Meeting - Minutes
Cruinniú – Miontuairiscí

Meeting Title	Further Education and Training Quality Council				
Date	Monday 6th March	Start Time	10:00	Finish Time	11:30
Venue	Teams Meeting				
Present	Alan Hogan, Hanorah Lyons, Triona Lynch, Arlene Douglas, Brendan Ryan, James Power, Geraldine Brosnan	Apologies	Paul Patton, Bonnie Boyle, Joe Leddin, James Maher, Martin Cournane, Shane Cullinane		
Objective(s)					

No.	Agenda Item	Minutes	Key Decisions & Actions	Responsible
1.	Welcome	PP nominated AH to chair the meeting in his absence who welcomed all to the FET Quality Council Meeting.		
2.	Minutes of last meeting	Minutes of last meeting were proposed by JP and seconded by TR.		
3.	Quality Assurance Policies and Procedures;	*Policy and Procedures in Development* BR & HL updated members on Online and Blended Learning Strategy and Policy. Survey distributed for staff feedback. Proposal to engage with QQI again directly on progress towards policy development. BR update on recent Digital Transformation seminar. Very positive event, active engagement and very useful feedback, particularly on the TEL Action plan.	Update QQI on progress re policy and strategy development, follow up from previous meeting.	AH/BR/HL

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		Teaching, Learning and Assessment Policy Working group for Teaching, Learning and Assessment Policy next body of work. *Policy and Procedures in Review* **Access, Transfer and Progression Policy** • Updates identified to recent Access, Transfer and Progression policy for inclusion. • Anti-bullying policy and disciplinary procedure. Requirements to update based on Child Protection guidelines and requirements. *Newly developed/revised Policy and Procedures recommended for Quality Council approval* • RPL Assessment templates – update based on learning from the RPL processes developed for the National Hairdressing Apprenticeship and the evolvement of processes.	Working group to be reestablished to develop. Procedures and Templates approved.	AHo/TR/AH/PL
4.	**Programme responsibilities**	Updates and discussions on the various programmes awaiting validation, in development and planned for development. **Programmes awaiting Validation** • L5 Lean Practice for Sustainable Business (10 credits), • L5 Resource Efficiency for a Sustainable Workplace (5 credits), • L3 Learning to Support Children in Primary School (25 credits), • L3 Exploring Our Past (10 credits), • L5 Lowland Leadership (10 credits) – as part of Outdoor Sport and Recreation 5M5148 **Programmes in Development** • L6 The Circular Economy in the Workplace (5 credits), • L6 Sustainable Procurement and Supply Chain, • Industrial Instrumentation (Raheen Campus), • L6 Apprenticeships – Beauty Therapy, Barbering, F-gas Non • Intrusive Leak Detection in RACHPT&T Systems Category 4 **Proposed Programme Development**		

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		• Level 3 Modules following on from alignment of Level 3 IT modules to single version. • Integrated Tertiary programme development arrangements, LCETB/TUS MOU		
5.	**Monitoring and Review Responsibilities;**	**Progress Update – Monitoring and Evaluation Processes** • MESMA software currently being piloted with a view to providing integrated software solution to the managing of monitoring and evaluation frameworks, inputs, outputs and linkages between frameworks, action plans, reports etc. • Learner Consultation week via learner feedback survey currently being planned. Learner Feedback Survey is standard questionnaire applied to all Learners across provisions by MSForms. • Inaugural Review of Quality Assurance, QQI Draft Annual Quality Report Progress Report Template needs to be with QQI by end of 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.	Continue pilot of software Implement Learner consultation week. Update Report on QAIR action plan to be finalised and sent to QQI.	MB/AH/BR/TR JD/AH MB/AH/PP
6.	**Assessment Responsibilities**	**Noting assessment reports and results** AHo demonstrated and the group discussed the collated campus breakdown analysis of the December 2022 certification period data.		
7.	**Apprenticeship Responsibilities**	**National Hairdressing Apprenticeship Programme Update** • Recognition of Prior Experiential Learning – NHA RPL Project was recent ETBI Excellence in FET Award prize-winner • Certification data from the National Hairdressing Apprenticeship cohorts presented, discussed and approved. • Occupational Profiles for Beauty Therapy and Barbering currently being developed.		
8.	**Next Meeting**	QA Governance Schedule of Meetings shared.	AHo to send Calendar invites	

Signed: **Dated**:   20/06/23

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