

## Meeting - Minutes

### *Cruinniú – Miontuairiscí*

<b>Meeting Title</b>	Further Education and Training Quality Council				
<b>Date</b>	Wednesday 2 <sup>nd</sup> March 2022	<b>Start Time</b>	15:00	<b>Finish Time</b>	16:30
<b>Venue</b>	Teams Meeting				
<b>Present</b>	Paul Patton, Alan Hogan, Hanorah Lyons, Triona Lynch, Pat Maunsell, Arlene Douglas, James Maher, Brendan Ryan, Bernadette Enright, James Power, Martin Cournane, Joe Leddin (MWRSF), Geraldine Brosnan (MIC).	<b>Apologies</b>			
<b>Objective(s)</b>					

No.	Agenda Item	Minutes	Key Decisions & Actions	Responsible
1.	<b>Welcome</b>	PP welcomed new members Joe Leddin (MWRSF) and Geraldine Brosnan (MIC). Group introductions followed. Learner Representative in place at next meeting.	.	
2.	<b>Minutes of last meeting</b>	Draft Minutes of previous meetings approved; BR proposed and TL seconded.		

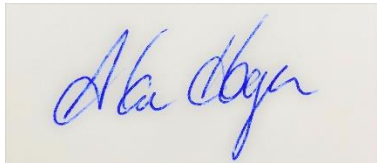
No.	Agenda Item	Minutes	Key Decisions & Actions	Responsible
		Work continuing on Learner Representative and hopefully in situ at next meeting.		
3.	<b>Quality Council and Subgroup Membership</b>	<p>AH gave overview of QA Governance Structure. Membership of FET Quality Council Groups updated due to new roles and new staff.</p> <p>The FET Quality Council adopted Governance of 5 Voluntary Secondary Community Comprehensive Schools (VSCCS). Approval of Aligning Schools proposed by MC, Seconded JM.</p> <ul style="list-style-type: none"> <li>• Kilrush Community School</li> <li>• Central College Limerick</li> <li>• Mary Immaculate Secondary School Lisdoonvarna</li> <li>• Scoil Mhuire Ennistymon</li> <li>• St Josephs Secondary School, Spanish Point</li> </ul> <p>Catherine O’Sullivan VSCCS suggested as member of FET Quality Council.</p>	<p>AH to email members QA Governance Structure and Membership of Quality Council Groups. External access required to StaffCONNECT Governance Folder.</p> <p>Catherine O’Sullivan VSCCS suggested as member of FET Quality Council</p> <p>BR &amp; GB stepped out meeting.</p>	
4.	<b>Quality Assurance Policies and Procedures</b>	<p>AH spoke of the following for information purposes.</p> <p><b>New policies in Development</b> - <i>Access, Transfer and Progression Policy / Blended Learning Policy / ESOL and Migrant Learners Framework.</i></p> <p><b>Policy and Procedures in Review</b> - Programme Delivery, Development and Validation Policy / Recognition of Prior Learning (RPL) Procedure / Results Approval Panel (RAP) Procedure / External Authentication (EA) Procedure – Covid Contingency / National Hairdressing Apprenticeship Quality Assurance Procedures.</p>		

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		<p>The following noted as approved at FET Quality Council subgroup (Quality Assurance) and formally adopted by FET Quality Council.</p> <ul style="list-style-type: none"> <li>• Newly developed Critical Incident Management Protocol and Learner Mental Health and Wellbeing Framework.</li> <li>• Revised Internal Verification (IV) Procedure – Covid Contingency</li> </ul>		
5.	<b>Programme Responsibilities</b>	<p>AH updated members on Innovation Development and Quality Department Structure.</p> <p><b>Programme Development Update</b></p> <p><b>Programmes in Development</b>  Level 3 History Module / L6 Organic Seed Production Module / Airtightness/Ventilation NZEB Modules / Lean for Green: Lean Skills for Sustainable Business, 10 Credit L5 SPA Micro-qualification</p> <p><b>Programmes in Review</b>  National Hairdressing Apprenticeship programme revalidation / Level 3 Family Learning Modules (Learning Skills and Home Study Skills) / Printed Textiles 5N3846 module / Thermal Insulation 5N4976</p> <p><b>Programmes requiring awarding body / Provider approval</b>  C&amp;G Level 3 Construction / C&amp;G Instrumentation / EAL Level 3 Robotics and Automation / KCETB OETC modules / KWETB Industrial Pneumatics / Solar Voltaic Systems</p> <p><b>Newly developed/revised programmes recommended for Quality Council approval</b>  CX Customer Experience Level 6 Special Purpose Award  L1 &amp; L2 single Limerick and Clare ETB programmes, following review and alignment of legacy versions  SOLAS Skills to Advance – Micro-Qualifications Initiative</p> <ul style="list-style-type: none"> <li>▪ Environmental Sustainability in the Workplace – Level 5</li> </ul>	<p>JL can recommend companies to endorse CX, and contact for QQI Panel.</p>	

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		<p>▪ Environmental Sustainability Awareness – Level 4 Proposer AD, Seconded PM.</p> <p><b>Supports for new or existing programmes</b> QASS support for Early Learning and Care (ELC) / ‘QA Approval’ step in PLSS National Course Calendar / Amalgamation of Centres – Kilmallock Town Campus 38999A and Ennis Campus 39001F</p> <p><b>New model of Traineeship</b> used in development of HGV PSV Traineeship.</p> <p><b>Plan and schedule of Programme Review</b> Standardisation of Awards at Level 4.</p>	<p>JM has 2 more Traineeship in development and requires QASS input</p> <p>Strategic Response required as low number of Awards at certain levels.</p>	
6.	<b>Monitoring and Review Responsibilities</b>	<p><b>Monitoring and Review Responsibilities;</b> Working with AC on development of integrated software platform for Monitoring and Evaluation Processes. Youthreach Centre Evaluation Improvement Plan (CEIP) would not then be required as co-ordinated Learner Feedback System.</p> <p><b>Inaugural Review of Quality Assurance</b> QAR implementation Team review draft Action Plan for proposal to Quality Council for approval.</p> <p>PP recommended that with approval of members, secretary and chair review of Action Plan, endorse and send to QQI. Note at next FET Quality Council Meeting, copy to be send to members.</p> <p>Publication of Limerick and Clare ETB FET Division Strategic Framework 2022 - 2025</p>	<p>Send QAR Action Plan to QQI.</p> <p>Copies of Limerick and Clare ETB FET Division Strategic Framework 2022 – 2025 available at next meeting.</p>	

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7.	<b>Assessment Responsibility</b>	<b>Assessment Reports and Results</b> AH gave overview of QQI Feb 2022 Certification, Certification noted.		
8.	<b>Apprenticeship Responsibility</b>	<b>National Hairdressing Apprenticeship Programme Update</b> <ul style="list-style-type: none"> <li>• Cavan and Monaghan Education and Training Board is new collaborating provider</li> <li>• National Hairdressing Apprenticeship is for revalidation.</li> <li>• RPL Pilot process had 8 candidates for NHA Full Award Level 6</li> </ul>		
9.	<b>AOB</b>	GB to share draft of 4 <sup>th</sup> National Access Plan 2022		

Signed:



Dated:

21/06/2022