



Meeting - Minutes

Cruinniú – Miontuairiscí

Meeting Title	Further Education and Training Quality Council				
Date	Wednesday 13 th March 2024	Start Time	10:00	Finish Time	11:30
Venue	Teams Meeting				
Present	Paul Patton, Alan Hogan, Hanora Lyons, Triona Lynch, Shane Cullinane, Arlene Douglas, Martin Cournane, Aisling Kirby.	Apologies	James Maher, Brendan Ryan, Joe Leddin, Sarah O'Toole, Geraldine Brosnan.		
Objective(s)					

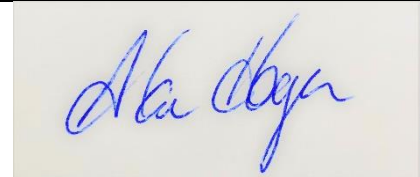
No.	Agenda Item	Minutes	Key Decisions & Actions	Responsible
1.	Welcome	PP welcomed all and apologised for cancellation of FET Quality Council meeting of 27 th February meeting. AK deputised for CO'S.		
2.	Minutes of last meeting	Minutes read and proposed by TL, seconded by HL.		

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3.	Quality Assurance Policies and Procedures;	<p>Policy and Procedures in Development/Review AHO gave summary of work on Procedure/Policies.</p> <ul style="list-style-type: none"> • RAP procedure is waiting on feedback from Training provision • Rewriting Assessment Malpractice Procedure as too punitive • Attendance Policy is with working group • Teaching and Learning and Assessment is in development • Repeat Procedure work ongoing – consider cap mark for repeat <p>Newly developed/revised Policy and Procedures recommended for Quality Council Approval. Disciplinary Policy V1.2 - Deferred as Language and Separation of Functions to be looked at.</p> <p>FET Guidance AI - Approved</p> <p>FET Bring your own device - Approved</p> <p>Learner Voice Policy – Approved</p> <p>EA Guidelines V1.3 amendment due to EA Fee increase – Approved</p> <p>Terms of Reference and membership for Quality Council and subgroups – Deferred</p> <p>Child Safeguarding Mandatory Template 3: DOF notification of review of the Child Safeguarding Statement - Approved</p>	<p>PP requester that TL&A Policy be ready for May</p> <p>PP requested further work on Disciplinary Policy V1.2</p> <p>PP & AHO to review Terms of Reference Quality Council & Sub Groups</p>	
4.	Programme responsibilities	<p>Programmes recently validated L4 Security Awards, CAS Awards, Special Purpose Awards - Door Security Skills (10 credits) Security Guarding Skills (10 credits) L5 SPA Construction Skills for Energy Conservation (30 credits) L5 SPA Sustainable Supply Chain Procurement (5 credits) L5 SPA Digital Assisted Eco Driving (10 credits) Revalidation of the Advanced Certificate in Hairdressing (NHA) – approved by Panel</p>		

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		<p>L1 and L2 ESOL Special Purpose Awards – approved by Panel for CMETB</p> <p>Programmes in Review/Development CAS Programmes (inhouse) - L3 Modules – single versions / L4 Languages Non-CAS Programmes - L5 Roof Insulation (formerly Attic Insulation) /L5 Dementia Care and Support</p> <p>MC & AHo spoke of requirement for centralised system for all Curriculum related to NZEB Courses, repository to be held by LCETB. This will ensure consistency of module standard across the 6 NZEB centres.</p> <p>Supports for new or existing programme QQI Action Plan for Review and Renewal of CAS awards will take different disciplines starting with Healthcare.</p> <p>Modifications and additions to programmes Provision are still applying for Remote and Mixed Mode.</p>	<p>MC & AHo proposal for Curriculum Development NZEB NZEB</p>	
5.	Monitoring and Review Responsibilities;	<p>Progress Update – Monitoring and Evaluation Processes</p> <p>Quality Review Framework will be piloted next month in College of FET Kilrush and College of FET Kilmallock Town Campus.</p> <p>Learner Voice survey 2024 is a new centralised Learner Survey going out. Another Learner Survey will follow in September/October 2024.</p> <p>Child and Adult Safeguarding Update.</p>		
6.	Assessment Responsibilities	<p>Noting assessment reports and results</p> <p>For noting AHo showed Data Certification, along with Thematic Review which is based on feedback from External Authenticators and Results Approval Panel and passed to provision concerned.</p>		

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7.	Apprenticeship Responsibilities	<p>National Hairdressing Apprenticeship Programme Update</p> <p>There are now 300 apprentices enrolled nationally on the National Hairdressing Apprenticeship Programme.</p> <p>Programme Revalidation for NHA has taken place with Terms of Reference to be reviewed. External Facilitator for TOR with Programme Board and CSG will take place in May.</p> <p>Development of new Consortium-Led Apprenticeships L6 Apprenticeships in Beauty Therapy, and Barbering are progressing and will submit to QQI before the Summer. Bakery & Confectionery Apprenticeship submission made to Solas.</p> <p>PP thanked FET Innovation Development and Quality for all the work done.</p>		
8.	AOB	PP requested that reviewed and updated Policy and Procedure be rolled in May, an additional meeting required to formally sign off policies.	Additional FET Quality Council Meeting in May date of follow	
9.	Next Meeting	FET Quality Council Meeting June		

Signed:



Dated: 20/06/24
