



Meeting - Agenda *Clár Chruinnithe*

Meeting Title	Further Education and Training Quality Council		
Date	Thursday 25 th February 2021	Time	11.00am to 1.00pm
Venue	Teams Meeting		
Invited	Paul Patton, Alan Hogan, Hanorah Lyons, Triona Lynch, Pat Maunsell, Arlene Douglas, James Maher, Brendan Ryan, Bernadette Enright, James Power, Martin Cournane.		

No.	Item
1.	Welcome.
2.	Previous minutes and matters arising.
3.	<p>Quality Assurance Policies and Procedures</p> <ul style="list-style-type: none"> • Policy and Procedure Approval; <ul style="list-style-type: none"> ○ <i>Learner Charter;</i> <ul style="list-style-type: none"> ▪ <i>Anti-Bullying Policy, Code of Conduct, Disciplinary Procedure, Complaints Procedure;</i> ○ <i>FET Regional Planning Network ToR update – FET Strategic RPN;</i> • Policy and Procedure development and review schedule; <ul style="list-style-type: none"> ○ <i>NHA RPL procedures;</i> ○ <i>LCETB Assessment Policy;</i> ○ <i>Blended Learning Policy;</i> <ul style="list-style-type: none"> ▪ <i>Request for Extension of COVID 19 Contingency Arrangements</i> ○ <i>Programme Delivery, Development & Validation Policy.</i>
4.	<p>Programme responsibilities.</p> <ul style="list-style-type: none"> • Approving programme documentation; <ul style="list-style-type: none"> ○ <i>Conversion of Assessment Instrument Specifications (AISs) – update;</i> ○ <i>Updated programme/module revision form - additional for NHA and AIS;</i> ○ <i>Request to QQI to modify CAS Major Award Standard – Work Experience Pool;</i> <ul style="list-style-type: none"> ▪ <i>Update on Level 4 / 5 / 6 awards and programmes updated;</i> ▪ <i>Governance process and approval forms associated;</i> ○ <i>Schedule for Strategic RPN to align to Quality Council subgroup (Programme Governance);</i> • Recommendations to support new or existing programmes; <ul style="list-style-type: none"> ○ <i>Governance processes for locally modified programmes;</i> ○ <i>Summary document for review panel – “An overview of the variation in QA assessments across the individual providers within the ETB.”</i> ○ <i>Erasmus+ project development approval</i>
5.	<p>Monitoring and Review Responsibilities;</p> <ul style="list-style-type: none"> • Noting the annual schedule of reviews; <ul style="list-style-type: none"> ○ <i>Schedule for – Centre QIPs, Youthreach CEIP, NHA etc.;</i> ○ <i>Monitoring requirements for second providers;</i> • Receiving reports of progress against action plans arising from quality reviews; <ul style="list-style-type: none"> ○ <i>Centre QIP reports completed to date;</i> ○ <i>Youthreach CEIP reports received;</i> ○ <i>Inaugural Review of QA – External Panel documentation and visit.</i>

6.	<p>Assessment Responsibilities;</p> <ul style="list-style-type: none"> • Noting assessment reports and results; <ul style="list-style-type: none"> ○ <i>Analysis of December 2020 Certification period;</i> <ul style="list-style-type: none"> ▪ <i>Certification Data;</i> ▪ <i>Summary of outcomes and actions – CQIP outputs being summarised;</i> ○ <i>April/June/July 2021 Certification Period planning.</i> <ul style="list-style-type: none"> ▪ <i>IV Training scheduled for March/April</i> ▪ <i>Exam Writing Training</i>
7.	<p>Apprenticeship Responsibilities</p> <ul style="list-style-type: none"> • <i>Annual Report from National Hairdressing Apprenticeship Programme Board;</i> <ul style="list-style-type: none"> ○ <i>Summary of NHA successes, priorities, and actions;</i> ○ <i>NHA Programme Board proposed changes to Quality Assurance policies and procedures, curriculum, and assessment;</i> ○ <i>Summary of national roll-out planned for 2021, including supports and activities provided to collaborating providers.</i>
8.	AOB

Signed



Date 22nd Feb 2021