



Meeting - Minutes

Cruinniú – Miontuairiscí

Meeting Title	Further Education and Training Quality Council				
Date	Wednesday 14 th December 2022	Start Time	15:30	Finish Time	17:00
Venue	Teams Meeting				
Present	Paul Patton, Alan Hogan, Hanorah Lyons, Triona Lynch, Shane Cullinane, Arlene Douglas, James Maher, Brendan Ryan, James Power, Martin Cournane, Joe Leddin, Bonnie Boyle, Bernie Kelleher.	Apologies	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 proposed by AD and seconded by BR.		
3.	Membership, Structure and Schedule	AH gave an update on FET Quality Council group memberships. Currently HSE Disability Services hasn't a representative in Governance Structure.		

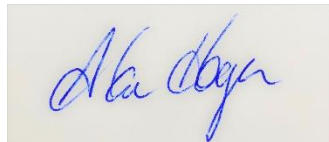
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4.	Links to Quality Council Subgroup folders	<p>AH shared a OneDrive Folder containing FET Quality Council Agenda, Draft Minutes and Supporting Documentation with members in advance of meeting.</p> <p>All FET Quality Council Meeting notes are housed on StaffCONNECT.</p>		
5.	Quality Assurance Policies and Procedures;	<p><i>Policy and Procedures in Development</i></p> <p>BR & HL updated members on Online and Blended Learning Strategy and Policy. Policy is in draft format; next step is to forward to Provision Co-ordinators for feedback. Sessions for procedures around Blended Learning Event for Staff/Managers/Coordinators will be held in February. Policy will be submitted then to QQI for approval. Policy will then go through governance for approval.</p> <p>Nine Staff have been seconded to develop Blended Learning Design for some parts of curriculum, these staff will pilot modules designed for blended learning in September. HL & CA will evaluate.</p> <p>BR thanked PP & TL for supporting the project. PP thanked BR/HL/CA and acknowledged staff seconded to the project.</p> <p>Teaching, Learning and Assessment Policy</p> <p>Working group for Teaching, Learning and Assessment Policy next body of work.</p> <p><i>Policy and Procedures in Review</i></p> <p>Programme Delivery, Development and Validation Policy – New version in draft not ready yet for QA Sub Group approval yet.</p> <p>Results Approval Panel Procedure</p> <p>Waiting on final version of procedure to come back from Shannon & Raheen TC on aligning FE and TC RAP Procedure.</p> <p>Non QQI Awards weren't normally considered at RAP meeting. AHo showed snapshot of Awarding Bodies per campus. Going forward RAP will be looking at other Awarding Bodies, ensuring quality standard applied across all awards.</p>		

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		<p><i>Newly developed/ revised Policy and Procedures recommended for Quality Council approval</i></p> <p>Access, Transfer and Progression Policy - draft for consultation, then further consultation, and now recommended for Quality Council approval.</p> <p>New Government Policy for Tertiary Education space formalised on 6th December 2022. This will give new opportunities to enter higher education not based solely on CAO points.</p> <p>JL identified sectors for new FE courses in life sciences/med tech/bio pharma to meet regional industry needs. PP said this area could be looked for FE progression to HE.</p>	<p>FET Quality Council approved Access, Transfer and Progression Policy</p> <p>PP asked AHo to note Tertiary Education in Progression Policy.</p>	
6.	Programme responsibilities	<p><u>Programmes in Development</u></p> <ul style="list-style-type: none"> • L3 Family Learning Special Purpose Award. • Special Purpose Award Level 5 Industrial Instrumentation – programme for qualified electricians, instrumentation qualification. • Consultation on new Awards Standards at NFQ Levels 1-4 - QA Support Officers looking for feedback from provision on new standards. <p><u>Programmes in Review</u></p> <ul style="list-style-type: none"> • Revision of IT modules at Level 3 leading to 1 version. • Revalidation of National Hairdressing Apprenticeship –ongoing. Full revalidated programme needs to be through panel and into QQI by end of June. <p><u>Modules/Programmes approved by QQI</u></p> <ul style="list-style-type: none"> • QQI December PAEC Approved - Level 6 Specific Purpose. Certificate in Customer Experience (Cx) developed by LCETB, QQI validated. • Special Purpose Award Level 5 F-gas handling in Small RACHPT&T Category 2 developed by LCETB, QQI validated. JP said sharing of courses developed by LCETB leads to reduction in numbers. • Advanced Certificate in Music 6M20602 developed by Cork ETB (Differential Validation). 	<p>Monitor sharing of newly developed LCETB programmes with ETB's.</p>	

