



Quality Assurance - Approval System

Introduction

One of the key roles of the European Greenkeeping Education Unit will be to approve Greenkeeping Associations/Golf Union/Federation and Education establishments the authority to run courses which will be certificated by the Unit. Therefore a robust quality system needs to be in place to ensure standards are maintained at the highest level and the certificates produced at the end of the process to the students are recognised throughout Europe and have the value that is intended through the European skills passport system. The approval system will also ensure that the delivery and assessment of the 3 levels of standards at Greenkeeping, Supervisory and Management are appropriate against the European Greenkeeping and European Qualifications Framework (EQF) standards and the assessment methods employed are robust.

Golf Course Greenkeeper – EQF Level 4

Golf Course Supervisor – EQF Level 4/5

Golf Course Manager – EQF Level 5

This paper outlines the process expected in order to allow Greenkeeping Associations/Golf Union/Federation/Education establishments throughout Europe to understand the process and highlight the different methods of applying for approval depending on the current situation in each Country.

The Approval process by which ever method is employed, will have costs associated with it. All EGEU costs must be met either by project funding or by the Country/Education establishment/Greenkeeping Association.

There are 3 methods expected to apply across several countries in Europe

1. Education is already taking place in the Country which is approved by the Greenkeeping Association/Golf Union/Federation and is delivered by a recognised education establishment
2. Education is already taking place in the Country approved and run by the Greenkeeping Association/Golf Union/Federation
3. No formal/informal education or training currently exists in the Country

It is intended that the Countries for whom Method 1 is the case that these Countries will be given the opportunity in the first instance to apply for EGEU approval. It is crucial that Countries who already have a quality education system for Greenkeepers in place are given the opportunity to seek approval and move to the EGEU Skills passport system as quickly as possible.

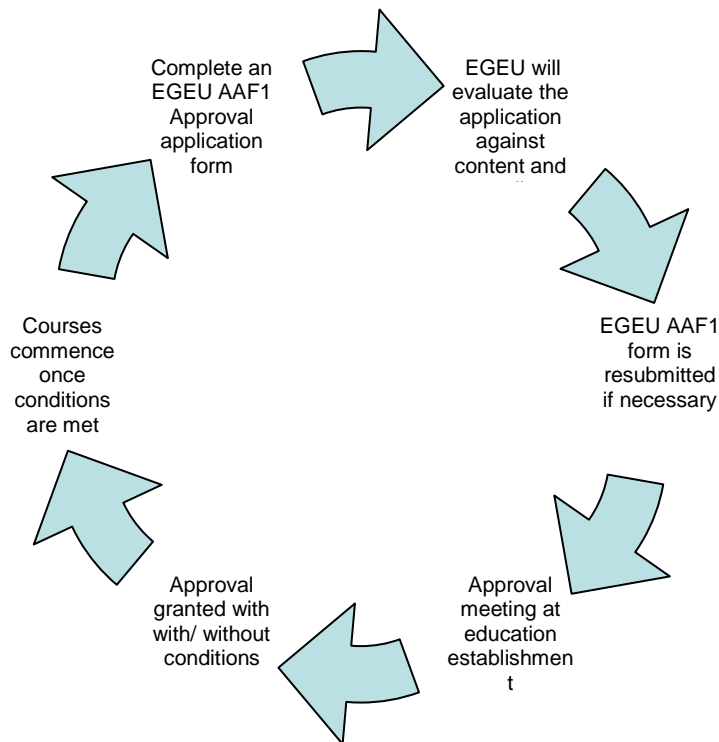
Approval System Methods

Method 1

Education is already taking place in the Country which is approved by the Greenkeeping Association/Golf Federation/Union and is delivered by a recognised education establishment

- a) The Greenkeeping Association/Golf Union/Federation and education establishment contact the EGEU to seek approval
- b) The Greenkeeping Association/Golf Union/Federation and education establishment decide which levels of the EGEU standards they wish to seek approval for. This can be 1, 2 or 3 levels as per the standards published
 - a. Approval can be given for individual levels or all 3 as best meets the needs of the Country
- c) An EGEU AAF1 application form is completed and submitted
- d) The EGEU will undertake a matching exercise to ensure all the standards required are covered in the current course. If not then the course must be amended to meet the standards before approval can be considered
- e) The EGEU will undertake a matching exercise against the current quality assurance system employed at the education establishment against what is expected by the unit. If not then the quality standards must be amended to meet the EGEU requirements before approval can be considered
 - a. If the course is currently recognised by a national education body in the Country which already has a robust quality assurance system in place this will be taken into account by the EGEU approval panel
- f) The education establishment produces a paper outlining the assessment process to be used to comply with the requirements of the EGEU standards.
 - a. Proof of resources to provide both knowledge and practical assessment must be provided
 - b. Copies of the assessments are made available to the verification panel
- g) The EGEU will visit the education establishment to verify the establishment. This approval process will cover the following criteria
 - a. Clear evidence is provided to show the suitability of the course/s content

