

## Meeting - Minutes

### *Cruinniú – Miontuairiscí*

<b>Meeting Title</b>	Further Education and Training Quality Council				
<b>Date</b>	Tuesday 20 <sup>th</sup> June 2023	<b>Start Time</b>	10:00	<b>Finish Time</b>	11:30
<b>Venue</b>	Teams Meeting				
<b>Present</b>	Paul Patton, Alan Hogan, Triona Lynch, James Maher Catherine O'Sullivan, Bernadette Enright, Shane Cullinane, Martin Cournane.	<b>Apologies</b>	Arlene Douglas, Brendan Ryan, Hanorah Lyons, James Power, Geraldine Brosnan,		
<b>Objective(s)</b>					

No.	Agenda Item	Minutes	Key Decisions & Actions	Responsible
1.	<b>Welcome</b>	PP welcomed all to the FET Quality Council Meeting.		
2.	<b>Minutes of last meeting</b>	Minutes of last meeting were proposed and seconded.		
3.	<b>Quality Assurance Policies and Procedures;</b>	<p><b><i>Policy and Procedures in Development</i></b></p> <p><b>Online and Blended Learning Strategy and Policy</b> – feedback on draft QQI Guidelines</p> <p><b>Teaching, Learning and Assessment Policy.</b> Formally acknowledge Guidance Document on use of Artificial Intelligence developed by TEL &amp; QA Support Service <i>issued to</i> staff. This has been issued to staff.</p> <p><b><i>Policy and Procedures in Review</i></b></p> <p>Disciplinary Procedure / Assessment Malpractice Procedure.</p>		

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		<p><b>Newly developed/revised Policy and Procedures recommended for Quality Council approval.</b></p> <p><b>Anti-Bullying Policy V2.0 formally adopted</b> in Learner Charter. Available in StaffCONNECT Policies and external facing. Policy highlights specific processes &amp; procedures in context of bullying in the under 18's. Policy is in Learner Charter. PP thanked working group.</p> <p><b>Access, Transfer and Progression Policy V1.1 formally approved.</b></p> <p>B2 formally written in policy. Course interviews are now Course Briefings. Course Briefing sessions are now in place of interviews, non-evaluative as agreed by FET Strategic Regional Planning Network. Discussion around Course Briefing sessions followed. Course Entry Requirement could include Aptitude Test, Leaving Certificate Document. Course Briefing where possible instead of interview, staff not trained in Evaluator Exercise.</p> <p><b>Assessment Appeals Procedure V1.2.</b></p> <p>Update based on internal clarification in relation to payments for appeals &amp; ensure access to platforms.</p> <p>Policies available on StaffCONNECT and College of FET external facing. Updates to staff are through Briefings, Email to Co-ordinators, &amp; QASS Newsletter.</p>	<p>Email to inform Co-ordinators of new Anti-Bullying Policy V2.</p> <p>PP requested that LCA be checked that it met B2 English requirement. Insert in policy if B2 exemption applies.</p>	<p>AHo</p> <p>AHo</p>
4.	<p><b>Programme responsibilities</b></p>	<p><b>Programmes recently Validated.</b></p> <p>Micro credentials as follows can now be delivered.</p> <ul style="list-style-type: none"> <li>• Level 3 Specific Purpose Certificate in Learning to Support Children in Primary School, 25 FET Credits</li> <li>• Level 5 Specific Purpose Certificate in Fish Farm Techniques, 15 FET Credits</li> <li>• Level 5 Specific Purpose Certificate in Lowland Leadership, 15 FET Credits</li> <li>• Level 6 Specific Purpose Certificate in The Circular Economy in the Workplace, 5 FET Credits</li> </ul> <p><b>Programmes Awaiting Submission for Validation</b></p> <ul style="list-style-type: none"> <li>• L6 Maintenance Skills Technology,</li> </ul>		

