

Making an Application for TIE Provider Approval

1. Application Process – an over view

An organisation who wishes to become an **Approved TIE Provider** will apply to the National Qualifications Authority of Ireland (NQAI) presenting its quality assurance system for approval, having firstly aligned its system to accord with the NQAI's [Interim Standards and Guidelines for TIE Provider Approval](#).

An application will comprise a standard application form and a number of supporting documents. These will facilitate the provider to verify that it has developed and documented all of the quality assurance policies and procedures relevant to the administration and development of the TIE suite of examinations. The NQAI will evaluate each application against clear and objective criteria.

2. Making an application

An organisation who wishes to make an application for approval of its TIE Quality Assurance procedures should download a copy of the following documents from the NQAI website:

- [Interim Standards and Guidelines for TIE Provider Approval](#)
- [TIE Provider Approval Application Form](#)

2.1 The Interim Standards and Guidelines document should be read in detail before any application is made. In addition to setting out the background of the TIE examination, it gives detailed guidelines on all the policies and procedures which providers are expected to put in place. A prospective applicant organisation should compare its existing system against the interim standards and guidelines, identify any gaps and seek to fill them *before* any application is made. Once the provider is satisfied that its quality assurance system meets the standards and guidelines it should use the Application Form to make an application to the NQAI for approval.

2.2 Application Form

The first part of the Application form, Part A, requires information about the organisation, its history, mission and the context within which it is operating. The second, Part B, addresses each of the required standards and criteria and asks the organisation to verify that they have been developed and documented and how their effectiveness will be monitored by the organisation.

2.3 Supporting Documentation

In addition to the Application Form, the following documents are to be included with the application for approval.

1 General

- a. Candidate Handbook (appropriate for proposed candidate cohort)
- b. TIE Centre Handbook
- c. General Guidelines for TIE
- d. Candidate Application form
- e. Quality Assurance Handbook

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2 Oral TIE

- a. Protocol for sessions
- b. Grading sheet
- c. OTIE pack contents:
 1. Scheduling procedures for exam sessions
 2. Grading sheet
 3. Examiner feedback sheet
 4. Recording equipment
 5. Payment claim form
 6. Incident Report form

3 Written TIE

- a. Grading sheet
- b. System of grading and finalising of grade

4 Administration

A TIE Administration Handbook to include the following.

1. Organigram of company with positions.
2. Flow chart of system from application to certification
3. Communication systems with
 - exam centre
 - candidates
 - examiners
 - graders
4. Exam Session Administration: Procedures and Systems
5. Duties of office administration, session leader, invigilator, examiners
6. TIE grading sheets – OTIE; WTIE
7. Procedures for recruitment ,appointment, training, standardisation & development of examiners
8. Maintenance of examiners' and graders' documentation
9. Security procedures, (re exam papers, data protection of results)
10. Archiving procedures
11. Procedures re setting up of OTIE sessions
12. Procedures re the grading of WTIE papers

4. Criteria for Approval

NQAI will use the information supplied in the application to evaluate the provider's quality assurance policies. In carrying out the evaluation the following criteria will be applied:

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The completed Application Form must show that the provider has

- Developed and documented each of the **policies** which are relevant to the organisation
- Developed and documented **procedure(s)** to implement each policy.
- Identified the method(s) of **internal monitoring** for all relevant procedures
- Identified the form(s) of **evidence** which should be available to show that the procedures have been implemented effectively.

Supporting Documentation

Documentation required under section 2.3 above demonstrates how the organisation proposes to maintain and enhance standards associated with the TIE examination.

5. Evaluation of an Application

Each application will be evaluated by two evaluators working for, or on behalf of, NQAI. Their work will involve comparing an application received against the standards and guidelines outlined above. During this phase the applicant organisation may be contacted and given an opportunity to clarify parts of the application. Following the evaluation of the application a recommendation will be made to the Chief Executive Officer of the NQAI who will make the final decision which will be communicated accordingly.

Possible Outcomes

Approved

Where an organisations quality assurance system for TIE is approved by the NQAI, that organisation will be registered as an approved provider of TIE with NQAI. Formal notification of the approval will be issued. A list of Approved TIE Providers will be included on the NQAI website.

An approved provider may use the legend 'An Approved TIE Provider' Initial approval will be granted for a period of five years subject to a satisfactory review of performance after the first twelve months of operation. Periodic external review of Approved providers will be organised by the NQAI.

The approved provider will have the right to develop the exam following procedures as specified in the approval agreement and market and promote TIE to markets in accordance with their planning.

Referred

Where an organisations quality assurance system is not approved by the NQAI, the organisation will receive written feedback indicating the amendments required. The organisation may choose to make the amendments and resubmit their application to the NQAI after a period of four months. The organisation may appeal the NQAI's decision.

6. Appeal

Where an organisation feels there are grounds, it may appeal NQAI's decision not to approve the organisations's quality assurance system for TIE. Details of the appeal procedure will be supplied.

7. Withdrawal of TIE Provider Approval

NQAI will commence proceedings to withdraw TIE Provider Approval status when the provider fails to comply with their QA Agreement and or their Terms and Conditions of their approval. The decision to withdraw provider registration will be taken by the NQAI Board. The provider will be offered an opportunity to appeal the Council decision.