

Meeting - Minutes

Cruinniú – Miontuairiscí

Meeting Title	Further Education and Training Quality Council				
Date	Tuesday 7 th November 2023	Start Time	14:00	Finish Time	15:30
Venue	Teams Meeting				
Present	Paul Patton, Alan Hogan, Hanora Lyons, Brendan Ryan, James Maher Catherine O’Sullivan, Joe Leddin, Sarah O’Toole.	Apologies	Arlene Douglas, James Power, Triona Lynch, Shane Cullinane, Martin Cournane. Aobhan Haverty,		
Objective(s)					

No.	Agenda Item	Minutes	Key Decisions & Actions	Responsible
1.	Welcome	PP welcomed S O’T of TUS, one of 2 recently appointed Tertiary Managers to the FET Quality Council Meeting. New Degree programmes are now available through Limerick and Clare ETB and TUS partnership. Current Tertiary programmes are Bachelor of Business (Hons) at College of FET Ennis Campus, and Bachelor of Science (Hons) in Mobile & Web Computing at College of FET Mulgrave Street Campus. Year 1 is completed in FET and following years in TUS. Further Tertiary programmes to follow, JL requested input in identifying new programmes. Existing programmes were taken for current tertiary programmes in LCETB.	PP asked JL to join Thursday meeting with Tertiary Managers.	
2.	Minutes of last meeting	Minutes of last meeting read and proposed by BR and seconded by HL. AHo shared meeting documents by OneDrive.		

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3.	Quality Assurance Policies and Procedures;	<p>Policy and Procedures in Development</p> <ul style="list-style-type: none"> Teaching, Learning and Assessment Policy in development. BR & HL gave an update on Blended and Online Policy development. <p>Policy and Procedures in Review</p> <ul style="list-style-type: none"> Disciplinary Procedure / Assessment Malpractice Procedure ongoing. <p>Newly developed/ revised Policy and Procedures recommended for Quality Council approved by members</p> <ul style="list-style-type: none"> Access, Transfer and Progression Policy V1.2 / Appeals Procedure V1.2 update around payment of fees / RPL Assessment Procedure V1.2 updated / Child Safeguarding Mandatory Templates to be formally adopted. <p>Quality Assurance Newsletter Issue 11, October 2023</p> <p>The Biannual Newsletter summarises Quality improvements in FET. PP asked CO'S to check that VSCCS staff can access newsletter.</p>	<p>TL&A needs to be ready for next FET Quality Council Meeting</p> <p>Newly developed/ revised Policy and Procedures</p> <ol style="list-style-type: none"> Access, Transfer and Progression Policy V1.2 Appeals Procedure V1.2 RPL Assessment Procedure V1.2 Child Safeguarding Mandatory Templates 	
4.	Programme responsibilities	<p>Programmes recently validated</p> <ul style="list-style-type: none"> L2 Managing Money in Everyday Life L3 Learning to Support Children in Primary School / L3 Online Awareness and Responsibility / L3 Introduction to Sustainability / L3 Drugs and Alcohol Awareness L5 Fish Farm Techniques / L5 Lowland Leadership / L5 Active Citizenship through Volunteering / L5 Lean Practice for Sustainable Business L6 The Circular Economy in the Workplace / L6 Maintenance Skills Technology / L6 Utilising Robotics in Advanced Manufacturing / L6 Business Innovation and Market Development <p>All new programmes communicated to staff at briefing. PP left meeting.</p> <p>Programmes Awaiting Submission for validation</p> <ul style="list-style-type: none"> L5 Sustainable Supply Chain Procurement <p>Submitted to QQI and awaiting validation</p> <ul style="list-style-type: none"> L4 Security Awards, CAS Awards, Special Purpose Awards, Door Security Skills, Security Guarding Skills / L5 SPA Construction Skills for Energy Conservation 		

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		<p>Programmes in Review/Development</p> <ul style="list-style-type: none"> o L3 Modules with multiple versions moving to single versions / L4 Social Innovation in the Community / L5 Dementia Care and Support / L5 Attic Insulation 		
5.	<p>Monitoring and Review Responsibilities;</p>	<p>Progress Update – Monitoring and Evaluation Processes</p> <ul style="list-style-type: none"> o Learner Voice – Learner Voice Survey Summary Report issued to campuses, small number of complaints, legitimate concerns being fed back to campuses. Learner Voice Working Group update – work ongoing on Learner Voice Survey, Survey to be reissued in 2024. Learner Survey previously provision based now across campuses. o Draft Quality Review Framework Policy – MB, JD, AHo working on policy doc, new self-evaluation process, extension of Quality Improvement Plan. This will be a 3 year cycle for self-evaluation. o QQI biennial quality dialogue meeting (QDM) in June 2023 – note in folder o QQI Inaugural Review Action Plan progress update – discussion on action plan progress and QQI updates required. 	<p>Learner Voice needs to be ready for next FET Quality Council Meeting</p> <p>Quality Review Framework Policy needs to be ready for next FET Quality Council Meeting</p>	
6.	<p>Assessment Responsibilities</p>	<p>Noting assessment reports and results</p> <p>AHo gave an overview of Certification Data, Summary of Data in Newsletter. External Authenticator comments were on Feedback to Learners, Mark Breakdown, and Plagiarism. AI workshop to be held in November for Staff. AI Guidelines to be incorporated into learning & assessment.</p>		
7.	<p>Apprenticeship Responsibilities</p>	<p>National Hairdressing Apprenticeship Programme Update</p> <p>Programme and Enrolment Update – 11 ETB’s, 20 provisions, 400 apprentices. QQI Programme validated for 3 years, preparing for revalidation with panel review in Dec. RPL process update – RPL groups for Level 6 Advanced Certificate in Hairdressing in Cork ETB, Waterford ETB, Ennis ETB.</p> <p>JL asked if RPL obligatory in each new apprenticeship. AHo said RPL will be brought into all apprenticeships.</p> <p>Development of new Consortium-Led Apprenticeships</p>		

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		Beauty Therapy / Barbering Apprenticeship development approved, planned start date end of 2024. Proposal applications to develop Bakery & Patisserie Apprenticeship application will be ready by end of year. Hotel Management Apprenticeship application will be submitted tomorrow, this is being led out by Hospitality Centre.		
8.	AOB			
9.	Next Meeting	FET Quality Council Meeting proposed for Feb		

Signed:



Dated: 27/02/24
