



PCI College Link Tutor Specification

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1. REVISION HISTORY AND APPROVAL

Revision	Nature of change	Approval	Date
1.0	First Issue	JL	27/07/21

2. INTRODUCTION

- 2.1. The PCI College Link Tutor is a vital role in the management of communication and maintenance of quality assurance standards between PCI College and the Validating and Accrediting Bodies.
- 2.2. Middlesex University, as a recognised Partner and Validating Body of PCI College will appoint a Middlesex University Link Tutor as the PCI College representative, adviser and communication link for the duration of the Partnership Agreement.
- 2.3. Though QQI does not formally recognise the appointment of a Link Tutor, PCI College reserves the right to funnel all relevant communications with the validating body through our appointed Link Tutor.
- 2.4. In the case of Accrediting Bodies, the Link Tutor may delegate single point of contact responsibilities to a senior member of staff.
- 2.5. The PCI College Link Tutor, or their delegate, is the direct line of communication between the College and third party.

3. RESPONSIBILITIES

- 3.1. The PCI College Link Tutor (with respect to validating bodies, awards bodies and/or accrediting bodies) is responsible for:
 - 3.1.1. Ensuring the maintenance of the standards and delivery of the Programme(s)
 - 3.1.2. Effective liaison with the key administrators in each institution.
 - 3.1.3. Producing Annual Monitoring Reports
 - 3.1.4. Disseminating reports and any required data to and from the validating body as required and in a timely manner
 - 3.1.5. Taking a role in the design and development of new programmes and revalidated programmes with a view to maintaining standards as required
 - 3.1.6. Attending third party meetings and required trainings
- 3.2. It is a primary responsibility of the Link Tutor to be responsive and proactive in all interactions with third parties.