



Meeting - Agenda

Clár Chruinnithe

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| Meeting Title | Further Education and Training Quality Council | | |
| Date | Tuesday 7 th November 2023 | Time | 2.00pm to 3.30pm |
| Venue | Teams Meeting | | |
| Invited | Paul Patton, Alan Hogan, Hanorah Lyons, Triona Lynch, Shane Cullinane, Arlene Douglas, James Maher, Brendan Ryan, Bernadette Enright, James Power, Martin Cournane, Joe Leddin, Geraldine Brosnan, Bonnie Boyle, Catherine O'Sullivan, Sarah O'Toole. | | |

| No. | Item |
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| 1. | Welcome. |
| 2. | Previous minutes and matters arising. |
| 3. | <p>Quality Assurance Policies and Procedures;</p> <ul style="list-style-type: none"> • Policy and Procedures in Development. <ul style="list-style-type: none"> ○ <i>Teaching, Learning and Assessment Policy</i> • Policy and Procedures in Review. <ul style="list-style-type: none"> ○ <i>Disciplinary Procedure / Assessment Malpractice Procedure.</i> • Newly developed/revised Policy and Procedures recommended for Quality Council approval. <ul style="list-style-type: none"> ○ <i>Access, Transfer and Progression Policy V1.2 / Appeals Procedure V1.2 / RPL Assessment Procedure V1.2 / Child Safeguarding Mandatory Templates</i> • Quality Assurance Newsletter Issue 11, October 2023 |
| 4. | <p>Programme responsibilities.</p> <ul style="list-style-type: none"> • Programmes recently validated. <ul style="list-style-type: none"> ○ <i>L2 Managing Money in Everyday Life</i> ○ <i>L3 Learning to Support Children in Primary School / L3 Online Awareness and Responsibility / L3 Introduction to Sustainability / L3 Drugs and Alcohol Awareness</i> ○ <i>L5 Fish Farm Techniques / L5 Lowland Leadership / L5 Active Citizenship through Volunteering / L5 Lean Practice for Sustainable Business</i> ○ <i>L6 The Circular Economy in the Workplace / L6 Maintenance Skills Technology / L6 Utilising Robotics in Advanced Manufacturing / L6 Business Innovation and Market Development</i> • Programmes Awaiting Submission for validation. <ul style="list-style-type: none"> ○ <i>L5 Sustainable Supply Chain Procurement</i> • Submitted to QQI and awaiting validation <ul style="list-style-type: none"> ○ <i>L4 Security Awards, CAS Awards, Special Purpose Awards, Door Security Skills, Security Guarding Skills / L5 SPA Construction Skills for Energy Conservation</i> • Programmes in Review/Development. <ul style="list-style-type: none"> ○ <i>L3 Modules – single versions / L4 Social Innovation in the Community / L5 Dementia Care and Support / L5 Attic Insulation</i> |
| 5. | <p>Monitoring and Review Responsibilities;</p> <ul style="list-style-type: none"> • Progress Update – Monitoring and Evaluation Processes <ul style="list-style-type: none"> ○ <i>Learner Voice - Learner Survey Summary Report, Learner Voice Working Group update</i> ○ <i>Draft Quality Review Framework Policy</i> ○ <i>QQI biennial quality dialogue meeting (QDM) in June 2023</i> ○ <i>QQI Inaugural Review Action Plan progress update</i> |



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| 6. | Assessment Responsibilities; <ul style="list-style-type: none">• Noting assessment reports and results<ul style="list-style-type: none">○ <i>June/August/October Assessment Periods</i><ul style="list-style-type: none">▪ <i>Certification Data and Results Review</i>▪ <i>Thematic Review</i> |
| 7. | Apprenticeship Responsibilities; <ul style="list-style-type: none">• National Hairdressing Apprenticeship Programme Update<ul style="list-style-type: none">○ <i>Programme and Enrolment Update / Programme Revalidation / RPL process update</i>• Development of new Consortium-Led Apprenticeships<ul style="list-style-type: none">○ <i>Beauty Therapy / Barbering Apprenticeship development</i>○ <i>Proposal applications to develop of Bakery & Patisserie Apprenticeship and Hotel Management Apprenticeship</i> |
| 8. | AOB |

Signed

Date 19th October 2023