- b. Clear evidence is provided to show the suitability and rigour of the assessment process
- c. A complete list of lecturers CV's delivering the course/s is provided to show academic and industry experience is appropriate.
- d. All course documentation must be provided for the course levels approval is being sought (see Quality Assurance Policy and Procedure Document)
- e. If the course/s are already recognised by the Countries Education Ministry or National Board of Education, written evidence of this is required with details of the awarding body.
 - i. In this instance the quality assurance system of the Country can be adopted by the EGEU to monitor the standards of the programme if it is felt to be robust for EGEU requirements
- f. The EGEU considers it good practice to have in Country approval, often ensuring the course fees are either met or subsidised by relevant Governments. Assistance will be given to seeking approval of education ministry and qualifications authorities as necessary
- g. If the course is not approved by the Education Ministry or the Board of Education, in Country the Greenkeeping Association/education establishment has the option to progress with this approval supported by the EGEU if this is appropriate
 - i. In this instance a verification programme will be developed and approved by the EGEU as part of the approval event
- h) Approval can be granted with or without conditions
 - a. No conditions, approved courses can start immediately
 - b. With conditions, these have to be met prior to the courses commencing
- i) Approval is usually granted for 3 years in the first instance. After 3 years the period can be extended to 5 years time spans assuming no concerns are raised about the courses/standards or quality assurance compliance



Method 2

Education is already taking place in the Country approved and run by the Greenkeeping Association/Golf Federation/Union

- a) Education to this point may well have been informal, seminar type but now the association wants to formalise the education provided through EGEU
- b) The Greenkeeping Association/Golf Federation/Union contacts the EGEU to discuss what education is currently available and options to formalise it within the country education system
- c) If an education establishment is the first contact the Greenkeeping Association and Golf Union/Federation are contacted for discussion to take place
- d) With the support of the EGEU the Greenkeeping Association/Golf Union/Federation contacts potentially suitable education establishment partners (if not already identified) to gauge interest in providing the required education
- e) The suitable education establishment/s is then identified
- f) Depending on the previous experience of this partner in this area the following processes may apply
 - a. If it is considered that suitable academic and lecturer experience already exists, the education establishment with the Greenkeeping Association/Golf Federation/Union can apply for approval as per method 1 above

- b. If suitable expertise does not exist the EGEU will support the development of this expertise through the identification of a training of trainers programme.
 - i. This programme should include
 - 1. Technical expertise is developed
 - 2. Teaching and assessment expertise developed to suit vocational education delivery
 - 3. Support to develop the appropriate curriculum will be provided
 - ii. Costs of this will be met within the relevant country although the EGEU can assist in the application process for funds.
 - iii. The EGEU can recommend experienced partners suitable to assist the Country in developing the necessary expertise ready for the application process
- g) Application process as per method 1 should then be followed

Method 3

No formal/informal education or training currently exists in the Country

- a) The Greenkeeping Association/Golf Union/Federation or Education establishment contacts the EGEU to discuss how to start the process
- b) If an education establishment is the first contact the Greenkeeping association and Golf Union/Federation are contacted for discussion to take place
- c) Investigation takes place to see if partnership working is appropriate
 - a. Regionalisation of provision maybe be suitable for smaller/developing countries
 - b. Working in partnership with an experienced country should also be considered
- d) The EGEU can support the Greenkeeping Association/Golf Union/Federation to make the best decision on how to develop and progress with an education system to meet the Countries needs
- e) A suitable education establishment is then identified in Country, Regionally or through an experienced partner
- f) Depending on the previous experience of this partner in this area the following processes may apply
 - a. If it is considered that suitable academic and lecturer experience already exists, the education establishment with the Greenkeeping Association can apply for approval as per method 1 above
 - b. If suitable expertise does not exist then development to the approval process begins with following the criteria for method 2 followed by method 1 to application/approval
- g) The EGEU can assist in the application of funds to support these developments if the necessary resources are not available already in Country