

Quality Assurance

In academic terms LSET Quality Assurance Policies include the following:

- As part of our monitoring, each lecturer is observed at least twice a year.
- An appointed experienced member of faculty observes one lesson and the observation is written up using a feedback sheet.
- The date of the observation is agreed and then a preliminary meeting is held.
- After the observation, full feedback is given to the lecturer at the earliest opportunity.
- If any problem is noticed, a second observation is arranged with the presence of a third party.
- All documentation concerning the observation is kept in the file after the agreement of both parties.
- The observation is a positive process focussing on everyone's strengths, as well as indicating any areas which may improve their delivery.
- Each lecturer receives a copy of the observation sheet and the completed feedback sheet.

Procedures for the Faculty Meetings

LSET faculty should aim to meet regularly on the first Monday of every month.

- A list of items to be included in the agenda which is sent in advance to the members of staff who are entitled to attend the meeting
- The Academic Advisor will chair the meetings by directing the discussion according to the set agenda.
- The faculty is expected to give a brief review of the performance and progress of their respective classes and raise any issues which may be of interest to their colleagues or may require management attention.

- Minutes of the meeting including follow up actions are recorded and distributed to all faculty members