



Meeting - Agenda
Clár Chruinnithe

Meeting Title	Further Education and Training Quality Council		
Date	Tuesday 22 nd June 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.	Quality Council Membership – External stakeholder and learner representation.
4.	<p>Quality Assurance Policies and Procedures; Link to Quality Council subgroup (Quality Assurance) agenda and minutes.</p> <ul style="list-style-type: none"> • Policy and Procedure Approval; <ul style="list-style-type: none"> ○ <i>Learner Charter; Anti-Bullying Policy, Code of Conduct, Disciplinary Procedure, Complaints Procedure;</i> • Policy and Procedure development and review; <ul style="list-style-type: none"> ○ <i>RPL procedures;</i> <ul style="list-style-type: none"> ▪ <i>General, Programme Specific and National Hairdressing Apprenticeship;</i> ▪ <i>Review of VCCSE RPL portfolios and process;</i> ○ <i>LCETB Assessment Policy & QAIR Recommendation on future of assessment system;</i> ○ <i>Blended Learning Policy & post-contingency planning;</i> ○ <i>QQI Guidelines – Quality Assurance of online programmes;</i> ○ <i>Programme Delivery, Development & Validation Policy - quality assurance of non-accredited programmes.</i>
5.	<p>Programme responsibilities. Link to Quality Council subgroup (Programme Governance) agenda and minutes.</p> <ul style="list-style-type: none"> • Approving programme documentation; <ul style="list-style-type: none"> ○ <i>Proposals for the development of new programmes – NZEB, 2016+ apprenticeships, Fgas, CX, Traineeships, new module developments;</i> ○ <i>Applications for programme delivery approved via SRPN and Programme Governance subgroup;</i> • Recommendations to support new or existing programmes; <ul style="list-style-type: none"> ○ <i>Early Learning and Care (ELC) programme delivery;</i> ○ <i>Alignment of Provision QQI Centres for validation and certification;</i> ○ <i>QAIR Report recommendations – review of outdated programmes, streamlining FE & T programmes.</i>
6.	<p>Monitoring and Review Responsibilities; Link to Quality Council subgroup (Quality Assurance) agenda and minutes.</p> <ul style="list-style-type: none"> • Noting the annual schedule of reviews;

	<ul style="list-style-type: none"> ○ QAIR report recommendations; <ul style="list-style-type: none"> ▪ development of common self-evaluation framework implementable across all Centres ▪ establishment of clear mechanisms to capture learners' feedback in a consistent manner at class level across its FET provision ○ Adoption of EQAVET framework; ○ QQI QIP reporting; ○ Completion of Inaugural Review Action Plan Template; ○ Development of FET Division Strategic Framework 2021-2025; ● Receiving reports of progress against action plans arising from quality reviews; <ul style="list-style-type: none"> ○ Centre QIP reports completed – analysis of outcomes; ○ Youthreach CEIP reports received; ○ Inaugural Review of QA; <ul style="list-style-type: none"> ▪ Factual Accuracy and ETB response to draft report; ▪ Comparison between draft QAIR report and LCETB Recommendations.
7.	<p>Assessment Responsibilities; Link to Quality Council subgroup (Programme Governance) agenda and minutes.</p> <ul style="list-style-type: none"> ● Noting assessment reports and results; <ul style="list-style-type: none"> ○ Initial feedback on Internal Verification / External Authentication / Results Approval Panel Processes for June 2021 Certification period; ○ Review of e-delivery, storage and presentation, IV and EA Processes from June and July Certification; ○ July 2021 Certification period.
8.	<p>Apprenticeship Responsibilities;</p> <ul style="list-style-type: none"> ● National Hairdressing Apprenticeship Programme & Consortium Steering Group summary; ● Recognition of Prior Learning; ● Collaborating provider applications.
9.	AOB

Signed



Date 17th June 2021