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		<ul style="list-style-type: none"> • Special Purpose Award Level 5 Building Digital Business Skills (Differential Validation). • Advanced Certificate in Digital Media Production 6M20496 (Revalidation). <p><u>Modules/Programmes pending QQI Validation approval</u></p> <ul style="list-style-type: none"> • Micro qualification Lean Skills for Sustainable Business L5 – LCETB taking lead meeting with Solas as need to rewrite as too much content for 5 credit module. • Level 5 Resource Efficiency for a Sustainable Workplace - differential validation as developed by another ETB. • Level 3 Exploring our Past with QQI. <p><u>Supports for new or existing programmes</u></p> <ul style="list-style-type: none"> • NCC QA Approvals Process and Client App – prospective learners will clearly see what course offers when published. • Mulgrave Street Campus – Mulgrave Street Campus and KRC Campus will have one centre number, now actioned with QQI. AD asked if single number would apply to LCFE night Mulgrave Street. PP said more discussion needed on this. • Quality Assurance Newsletter published October 2022, support for provision. • ETBI Digital library now has Learner’s Guide to Academic integrity. 		
7.	Monitoring and Review Responsibilities;	<p>Progress Update – Monitoring and Evaluation Processes</p> <ul style="list-style-type: none"> • Learner Feedback Survey is standard questionnaire applied to all Learners across provisions, feedback on survey due on Friday. Survey will be done locally by MS Form in absence of software. • AONTAS learner forum over 100 LCETB Learners attended. • MESMA, QA software in development will have survey plug in. • Inaugural Review of Quality Assurance, QQI Draft Annual Quality Report Progress Report Template needs to be with QQI by end of 		

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		<p>March. Report on Progress in Terms of Action in QAIR, Report on any other Quality Improvements activities, Option to include Case Studies in documents as well.</p>		
8.	<p>Assessment Responsibilities</p>	<p>Noting assessment reports and results The following Agenda items were discussed, due to time constraint.</p> <p>AHo showed Certification Summary QQI for June, July, Oct, and December 2022.</p> <p>Collated feedback from External Authentication highlighted the following</p> <ul style="list-style-type: none"> • IV training required for RPL portfolios. • QASS to re-issue resources -Assessors feedback to Learners, Word Count guidelines. • PD training to target capturing of digital evidence. • Beauty & Physics L3 Modules to be reviewed. 		
9.	<p>Apprenticeship Responsibilities</p>	<p>National Hairdressing Apprenticeship Programme Update Award presentation of first Advanced Certificates in Hairdressing, solely achieved via Recognition of Prior Experiential Learning. PP congratulated all involved in developing and co-ordinating RPL process.</p> <p>Approval granted for development of new Consortium-Led Apprenticeships Beauty Therapy / Barbering.</p> <p>LCETB in talks with MSLETB in terms of delivering National Sales Apprenticeship Programme.</p> <p>Solas re issued Guide to Developing Apprenticeships for Providers.</p>	<p>Plan to deliver National Sales Apprenticeship next year.</p>	
10	<p>Next Meeting</p>	<p>QA Governance Schedule of Meetings shared.</p>	<p>AHo to send Calendar invites</p>	

Signed:



Dated:

06/03/2023