

## Meeting - Minutes

### *Cruinniú – Miontuairiscí*

<b>Meeting Title</b>	Further Education and Training Quality Council				
<b>Date</b>	Tuesday 13 September 2022	<b>Start Time</b>	9:30 am	<b>Finish Time</b>	11am
<b>Venue</b>	Teams Meeting				
<b>Present</b>	Paul Patton, Alan Hogan, Hanorah Lyons , Triona Lynch, Shane Cullinane, Arlene Douglas, Brendan Ryan, Bernadette Enright, James Power, Catherine O’Sullivan, Bonnie Boyle, Bernie Kelleher.	<b>Apologies</b>	James Maher, Martin Cournane.		
<b>Objective(s)</b>					

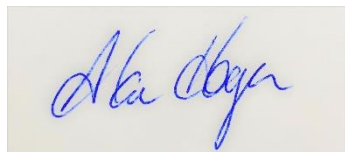
No.	Agenda Item	Minutes	Key Decisions & Actions	Responsible
1.	<b>Welcome</b>	PP welcomed BB Learner Representative to the FET Quality Council Meeting.		
2.	<b>Minutes of last meeting</b>	Minutes of last meeting were proposed by AD and JP.		
3.	<b>Membership, Structure and Schedule</b>	AH showed updated Quality Council and subgroup <a href="#">membership</a> to reflect people in new roles. HSE Disability Services to be represented in Governance Structure.	Membership replacements to be looked at.	AH & TL

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4.	<b>Links to Quality Council Subgroup folders</b>	<p>AH shared an OneDrive Folder containing FET Quality Council Agenda, Draft Minutes and Supporting Documentation with members in advance of meeting.</p> <p>All FET Quality Council Meeting notes are housed on StaffCONNECT.</p>		
5.	<b>Quality Assurance Policies and Procedures;</b>	<p><b><u>Policy and Procedures in Development</u></b></p> <p><b>Access, Transfer and Progression Policy</b> - further work required on draft before it is sent out for consultation. Working Group members are AHo/PH/TL/AH.</p> <p><b>Learner Support Framework</b> – gone for publication PP congratulated AISS on Learner Support Framework. PP told C O’S that VSCCS Schools and HSE Disability Services can access the Learner Support Framework.</p> <p><b>Teaching, Learning and Assessment Policy</b> – not formally moved on</p> <p><b><u>Policy and Procedures in Review</u></b></p> <p>Programme Delivery, Development and Validation Policy – reviewed version available at next Quality Council Meeting.</p> <p><b><u>Newly developed/revised Policy and Procedures recommended for Quality Council approval</u></b></p> <p><b>Revisions to Guidelines and Procedures for Covid-19 Contingency Planning of Assessments.</b> AH took members through a guiding document highlighting the revisions that were made to this new Version 1.5. <a href="#">Revisions to Covid-19 Guidelines and Procedures</a></p> <p>PP exited meeting, AH chaired meeting.</p> <p><b>Recognition of Prior Learning (RPL) Procedure</b> – updated and finalised. Reminder that PD in RPL in September 22 &amp; January 23. PD in Mentor Training at a later date.</p>	<p>AHo to check with QQI path beyond contingency.</p> <p>FET Quality Council formally adopted the following</p> <p><b>1) Revisions to Guidelines and Procedures for Covid-19 Contingency Planning of Assessments.</b></p>	

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		<p>SC exited meeting.</p> <p><b>Memorandums of Understanding between Limerick and Clare ETB and HSE Disability Services, Limerick.</b> Staff of HSE Disability Services &amp; VSCCS attended QA Induction on 15/16 Sept. Access to StaffCONNECT to follow. QA Support Officers assigned, and will follow up on PD training required.</p> <p><b>Reviewed assessment templates in context of digital assessment.</b></p> <p><b>Digital Assessment for QQI Certification</b> BR acknowledged work of MT &amp; ML in development of Guidelines. Final doc to be cascaded to staff following a few link changes.</p> <p><b>Quality Assurance approval process – PLSS</b> – plan to roll out for courses scheduling for 2023, following College of FET Ennis Pilot.</p>	<p><b>2) Recognition of Prior Learning (RPL) Procedure.</b></p> <p><b>3) MOU between Limerick and Clare ETB and HSE Disability Services, Limerick.</b></p> <p><b>4) Reviewed assessment templates in context of digital assessment.</b></p> <p><b>5) Digital Assessment for QQI Certification</b></p> <p><b>6) Quality Assurance approval process - PLSS</b></p>	
6.	<b>Programme responsibilities</b>	<p><b><u>Programmes in Development</u></b> L3 History / L3 Family Learning Special Purpose Award / Fgas Cat. 2 / Industrial Automation / Arial Dance</p> <p>CO'S exited meeting</p> <p><b><u>Programmes in Review</u></b> Revision of IT modules at Level 3 / Revalidation of National Hairdressing Apprenticeship</p> <p><b><u>Modules/Programmes pending QQI Validation approval</u></b> Micro qualification - Lean Skills for Sustainable Business L5</p> <p>CX Customer Experience – new Level 6, with 3 modules in Customer Experience. AH thanked VH &amp; HL for leading out on development of the programme.</p>		

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		<p><b>Supports for new or existing programmes</b></p> <ul style="list-style-type: none"> <li>• L5 Environmental Sustainability in the Workplace, L4 Sustainability Awareness</li> <li>• Early Learning and Care Stage 1 &amp; 2 Descriptors updated and available on Staff CONNECT.</li> <li>• City &amp; Guilds Centre No now at Cappamore Campus.</li> <li>• Initial Assessment L5 and L6</li> <li>• WP Contingency forms notify QA if changes around Work Experience.</li> </ul>		
7.	<b>Monitoring and Review Responsibilities</b>	<p>Learner Feedback Survey – Working Group established to work on Learner Survey.</p> <p>FET Learner Feedback Survey developed. Plan to give Survey to Learners on current programmes. Platform to roll out if Survey agreed.</p> <p>QAIR – Action Plan with QQI on recommendation from Report.</p> <p>Annual Quality Review on Annual Basis. Agree on template and submit to Annual Quality Review year end.</p>		
8.	<b>Assessment Responsibilities</b>	<b>Noting assessment reports and results</b>		
9.	<b>Apprenticeship Responsibilities</b>	<p>NHA – 17 classes enrolled across country</p> <p>8 Applicants for NHA RPL Level 6 Advance Certificate</p> <p>Applications for Beauty/Barbering gone to National Apprenticeship Alliance.</p>		
10.	<b>AOB</b>	<p>Rollout RPL process</p> <p>Emailed Provision VTOS/PLC/YR/PT/LCEN/LCFE Re: Annual QA Briefing</p>		
11.	<b>Next Meeting</b>	QA Governance Schedule of Meetings to be decided.		

Signed:



Dated:

14/12/2022