



**Meeting - Agenda**  
**Clár Chruinnithe**

<b>Meeting Title</b>	<b>Further Education and Training Quality Council</b>		
<b>Date</b>	Tuesday 14 <sup>th</sup> September 2021	<b>Time</b>	10.30 – 12.00
<b>Venue</b>	Teams Meeting		
<b>Invited</b>	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 and subgroup <a href="#">membership</a>
4.	<b>Quality Assurance Policies and Procedures;</b> Link to Quality Council subgroup (Quality Assurance) <a href="#">agenda</a> . <ul style="list-style-type: none"><li>• Policy and Procedure Development and Review – <i>working groups</i>.</li><li>• Approval of updated Policy and Procedure – <i>Guidelines for Administration, Storage and Retrieval of Electronic Assessment Evidence</i>.</li></ul>
5.	<b>Programme responsibilities.</b> Link to Quality Council subgroup (Programme Governance) <a href="#">agenda</a> . <ul style="list-style-type: none"><li>• Supports for new or existing programmes</li><li>• Programme Development Update – in development and planned</li><li>• Plan and schedule for Programme Review</li></ul>
6.	<b>Monitoring and Review Responsibilities;</b> Link to Quality Council subgroup (Quality Assurance) <a href="#">agenda</a> . <ul style="list-style-type: none"><li>• Evaluation and Monitoring strategy and policy.</li><li>• Approving programme and organisational review documentation<ul style="list-style-type: none"><li>▪ <i>Consolidation of Self-Evaluation and panel recommendations - QAIR <a href="#">Action Plan Template</a></i></li></ul></li><li>• Receiving observations arising from feedback reports<ul style="list-style-type: none"><li>▪ <i>ETBI – <a href="#">FET Learner Experience Survey Report</a></i></li></ul></li></ul>
7.	<b>Assessment Responsibilities;</b> Link to Quality Council subgroup (Programme Governance) <a href="#">agenda</a> . <ul style="list-style-type: none"><li>• Noting assessment reports and results;<ul style="list-style-type: none"><li>▪ <i>Feedback on Internal Verification / External Authentication / Results Approval Panel Processes for July 2021 Certification period.</i></li><li>▪ <i>Planning for remainder of 2021 certification periods.</i></li></ul></li></ul>
8.	<b>Apprenticeship Responsibilities;</b> <ul style="list-style-type: none"><li>• National Hairdressing Apprenticeship Programme Update<ul style="list-style-type: none"><li>▪ Recognition of Prior Learning;</li><li>▪ Collaborating provider applications.</li></ul></li></ul>
9.	AOB

Signed

Date 10<sup>th</sup> Sept 2021