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		<ul style="list-style-type: none"> <li>• L6 Utilising Robotics in Advanced Manufacturing,</li> <li>• L6 Business Innovation and Market Development,</li> <li>• L5 Lean Practice for Sustainable Business.</li> </ul> <p><b>Programmes in Review/Development</b></p> <ul style="list-style-type: none"> <li>• L5 Dementia Care and Support / L3 Modules – single version / Industrial Instrumentation / F-gas Non-Intrusive Leak Detection in RACHPT&amp;T Systems Category 4</li> <li>• Integrated Tertiary programme developments LCETB/TUS MOU.</li> </ul> <p>Tertiary Programmes Bachelor of Business will be based in College of FET Ennis Campus for Year 1 and then TÚS following years. Bachelor of Science in Mobile and Web Computing with Year 1 in College of FET Mulgrave St Campus and following years TÚS.</p>		
5.	<b>Monitoring and Review Responsibilities;</b>	<p><b>Progress Update – Monitoring and Evaluation Processes</b></p> <ul style="list-style-type: none"> <li>• Learner Voice - Learner Survey had 2,800 responses with 120 Learner negative comments. Learner Voice Policy being put together by working group.</li> <li>• AH/MB/JD working on QEIM Campus Quality Evaluation, Improvement and Monitoring Framework. Annual QIP and replacing Youthreach CEIP.</li> </ul> <p>QEIM will run in 3-year cycle, process will be half day with campus management, half day with staff and selection of learner. QEIM will replace Youthreach CEIP and overlap with QIP.</p> <ul style="list-style-type: none"> <li>• QQI biennial quality dialogue meeting are visiting College of FET Ennis on Friday 23<sup>rd</sup> June. QQI issued QDM briefing Note in supporting documents issued to members.</li> <li>• QA software pilot with MESMA is ongoing</li> </ul>	Learner Voice Summary Report to be distributed to Co –ordinators.	AHO

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6.	Assessment Responsibilities	<p><b>Noting assessment reports and results</b></p> <p>AHo gave an overview of Certification Data from June Certification and shared document, some data still to be confirmed for Mulgrave St Day Provision, Raheen TC and Appeals.</p> <p>Total portfolios 9208 for June Certification, similar to last year. Major Awards are lower this year.</p> <p>A number of Grade changes for Mary I Lisdoonvarna, this related to Skills Demo recording error. PL&amp;D will be organised to rectify issue going forward.</p> <p>AHo shared Thematic Review, commentary from EA's, document used to by QASS to organise PL&amp;D.</p> <p>Plagiarism identified, PL&amp;D will be organised around Academic Integrity. Assessment Malpractice Procedure may need to be updated, as maybe to punitive.</p>	Follow up required on Raheen TC Certification Data.	JM
7.	Apprenticeship Responsibilities	<ul style="list-style-type: none"> <li>Apprenticeship Integration – Briefing Document was discussed.</li> <li>National Hairdressing Apprenticeship Programme has enrolled students locally and nationally. The Programme is being revalidated. Advanced Entry through RPL to Year 2 rolled out on national basis. A number of ETB's will be doing RPL for Advanced Entry to year 2 for Apprentices this year. QA Officer PH is now on the Steering Committee of RPL Practitioners Network a national body.</li> <li>Development of new Consortium-Led Apprenticeships for Beauty Therapy / Barbering submitted to National Apprenticeship Office.</li> <li>Bakery Apprenticeship development proposal is ongoing.</li> </ul>		
8.	AOB	<ul style="list-style-type: none"> <li>Staff Connect is being revamped</li> <li>Co-ordinators to be emailed re: submissions to next QA Newsletter</li> <li>QASS Staff Update to be held on 31<sup>st</sup> August</li> </ul>	Email Co-ordinators for QA Newsletter submissions	QA?
9.	Next Meeting	FET Quality Council Meeting take place on 13 <sup>th</sup> September.		

Signed:



Dated:

7/11/23