



Meeting - Minutes

Cruinniú – Miontuairiscí

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| Meeting Title | Further Education and Training Quality Council | | | | |
| Date | 11 th January 2022 | Start Time | 15:00 | Finish Time | 16:30 |
| Venue | Teams Meeting | | | | |
| Present | Paul Patton, Alan Hogan, Hanorah Lyons, James Maher, Triona Lynch, Brendan Ryan, Pat Maunsell. | Apologies | Arlene Douglas, Martin Cournane, Bernadette Enright. | | |
| Objective(s) | | | | | |

| No. | Agenda Item | Minutes | Key Decisions & Actions | Responsible |
|-----|--|---|--|--------------------|
| 1. | Welcome | PP welcomed all, apologies were noted. Meeting deferred from scheduled meeting on 15 th December 2021. | | |
| 2. | Minutes of last meeting | Minutes of last meeting ratified. | | |
| 3. | Quality Governance Membership | Proposal to incorporate representation from external and internal stakeholders approved. Representatives from Mid-West Regional Skills forum as industry/employer representative, and from Mary Immaculate College as Higher Education partner identified. | Employer, Higher Education and Learner representation on Quality council to be actioned. | AH. |
| 4. | Quality Assurance Policies and Procedures | Overview by AH on QA Policies and procedures in proposed/ in development - <ul style="list-style-type: none"> • Access, Transfer and Progression Policy • Teaching, Learning and Assessment Strategy and Policy • Review of interim pilot Results Approval Panel Procedure | <ul style="list-style-type: none"> • Quality Council subgroup (Quality Assurance) to establish working groups to develop Access, Transfer and | AH and QA Subgroup |

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| | | <ul style="list-style-type: none"> Review of National Hairdressing Apprenticeship Quality Assurance Procedures as part of programme revalidation. <p>Presentation by Hanorah Lyons, Online and Blended Learning Officer – development of Limerick and Clare ETB Online and Blended Learning Policy.</p> | <p>Progression Policy as first priority.</p> <ul style="list-style-type: none"> AH to liaise with training provision management and staff on review and implementation of RAP procedure across training provision. NHA programme revalidation planning and implementation required. | <p>AH/JM/JP and staff</p> <p>AH, QASS and NHA staff.</p> |
| 5. | Programme responsibilities | <p>Overview by AH on Programmes proposed/ in development -</p> <ul style="list-style-type: none"> Level 1/Level 2 Programme Consolidation Process. Implementation of Early Learning and Care (ELC) Programme Environmental Sustainability in the Workplace Micro-Qualification Proposals to Apprenticeship Council to develop new apprenticeships – Beauty Therapy, Barbering. Modules in Development – 5N3846 Printed Textiles, 4N1108 Business English for Vocational Areas, Level 3 History, Level 6 Organic Seed Production Programme in Development – CX Customer Experience Level 5 Special Purpose Award <p>Programme Supports Noted:</p> <ul style="list-style-type: none"> Recognition of Prior Learning - An Introduction to Recognition of Prior Learning for Mentors and Assessors, 6 x 2 hour sessions, delivered by QASS to max 25 staff. | <ul style="list-style-type: none"> Level 1/Level 2 consolidated programmes approved. Implementation plan for the provision of ELC programmes. Level 5 Environmental sustainability, joint validation approved for submission | <p>ML for distribution to provision.</p> <p>ML/EB/QASS to coordinate.</p> <p>AH/ML</p> |

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| | | <ul style="list-style-type: none"> Quality Assurance Induction for new staff, mandatory training - Assessing, QQI, Quality Assurance, Standards, developing briefs and giving feedback, 3 x 2 hour sessions, QASS delivered. Quality Assurance Newsletter – December 2021 Issue 8 published and communicated to staff. | | |
| 6. | Monitoring and Review Responsibilities | <p>Monitoring and Evaluation Framework</p> <ol style="list-style-type: none"> Audit/review purpose, frequency and responsibilities associated with all current M&E mechanisms in the FET Division (including data collection and reporting tools). Set up an M&E Framework working group Develop systems/approaches to capture the Learner Voice in the FET Division Develop and roll out capacity building sessions for key staff <p>Learner Feedback survey FROM QAIR “The review team recommends that the ETB establish clear mechanisms to capture learner feedback in a consistent manner at class level across FET provision” Development team established –</p> <ul style="list-style-type: none"> To collaborate with all parties involved to develop a mutually acceptable framework. To develop a Learners’ Feedback System across FET division that will address the requirements and challenges of all campuses and programmes, provide feedback to all: teaching practitioners, provision managers and upper management, to allow data driven decision making. To standardise the terminology for all different completion statuses to be used across the FET division. <p>Campus Quality Improvement Planning Process – underway with QASS QA Officers and support Officers and Campus managers.</p> <p>Youthreach Centre Evaluation Improvement Plans – CEIP report received to Quality Assurance subgroup from FET Centre, Northside Campus</p> | <p>MB to lead M&E Framework Working Group and feed back to Quality council subgroup (Quality Assurance)</p> <p>AC to lead Learner Voice Development team and feed back to Quality Council subgroup (Quality Assurance)</p> | <p>MB</p> <p>AC</p> <p>QASS</p> |

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| | | <p>Inaugural Review of Quality Assurance</p> <p>Three months after the publication of the Review Report, the ETB is required to submit to QQI its Action Plan, outlining how it plans to address the recommendations of the Review Report and identifying any specific actions to be undertaken.</p> <p>Plan</p> <ul style="list-style-type: none"> • Simplified action plan template, with QAR recommendations grouped by themes • Lead person for each theme to draft response • Sub-group to complete QQI template based on returns • Meeting of QAR Task Group to review/amend final document. • Special meeting of QA Council to approve final document before sending to QQI. • 15/03/2022: Final document to be sent to QQI. | <p>Lead persons to complete action plan, sub-group to review, QAR task group for consultation, Quality council for approval.</p> | <p>MB/AH</p> |
| 5. | Assessment Responsibilities | <p>Presentation of "Points of Note" summary prepared by QASS in QA Newsletter Issue #8, summarising general feedback from Internal Verification and External authentication relevant to learning practitioners.</p> <p>Presentation of Results Approval Panel Reports from December 2021 Certification Period.</p> <p>Discussion on planning for 2022 Certification Periods, noting that July 2022 Certification period is not being made available by QQI this year.</p> | | |
| 6. | Apprenticeship Responsibilities | <p>National Hairdressing Apprenticeship summary report from Programme Coordinator to Programme Board and Consortium Steering Group noted. 259 apprentices registered across 8 ETBs in 15 locations nationally.</p> <p>National Hairdressing Apprenticeship programme revalidation extended to August 2023, continued expansion to further ETBs and campuses planned for 2022 intake.</p> | | |
| | Next Meeting | 2 nd March 2022 | | |

Signed:



Dated:

15th Jan 2022