Assessment:**

   o The Director of Training assesses staffing needs based on course schedules, enrolment numbers, and faculty availability.

   o Minimum faculty-to-learner ratios are maintained as specified by PHECC guidelines.

2. **Faculty Assignment:**

   o Faculty members are assigned to courses based on their qualifications, experience, and expertise.

   o Assignments are documented in the Course Staffing Register, maintained by the Quality Assurance Team.

3. **Monitoring and Adjustments:**

   o Faculty-to-learner ratios are monitored throughout each course to ensure compliance.

   o Additional faculty are assigned as needed to maintain effective learner support.

4. **Contingency Planning:**

   o Backup faculty are identified to cover absences or unexpected increases in enrolment.

   o Emergency staffing procedures ensure minimal disruption to course delivery.

3.6.5 Responsibilities

- **Board of Directors:** Provides oversight of course staffing processes.

- **Director of Training:** Determines staffing needs, assigns faculty, and ensures compliance with regulatory requirements.

- **Quality Assurance Team:** Maintains the Course Staffing Register and monitors faculty-to-learner ratios.

- **Faculty:** Deliver assigned courses in accordance with PHECC standards and course objectives.

3.6.6 Monitoring and Review

- The course staffing process is reviewed annually to ensure compliance and effectiveness.

- Internal audits verify faculty qualifications, staffing levels, and adherence to PHECC guidelines.

- Stakeholder feedback is collected to assess the impact of staffing levels on learner outcomes.

3.6.7 Approval and Compliance Monitoring

- **Approved by:** Adrian Coffey, Director of Training

- **Date:** October 2024

- Compliance with this policy is monitored through regular audits, feedback, and external verification.