Meeting - Minutes

Cruinniú – Miontuairiscí

Meeting Title	Further Education and Training Quality Council				
Date	Tuesday 21st June 2022	**Start Time**	9 am	**Finish Time**	11am
Venue	Teams Meeting				
Present	Paul Patton, Alan Hogan, Triona Lynch, Shane Cullinane, Arlene Douglas, James Maher, Brendan Ryan, Bernadette Enright, James Power, Martin Cournane, Catherine O'Sullivan, Bernie Kelleher.	**Apologies**	Hanorah Lyons, Geraldine Brosnan.		
Objective(s)					

No.	Agenda Item	Minutes	Key Decisions & Actions	Responsible
1.	**Welcome**	PP welcomed all to the FET Quality Council Meeting.		
2.	**Minutes of last meeting**	Minutes of last meeting were ratified, proposed by AD and seconded by TL.	**AH to forward members details on QQI proposal for Annual Quality Reporting.** **Strategic Framework will be forwarded to members when published.**	

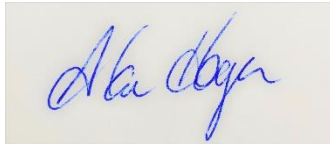| No.	Agenda Item	Minutes	Key Decisions & Actions	Responsible
3.	**Membership, Structure and Schedule**	AH went through membership of FET Quality Council and subgroups. AH to look at ToR of groups and make recommendations, send to PP and bring back to FET Quality Council meeting. Current structure for Quality Council Groups to remain unchanged for 2022.	**VTOS Co-ordinator required for Programme Governance sub group.** **Review ToR FET Quality Council & Sub Groups.** **Quality Council structures remain unchanged for 2022.**	**TL** **AH**
4.	**Links to Quality Council Subgroup folders**	Quality Council subgroup (Programme Governance) • [May 2022 Meeting Folder](#) • [June 2022 Meeting Folder](#) Quality Council subgroup (Quality Assurance) • [June 2022 Meeting Folder](#)		
5.	**Quality Assurance Policies and Procedures;**	**Policy and Procedures in Development** • Access, Transfer and Progression Policy in draft. • Blended Learning Policy and Development Roadmap in draft, recommendation for approval at next meeting. Secondment of 8-10 staff half time basis for development of blended online curriculum. • Pilot of Quality Assurance approval process – PLSS in Ennis Campus. • ELC programme procedure - Repeat Assessment Policy to be looked at.	**Access, Transfer and Progression Policy to be ready for Sept cohort.** **Joint Graduations recommended.** **C O'S to contact BR for secondment details for VSCCS staff.** **SOLAS emails recommending provision type in title, to be looked at.**	**PP/AH/RO'B**

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		• Digital Assessment Roadmap across Campuses for next 3 years will be in place by end of August. For QQI Assessment there will be narrow options around platforms for learner centred approach and assessment for EA's. SC suggested that Digital Assessment Roadmap should allow option to explore other platforms. **Policy and Procedures in Review** • Programme Delivery, Development and Validation Policy - work in progress. • Results Approval Panel (RAP) Procedure - approved. • Review of Covid contingency documentation / Review of assessment templates in context of digital assessment / Review of quality assured assessment processes (IV/EA). **Newly developed/revised Policy and Procedures noted for Quality Council approval** • Recognition of Prior Learning (RPL) Procedure - PH & Working Group moving to formalise RPL process. Staff RPL PD held in June 2022. • Memorandums of Understanding between Limerick and Clare ETB and VSCCS Schools – Pilot in 4 VSCCS Schools adopted LCETB QA Governance process. VSCCS second provider's places are MIC 130	**FET Quality Council formally adopted Results Approval Panel (RAP) Procedure.** **Single RAP procedure for Shannon/Raheen TC to follow. Procedures and Training Practices to be looked at.** **RPL landing page** **Roll out of RPL PD September 2022 & January 2023.** **Donegal Resource Toolkit in hardcopy to be shared.** **VSCCS staff to attend QA Training in September 2022.**	JM/JP Patrick Hogan TL QASS

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		PLC, Kilrush 8 PLC, Ennistymon BTEI, and St Joseph's Spanish Point 50 BTEI. PP thanked C O'S for leading MOU. C O'S thanked PP & AH for piloting the process. • ELC programme procedures – ATP and RPL Toolkit, PPP Policy & PPP Handbooks, Assessment Policy. • QA Governance of remote and mixed-mode learning – record of planned courses remote or mixed mode. • Specific Instructions for Admin., Storage and Retrieval –ease of access to online material. • Learner Support Framework **Discussion on Face-to-Face Learning** Mixed mode delivery is preferred choice following Learners Survey and Staff preference. PP requests campus contact him if Face-to-Face delivery needed. Hospitality Campus is different due to practical nature.JP said Crafts need Face-to-Face delivery except for Team Work, Communication online. SC to chat with PP re no of Face-to-Face deliveries in LCFE.	. **PP to be contacted if Face-to-Face delivery required**	
6.	**Programme responsibilities**	**Programmes in Development** L3 History / L6 Organic Seed Production / L1 Construction / L6 Maintenance Skills Technology Course / L3 Family Learning Special Purpose Award / Fgas Category 2 / Differential validation application - Digital Assisted Eco Driving (HGV) SPA. **Programmes in Review** Pasture Management 6N3483 / Revision of IT modules at Level 3 / Revalidation of National Hairdressing Apprenticeship. **Programmes recommended for Quality Council approval** Printed Textiles 5N3846 module reviewed.		

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		Digital Media Production 6M20496 revalidated, LCETB need to submit revalidation. Remote and mixed-mode learning applications screened for approval**.** **Modules/Programmes pending QQI Validation approval** Micro qualification - Lean Skills for Sustainable Business L5 / CX Customer Experience. **Supports for new or existing programmes** • L5 Environmental Sustainability in the Workplace – approved for delivery. • L4 Sustainability Awareness – approved, assessment pack to follow. • Early Learning and Care Stage 1 (ELC) Programme roll out in Sept. 2022. • New City & Guilds Centre at Cappamore Campus. • Initial Assessment L5 and L6 training delivered. • Governance of work placement contingencies with WP Contingency forms.		
7.	Monitoring and Review Responsibilities	**Progress Update – Monitoring and Evaluation Processes** • Monitoring and Evaluation Framework – MB looking at QA platform to generate reporting. • Learner Feedback Survey – nature of Survey agreed, QA platform for roll out. • CEIP Process YR – could be January before this can be replaced as Learner feedback Survey delayed. • Inaugural Review of Quality Assurance - QAIR Report submitted to QQI.		
8.	**Assessment Responsibilities**	**Noting assessment reports and results** AH gave overview on Assessment and Certification June 2022 & August 2022 Certification Planning. Certification process analysis – Feedback to be collated from External Authenticators on assessment materials and on process.		
9.	**Apprenticeship Responsibilities**	**• National Hairdressing Apprenticeship Programme Update** National Hairdressing Apprenticeship Revalidation - 2 day consultation held in Athlone with Industry & Education Providers.		

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		Update to Terms of Reference of Consortium Steering Group.		
10.	AOB	Learner Charter agenda item for Staff Meetings.	**Disseminate Learner Charter.** Emphasise that Campus is 1st port of call for Learner issues.	
		Review of Anti-Bullying Policy.	**Tweak Anti Bullying Policy for Minors.**	
11.	Next Meeting	14th September		

Signed:

Dated: 14/09/2022