



Meeting - Minutes

Cruinniú – Miontuairiscí

Meeting Title	Further Education and Training Quality Council				
Date	25 th February 2021	Start Time	10 am	Finish Time	12 noon
Venue	Teams Meeting				
Present	Paul Patton, Alan Hogan, Hanorah Lyons, Triona Lynch, Pat Maunsell, Arlene Douglas, Brendan Ryan, James Maher, James Power, Martin Cournane, Bernie Kelleher.	Apologies	Bernadette Enright.		
Objective(s)					

No.	Agenda Item	Minutes	Key Decisions & Actions	Responsible
1.	Welcome	PP welcomed all to the first FET Quality Council Meeting of 2021. PP thanked Managers/Coordinators for ensuring Covid-19 checklists in place in advance of those FET Centres/TC opening Monday 1 st March.		
2.	Minutes of last meeting	Minutes of last meeting were ratified, proposed by MC and seconded by JM.		
3.	Apprenticeship Responsibilities	<p>Apprenticeship Responsibilities</p> <p>Suzanne Kiely National Programme Coordinator of the National Hairdressing Apprenticeship presented the Annual Report from NHA Programme Board.</p> <p>The following was presented in the Annual Report.</p> <ul style="list-style-type: none"> • Summary of NHA successes, priorities, and actions; 		

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		<ul style="list-style-type: none"> NHA Programme Board proposed changes to Quality Assurance policies and procedures, curriculum, and assessment; Summary of national roll-out planned for 2021, including supports and activities provided to collaborating providers. <p>PP thanked Suzanne Kiely, TEL, QA and all involved in the NHA.</p> <p>Information Management System required to support the NHA.</p> <p>Pathways to Hairdressing Apprenticeship Level 6 to be looked at, the following are operating in the LCETB - Senior Trades, QQI Level 5, and City & Guilds.</p> <p>TL said LCETB Literacy and Numeracy Supports would be available to NHA.</p> <p>LCETB to follow up on EOI in Beauty Apprenticeships.</p> <p>An internal EOI will be circulated to staff for NHA QA and TEL roles first.</p>	<p>Information Management System needed for NHA</p> <p>Pathways to Apprenticeship to be looked at.</p> <p>NHA can access LCETB Literacy and Numeracy Supports</p> <p>Follow up on Apprenticeships in Beauty Area.</p> <p>Internal EOI for NHA QA & TEL Roles.</p>	
4.	Quality Assurance Policies and Procedures	<p>Policy and Procedure Approval</p> <p>Learner Charter</p> <p>Learner Charter and Associate Policies (Disciplinary procedure, Anti bullying policy, Learner code of conduct, Learner complaints procedure) were adopted. TL proposed and BR seconded.</p> <p>MC had concerns for minors and underage as several policies not in line with DES. AH suggested adding sentence "For minor refer to relevant circular letters"</p>	<p>Sentence to be added to Policies for Minor.</p>	

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		<p>FET Regional Planning Network Name change recorded, FET Strategic Regional Planning Network replaces FET Regional Planning Network. ToR updated in name only.</p> <p>Policy and Procedure development and review schedule;</p> <p>NHA RPL Procedures NHA RPL procedure in draft, process to be in place by 2nd quarter of year. QASS will have RPL person.</p> <p>LCETB Assessment Policy LCETB Assessment Policy to be drafted, this will sit above procedures (Templates, EA Guidelines, Centre EA Guidelines, Assessment Procedures.)</p> <p>Blended Learning Policy Limerick and Clare Education and Training Board are required to develop their own Blended Learning policy and submit to QQI for validation. It was noted that resources will be required for Blended Learning. QA strategy WE/WP working group have sent a request to FET Directors to request an extension from QQI of COVID 19 contingency arrangements until August 2022. PM requested direction on this as his staff finish in May. AD needs clarification as current courses looking for deferrals.</p> <p>Programme Delivery, Development & Validation Policy This document is currently being redevelopment.</p>	<p>Request that FET Directors look for Contingency clarification.</p>	
5.	Programme responsibilities	<p>Approving programme documentation</p> <p>Conversion of Assessment Instrument Specifications (AISs) – update The AISs downloaded from the ETBI Moodle site are nearly edited, the new process will be handed over soon. Conversion of AISs will be stored on LCETB Moodle with access limited to QASS and TSO.</p>		

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		<p>Updated programme/module revision form MS Form for programmes updates for FE, TC and NHA module descriptors developed.</p> <p>Request to QCI to modify CAS Major Award Standard – Work Experience Pool QCI Contingency Modifications to Work Experience pool at Levels 4, 5 and 6 will require QA governance. Work Placement Forms developed by cross ETB working group have been adopted by the LCETB to support QA and governance. Provision need to complete if contingency work placement applied.</p> <p>Schedule for Strategic RPN to align to Quality Council subgroup (Programme Governance) Schedule to be drafted</p> <p>Recommendation to support new or existing programmes Procedure to Create a Local Programme on the National Programme Database.</p> <p>Summary document for review panel – “An overview of the variation in QA Assessments across the individual providers within the ETB”.</p> <p>Erasmus+ project development approval to be looked at by AH and PP.</p>	<p>WP Forms to be returned to QASS by 19th March, screened and brought through governance process.</p> <p>Schedule FET SRPN to be drafted.</p> <p>AH to speak to PP Re: Erasmus Projects.</p>	
6.	Monitoring and Review Responsibilities	<p>Noting the annual schedule of reviews</p> <p>Centre QIPS Centre QIPS nearly completed.</p> <p>Youthreach CEIP Youthreach CEIP Reports were noted. Alignment of dual evaluation process to be looked at. AH to discuss with Gerry Griffin and Tony Dalton.</p>	<p>AH to follow up Gerry Griffin and Tony Dalton.</p>	

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		<p>NHA Annual Report from NHA Programme Board.</p> <p>Monitoring requirements for second providers Reporting on Quality Assurance of Second Providers, ETB needs oversight of contracted Training.</p> <p>Inaugural Review of Quality Assurance Schedule of visit to be finalised next week. An invite to briefing pre meeting will be issued to 6 members of the FET Quality Council.</p>	<p>QAIR briefing date to follow for FET Quality Council Members.</p>	
7.	<p>Assessment Responsibilities</p>	<p>Noting assessment reports and results</p> <p>Analysis of December 2020 Certification period Link Certification Data December 20</p> <p>Summary of outcomes and actions Centre CQIPS outputs being summarised</p> <p>Training requirement for IV staff – Teams/Moodle PD for IV staff on Teams/Moodle on 29th March and 13th April.</p> <p>Exam Writing Exam Writing Training took place on 25th February.</p> <p>RPL Donegal Healthcare Project LCETB had 16 Applicants for RPL Healthcare Project. TL recommends oversight of RPL.</p>	<p>RPL to come through Quality Council subgroup (Programme Governance)</p>	
8.	<p>Next Meeting</p>	<p>QA Governance Schedule of Meetings to be decided.</p>		

Signed:



Dated:

22/06/2021