



**Meeting - Agenda**  
*Clár Chruinnithe*

<b>Meeting Title</b>	<b>Further Education and Training Quality Council</b>		
<b>Date</b>	Wednesday 16 <sup>th</sup> October 2024	<b>Time</b>	11.00am to 12.30pm
<b>Venue</b>	Teams Meeting		
<b>Invited</b>	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
1.	Welcome.
2.	Previous minutes and matters arising.
3.	<p><b>Quality Assurance Policies and Procedures;</b></p> <ul style="list-style-type: none"> <li>• Policy and Procedures in Development. <ul style="list-style-type: none"> <li>○ <i>Blended Learning Policy</i></li> </ul> </li> <li>• Policy and Procedures in Review. <ul style="list-style-type: none"> <li>○ <i>RPL Assessment Procedure / New Assessment Extension Deadlines in Extenuating Circumstances / Assessment Procedures forms</i></li> </ul> </li> <li>• Newly developed/revised Policy and Procedures recommended for Quality Council approval. <ul style="list-style-type: none"> <li>○ <b><i>Teaching, Learning and Assessment Policy</i></b></li> <li>○ <b><i>Attendance and Engagement Policy</i></b></li> </ul> </li> </ul>
4.	<p><b>Programme responsibilities.</b></p> <ul style="list-style-type: none"> <li>• Programmes recently validated. <ul style="list-style-type: none"> <li>○ <i>Non-certified "Work-ready" programmes</i></li> <li>○ <i>L1 ESOL</i></li> <li>○ <i>L2 ESOL</i></li> <li>○ <i>L3 SPA in Drugs and Alcohol Awareness / L3 SPA in Sustainability / L3 SPA in Online Awareness and Responsibility / L3 SPA in Introduction to Climate Justice</i></li> <li>○ <i>L4 SPA in Digital Citizenship / L4 SPA in Social Innovation in the Community / L4 SPA in Barista Skills</i></li> <li>○ <i>L5 SPA in Volunteering for Community Engagement</i></li> <li>○ <i>L6 SPA in Work Based Learning Practices</i></li> <li>○ <i>National Hairdressing Apprenticeship (Revalidated)</i></li> </ul> </li> <li>• Submitted to QQI and awaiting validation <ul style="list-style-type: none"> <li>○ <i>L5 Dementia Care and Support</i></li> </ul> </li> <li>• Programmes in Review/Development. <ul style="list-style-type: none"> <li>○ <i>L4 Modules – single versions</i></li> </ul> </li> <li>• Requiring Quality Council Approval for submission for validation <ul style="list-style-type: none"> <li>○ <i>L6 Barbering Apprenticeship</i></li> </ul> </li> <li>• Programme and Curriculum Support Developments <ul style="list-style-type: none"> <li>○ <i>Traineeships – new templates and documentation / Pilot Revised Programme Application Forms / National Programme and Module Review process /</i></li> </ul> </li> </ul>



5.	<b>Monitoring and Review Responsibilities;</b> <ul style="list-style-type: none"><li>● Progress Update – Monitoring and Evaluation Processes<ul style="list-style-type: none"><li>○ <i>Learner Voice Survey 2024 / Learner Voice Working Group update</i></li><li>○ <i>Quality Review Framework</i></li><li>○ <i>QQI - Interim Quality Report / Thematic Analysis of the follow-up reports / Monitoring of published QA Policies and Procedures</i></li></ul></li></ul>
6.	<b>Assessment Responsibilities;</b> <ul style="list-style-type: none"><li>● Noting assessment reports and results<ul style="list-style-type: none"><li>○ <i>June/August/October Assessment Periods</i><ul style="list-style-type: none"><li>▪ <i>Certification Data and Results Review</i></li><li>▪ <i>Thematic Review</i></li></ul></li></ul></li></ul>
7.	<b>Apprenticeship Responsibilities;</b> <ul style="list-style-type: none"><li>● National Hairdressing Apprenticeship Programme Update<ul style="list-style-type: none"><li>○ <i>Programme and Enrolment Update / Programme Revalidation / RPL process update</i></li></ul></li><li>● Development of new Consortium-Led Apprenticeships<ul style="list-style-type: none"><li>○ <i>Barbering Apprenticeship – Quality Council Approval</i></li><li>○ <i>Beauty Therapy Apprenticeship</i></li><li>○ <i>Bakery &amp; Confectionery Apprenticeship</i></li></ul></li></ul>
8.	<b>AOB</b>

Signed

Date 04/10/2024