



Further Meeting - Minutes

Cruinniú – Miontuairiscí

Meeting Title	Further Education and Training Quality Council				
Date	20/01/2024	Start Time	12 Noon.	Finish Time	1.30 pm.
Venue					
Present	Paul Patton, Alan Hogan, Hanorah Lyons, Shane Cullinane, James Maher, Brendan Ryan, James Power, Martin Cournane, Joe Leddin, Catherine O'Sullivan, Sarah O'Toole.	Apologies			
Objective(s)					

No.	Agenda Item	Minutes	Key Decisions & Actions	Responsible
	Welcome	PP welcomed all to the meeting		
	Minutes of last meeting	Proposed BR, seconded MC		
	Quality Assurance Policies and Procedures;	Policy Procedures and Development - CFET blended & fully online Learning Policy Submission - End of January to QQI Policy inclusive of other awarding bodies (city and guilds etc) CFET Self Evaluation Report completed for QQI SOT recommended maintain a "induction programme" in the report - Procedure for addressing violent & critical incident – sub section of overall Policy - JP discussed KRC security measures been implemented - Collaborative Working Group to be established with the Department of Education - Possible circular from the Dept. of Education on code of behaviour Newly developed/revised Policy and Procedures recommended for Quality Council approval	<i>Collecting feedback on Blended & fully online documentation by Thursday the 24th Jan Approval sought to submit to QQI. PP Signature required on Documentation</i> <i>JM recommended a committee set up to discuss security at KRC</i> <i>SOT will confirm whether TUS has an established procedure for handling violent and critical incidents</i>	

No.	Agenda Item	Minutes	Key Decisions & Actions	Responsible
		- College of FET Quality Review Framework Policy - Spoke on Self Evaluation Reports-Tuamgraney & Shangolden, 3-year cycle - Quality Action Plan- reviewed by each campus on an annual basis - AH spoke on review and feedback required on the green policy paper from QQI	<i>QAP Annually for all campuses</i>	
	Programme responsibilities	Programmes recently validated - L5 Dementia Care & Support – Available for delivery & sample assessments in place - JL discussed the opportunity to showcase new validated programmes - Two events with industry, ICT session & Focus on engineering Skills needs with EI Electronics - L5 Immersive Technology & L5 Wind energy with Immersive Technology highly sought in industry. Programme in Review/Development - L4 Modules – Single versions- ongoing Modifications and additions to programmes. - National Module Review Process – SNA Modules LCETB & GRETB - Draft Module sent out to all provision for feedback - ELC is now available online or blended - Alternative assessments will be continued and further integrated. - Ongoing consultation on Green Paper policy	<i>Level 5 Dementia Care & Support available on Staff CONNECT</i> <i>31st of January E.I Shannon future engineering workshop</i> <i>Meeting to be held on Green Paper Policy</i>	

No.	Agenda Item	Minutes	Key Decisions & Actions	Responsible
	Monitoring and Review Responsibilities;	Quality Review Framework Implementation Update – Tuamgraney Campus Report - Self Evaluation Process commenced in October 2024 - Spoke on updates - AH spoke on reflection of the process Learner Voice Policy - Survey 2024 The QA evaluation process will be redistributed for further review QQI Inaugural Review Action Plan progress update - QQI QIP requirement - MB required to submit a detailed review Quality Assurance Support Service Action Plan – 2024 – 2027 - Internal Action Plan to coincide with CFET Strategic Framework - Action plan in place in QA Office	<i>The implementation of the Quality Review Framework will continue to be updated.</i> <i>Submission date 31st of January</i>	
	Assessment Responsibilities	Noting assessment reports and results - Bespoke developed/Integration of IV, EA & RAP in the client app - Electronic platform implemented across all campuses		
	Apprenticeship Responsibilities	National Hairdressing Apprenticeship Programme Update - Two-week induction per stage of the NHA - More discussion required with Peter Mark hairdressing on a collaboration programme Development of new Consortium-Led Apprenticeships - Barbering self-evaluation to be completed next week - Beauty Therapy documents are currently under development - Bakery & Confectionery - September 2026	<i>L6 Advanced Certificate in Barbering Techniques next stage submission to QQI</i> <i>A Curriculum Development Support officer in place in QA for Bakery & Confectionery Apprenticeship</i>	
	AOB			

Signed:



Dated:

20/01/2025