

Meeting - Minutes

Cruinniú – Miontuairiscí

Meeting Title	Further Education and Training Quality Council				
Date	9 th May 2024	Start Time	11:00	Finish Time	12:30
Venue	Teams Meeting				
Present	Paul Patton, Alan Hogan, Triona Lynch, Arlene Douglas, Catherine O'Sullivan, James Maher, Shane Cullinane	Apologies	Bonnie Boyle, Joe Leddin, Martin Cournane, Hanorah Lyons, Geraldine Brosnan, James Power, Brendan Ryan,		
Objective(s)					

No.	Agenda Item	Minutes	Key Decisions & Actions	Responsible
1.	Welcome			
2.	Quality Assurance Policies and Procedures;	<p>Additional meeting of the College of FET Quality Council to review the following policies and procedures for approval</p> <ul style="list-style-type: none"> • Disciplinary_Procedure_V1.4 <ul style="list-style-type: none"> ○ Updated to refer specifically to Youth Provision and learners under 18. ○ Updated to include separate suspension and expulsion stages. • 09_Repeat_of_Assessment_Procedure_V1.0 <ul style="list-style-type: none"> ○ All learners must be given the opportunity to apply to repeat a skills demonstration or examination where they fail this assessment piece that results in not meeting all the MIMLOs and/or not achieving 50% of the assessment mark, in any of the QQI programme modules in which they have engaged. 	<p>Approved</p> <p>Approved</p>	

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		<ul style="list-style-type: none"> ○ Learners will be given the opportunity to repeat the assessment task once {i.e. two (2) assessment opportunities in total}. ○ Repeats will occur at element level and not at module level for example, a learner can repeat an examination for a module only and will not have to repeat all assessments in that module if otherwise successful. ○ Learners are NOT permitted to repeat an assessment task when they have already passed, in order to improve their grade. ○ Assessors must develop new assessment instruments for the repeat assessment, ensuring that the standard remains the same as the initial assessment. ○ Where the learner has repeated an assessment task, all evidence submitted must be marked and graded in accordance with the standard of the award and as such, learner marks must not be capped. ○ If a learner does not attend for a scheduled examination or skills demonstration and/or has missed the submission deadline for an assessment task and has not informed the teacher of any extenuating circumstances (i.e., the learner has not applied for Compassionate Consideration or a Short-term Extension in line with Limerick and Clare Education and Training Board’s Assessment Procedures), then this will be deemed a missed first assessment opportunity. The subsequent sitting will be then considered a repeat and thus a second and final assessment opportunity. This assessment piece will then be capped at 50% (pass grade) i.e. the maximum mark a learner can achieve is 50%. ○ Where possible, the repeat assessment opportunity should be made available as soon as possible to the learner. For example, where the unsuccessful assessment task took place early on during the course, then the learner should be given the opportunity to repeat as soon as possible within the duration of that course. ○ Where the learner has been unsuccessful in an assessment task towards the end of the course, and there is not time for a repeat assessment task to be undertaken, then the learner must be given the opportunity to repeat the task at the next reasonable assessment opportunity. 		

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		<ul style="list-style-type: none"> ○ Repeat assessments will be conducted in the same or similar conditions as the original assessment event. ● Early Learning and Care Assessment Policy_V2.1 <ul style="list-style-type: none"> ○ The repeat of ELC assessments applies to all types of assessment tasks undertaken as part of the ELC programmes. ○ The policy is aligned with the ETB-wide Procedure for the Repeat of Assessments but supersedes this Procedure (3.2) ○ Updates to the following sections of the ELC Policy in line with the Procedure for the Repeat of Assessments (4.4, 6.1, 6.9, 6.11 and 6.12) ○ Section 7 Repeat when Assessment Task and/or Submission Deadline has been missed, also applies to ELC. ● 01_Assessment_Malpractice_Procedure_V2.0 <ul style="list-style-type: none"> ○ Updated to incorporate Minor Cases of Plagiarism and Major Cases of Plagiarism categorisations, with associated revised sanctions. ○ Minor Cases of Plagiarism – where the suspected plagiarism is a first offence and represents poor academic practice, such as apparently innocent misuse of materials, inadequate citation such as poor referencing and over-reliance on sources. In this case the learner will be allowed to resubmit within 3 working days without sanction. ○ Major Cases of Plagiarism – these include such practices as copying material from another source such as another learner or the internet, also a second offence of Minor Case of Plagiarism. If such an allegation is upheld then a zero mark will be awarded for the assignment. ● Results_Approval_Panel_Procedure_V2.0 <ul style="list-style-type: none"> ○ Updated to accurately reflect process and procedure associated with Results Approval Panels in Shannon and Raheen Campus. ○ Amended to include reference to the hosting of RAP meetings online, and submission of Confidentiality Statement and RAP Results Statement by MS Form ○ RAP Summary Reports no longer uploaded to StaffCONNECT. ○ RAP Panel membership pool widened to include QA Officers. ● 07_Examinations_Procedure_V1.2 <ul style="list-style-type: none"> ○ Updated to reflect move to presentation of evidence on Teams / Moodle for EA. 	<p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Approved</p>	

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		<ul style="list-style-type: none"> ○ Updated to include reference to the Digital Assessment Guidelines and the Admin, Storage and Retrieval Policy. ○ Incorporates process at IV and EA for addition and removal of IV and EA personnel. ○ Personal devices not allowed to be used for recording of assessment evidence. ● 08_Secure_Storage_Procedure_V1.2 <ul style="list-style-type: none"> ○ Updated to include reference to exams which may take place online or are completed on a PC. ○ Update to accurately reference Limerick and Clare Education and Training Board procedure for Repeat of Assessments 	Approved	
3.	Next Meeting	20 th June 2024		

Signed:



Dated:

20/06/24