



## Meeting - Minutes

*Cruinniú – Miontuairiscí*

<b>Meeting Title</b>	Further Education and Training Quality Council				
<b>Date</b>	Tuesday 14 <sup>th</sup> September 2021	<b>Start Time</b>	10.30	<b>Finish Time</b>	12.00
<b>Venue</b>	Teams Meeting				
<b>Present</b>	Paul Patton, Alan Hogan, Triona Lynch, Pat Maunsell, James Maher, James Power, Brendan Ryan, Martin Cournane, Hanorah Lyons, Bernadette Enright.	<b>Apologies</b>	Arlene Douglas		
<b>Objective(s)</b>					

No.	Agenda Item	Minutes	Key Decisions & Actions	Responsible
1.	<b>Welcome</b>	Apologies noted for Arlene Douglas.		
2.	<b>Minutes of last meeting</b>	Draft Minutes of previous meetings in June and July were approved; TL proposed and JM seconded.  Actions from previous Minutes 1) External Rep and Learner Rep 2) Portal for Second Providers 3) Streamlining of Programmes across 3 Regions	Follow up Actions from Minutes	

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3.	<b>Quality Council and Subgroup Membership</b>	<ul style="list-style-type: none"> <li>• Membership of Quality Council Groups updated due to new roles and new staff.</li> <li>• Rotation of membership suggested for current membership.</li> <li>• TL to follow up on Learner Representation.</li> <li>• MIC nominated as External Stakeholder.</li> <li>• Input from CFE Roles at FET Quality Council Meeting as required.</li> </ul>	<p>Agenda Item for next meeting - Membership of Quality Council Groups.</p> <p>AH to communicate to staff new CEF Roles/Supports to Staff</p>	
4.	<b>Quality Assurance Policies and Procedures</b>	<p>The following were noted as approved at Quality Council subgroup (Quality Assurance).</p> <ul style="list-style-type: none"> <li>• Development of Quality Assurance Manual - Blended Learning, Assessment, Monitoring and Evaluation Policies Review</li> <li>• Review of Online and Blended Guidelines, Contingency Arrangements, Assessment Forms and Templates, Apprenticeship Coordinating Provider Quality Assurance Procedures</li> <li>• Policy and Procedure Development and Review – working groups would be formed for future development of policy and procedure, such as e.g. LCETB Assessment Policy</li> <li>• Approval of updated Policy and Procedure – Guidelines for Administration, Storage and Retrieval of Electronic Assessment Evidence available now on StaffCONNECT. BR updated members on schedule of PD for staff on Moodle &amp; Teams.</li> </ul> <p>BR updated member on new IT Security Multifactor Authentication, and move to Cloud Version of Outlook.</p>		
5.	<b>Programme Responsibilities</b>	AH updated members on Innovation Development and Quality Department Structure.		

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		<ul style="list-style-type: none"> <li>• <b>Supports for new or existing programmes</b> ML is appointed Quality Assurance Officer for Curriculum Development, Teaching, Learning and Assessment. MG is appointed Curriculum Development Support Officer.</li>   <li>• <b>Programme Development Update</b> New model of Traineeship used in development of HGV PSV Traineeship.</li>   <li>• <b>Plan and schedule of Programme Review</b> Standardisation of Awards at Level 4.</li> </ul>	<p>JM has 2 more Traineeship in development and requires QASS input</p> <p>Strategic Response required when low number of Awards at certain levels.</p>	
6.	<b>Monitoring and Review Responsibilities</b>	<p><b>Evaluation and Monitoring strategy and policy.</b> Anna Chatzi is appointed as Quality Assurance Officer, Evaluation, Monitoring, Communication and Analytics.</p> <p><b>Approving programme and organisational review documentation</b> QAIR 5-year Action Plan to be developed, approved by FET Quality Council and submitted to QQI. Working Group required for QAIR Action Plan.</p> <p><b>Receiving observations arising from feedback reports</b></p> <ul style="list-style-type: none"> <li>• ETBI – FET Learner Experience Survey Report was positive.</li>   <li>• Limerick and Clare Education and Training Board need a centralised Learner and Staff feedback system in place by March/April '22.</li> </ul>	<p>Working Group for QAIR Action Plan.</p> <p>Centralised Learner/Staff Feedback System required.</p>	
7.	<b>Assessment Responsibility</b>	<p><b>Assessment Reports and Results</b> July 2021 Certification was noted, Oct EA will be small in Co Limerick with larger EA in Dec.</p>		

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		External Authenticator Feedback yet to be compiled.		
8.	<b>Apprenticeship Responsibility</b>	AH updated members on NHA. Recognition of Prior Learning – 10 Applicants RPL for QQI Level 6 Advanced Certificate in Hairdressing Awaiting Collaborating provider application from Peter Mark.	Official/Virtual Launch of NHA.	
9.	<b>AOB</b>	PP congratulated all new staff that joined and those promoted internally.  PP congratulated BE of College of Further Education and Training Hospitality Campus as they are now an accredited college of the World Association of Chefs Societies within its Global Education Network.		
10	<b>Next Meeting</b>	Next meeting is 14 <sup>th</sup> December, additional meeting required for sign off of Action Plan.		

Commented [BK1]: Alan, do you want me to link to NHA slides you had.

Signed:



Dated:

15/12/2021