Meeting - Minutes

Cruinniú – Miontuairiscí

Meeting Title	Further Education and Training Quality Council				
Date	Tuesday 22nd June 2021	**Start Time**	11.00 am	**Finish Time**	1.00 pm
Venue					
Present	Alan Hogan, Triona Lynch, Pat Maunsell, Arlene Douglas, James Maher, James Power, Brendan Ryan, Martin Cournane, Hanorah Lyons	**Apologies**	Paul Patton		
Objective(s)					

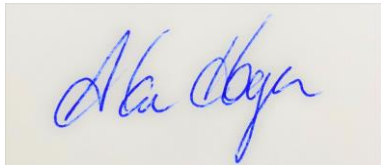| No.	Agenda Item	Minutes	Key Decisions & Actions	Responsible
1.	**Welcome**	PP sent apologies. AH chaired the meeting. AH welcomed FET Quality Council Members to the meeting. AH on behalf of the QA Council offered his condolences to BK on the loss of her father.		
2.	**Minutes of last meeting**	Minutes of the last meeting were ratified, proposed by AD and seconded by JP		

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3.	**Quality Council Membership –External stakeholder and learner representation.**	A recommendation from the QAIR: The quality council should include external stakeholders and learner representation. Following discussion, it was recommended that the QA council should include representatives from Employers, Community Partners Academia and learners.	Action - To research how other ETBs are implementing this process.	AH
4.	**Quality Assurance Policies and Procedures**	**Policy and Procedure Approval** The following policy documents are in the process of being designed for publication. • Learner Charter • Anti-Bullying Policy • Code of Conduct • Disciplinary Procedure • Complaints Procedure Next step is to agree an information strategy to inform learners and staff. TR stressed the importance of timelines for rollout particularly for induction sessions in September. It was recommended that an email should be sent in August to inform staff that these procedures will be available for September. A question was raised in relation to adding an addendum to these policies at local level. AH recommended that these policies will be a single overarching policy and addendum can be added at local level but there must be consistency. It was agreed that the policies need to be flexible and reviewed on an ongoing basis. A request for an information portal for second providers be made available to house these and other documents. **Policy and Procedure development and review** **RPL**		
			Set-up a portal for second providers	QASS

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		Need to review the current ETB RPL policy, current RPL projects undertaken by the ETB and the RPL procedure for the NHA. This information can then be used to update the RPL procedure for broader rollout. It was noted that additional resources will need to be added to support RPL. **LCETB Assessment Policy & QAIR Recommendations** Recommendation from the QAIR: to align the current legacy systems – locally devised and centralised system. Further research is required to implement this process – see action. **Blended Learning Policy** AH reiterated that we are currently in contingency until the end of the next academic year. Limerick and Clare ETB will need to develop a Blended Learning Policy. **QQI Guidelines – Quality Assurance of online programmes** ETBs are waiting for guidelines from QQI in relation to the development of fully online courses. **Programme Delivery, Development & Validation Policy - quality assurance of non-accredited programmes** Following discussion, it was agreed that a system should be developed that does not duplicate effort or information. A simple listing with a link to the PLSS was suggested.	Action – To look at what other ETBs are doing and the possibility of working with other ETBs on this project. Action - Blended Learning Policy to be developed by the end of 2021.	AH QASS & TEL
5.	**Programme Responsibility**	**Approving programme documentation** New programmes currently in development – NZEB and Customer Experience (Cx). A proposal has been sent to Solas for a Barbering and Beauty Apprenticeship Fgas Programme – recently submitted to QQI waiting on a panel date.		

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		All applications for new programmes go through SPRN and Programme Governance **Recommendation to support new or existing programmes** The New ELC programme will be rolled out in the ETB in the academic year 22/23. The old programme is still active for learners wishing to complete their full major award. The implementation of the new ELC programme was delayed to allow for the implementation of the necessary resources. AH informed the council that some centres in the ETB are aligning under one QQI number. Recommendation from the QAIR: review outdated programmes and streamline FE & T. Currently, the QASS is working on the streamlining of programmes across the 3 regions at levels 1-3. The next stage is to begin work on the level 4 modules	QASS currently undertaking this project at levels 1-3.	QASS
6.	**Monitoring and Review Responsibilities**	**Annual schedule of reviews** AH informed the council of the new CEF role with special responsibility for Evaluation and Monitoring within the Quality Assurance Support Service. A review of the existing evaluation process is necessary with the view of establishing a working group as consultation with staff will be required. AH gave a brief overview of the EQAVET framework and the adoption of the framework by the ETB. A workshop on the framework has been organised for the 7th of July an invitation to the workshop will be extended to the FET steering group. **Receiving reports of progress against actions plans arising from quality reviews** AH received notification from QQI that the annual Quality Improvement Plan (QIP) does not need to be submitted this year. Other reporting documents have been completed – the Centre Quality Improvement		

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		Plans (CQIPs), Youthreach CEIPs and ETBI's report on the impact of Covid-19 on teaching, learning and assessment. AH advised that the Inaugural Review Action Plan template will need to be completed by the ETB.		
7.	Assessment Responsibility	**Assessment Reports and Results** **June 2021 Certification** AH gave an overview of the June 2021 certification data. **Review of e-delivery, storage and presentation, IV and EA Processes from June and July certification** TEL, QA and PD are review online teaching, learning and assessment – work is ongoing. **July 2021 certification period** – currently underway		
8.	Apprenticeship Responsibility			
9.	Next Meeting	Quality Council Meeting – 14th September 2021		

Signed:

Dated:

14/09/2021