

2010

Education & Training
Quality Assurance File



The Institute of Risk Management
SOUTH AFRICA

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INTRODUCTION

The Institute of Risk Management South Africa (IRMSA) requests endorsed training providers to submit their quality assurance file for review on an annual basis. This quality assurance file will be applicable to all training courses endorsed by IRMSA. The purpose of this file is to ensure that the members' interests are safeguarded through quality inspections of the training provider. The information below details the minimum content required per section.

Lecturer CV

- Complete CV

Support Staff CV

- Complete CV

Assessor CV

- Complete CV

Moderator CV

- Complete CV

Course Information

- High-level summary of the:
 - Introduction
 - Lecturer/s (Insert Title, Highest qualification, years experience in risk management)
 - Annual programme, contact sessions i.t.o. date, venue and timeframe
 - Applicability to the National Qualifications Framework
 - Learning assumed to be in place
 - Specific outcomes
 - Training modules
 - Coordination and administration
 - Delivery methodology
 - Assessment
 - Information on textbooks / resource material.

Class Material

- Briefly describe / list, in not more than one page, the material used during lectures / training e.g. handouts, exercises, course evaluation forms.

Projects

- Briefly describe the projects the learners will be responsible to complete.

Assessments

- Insert the actual learner assessment, memorandum and course evaluation forms.

Marks

- Learner results schedule.

Reports

- Assessor and moderator reports.
- Summary of feedback forms.

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