

Kerry ETB Further Education and Training Quality Council 02.10.18
Meeting Note

Present: Mr. Brendan Tuohy, Chairperson.

Mr. Owen O'Donnell, Kerry ETB Director of Further Education and Training

Ms. Marie Gould, ETBI, Programme Manager QA and New Apprenticeship Development

Ms. Mary Jo Staunton, Kerry ETB Training Centre, Medical Secretary Traineeship, Instructor

Ms. Mary O'Connor, Killarney VTOS, Co ordinator

Ms. Mary Lucey Kerry College of Further Education (KCFE), Principal

Ms. Nora O'Callaghan, Kerry ETB Training Centre, Manager

Ms. Bernadette Corridan, Adult Education Officer, Quality Assurance

In attendance: Aoife Comiskey, Kerry ETB Quality Assurance Unit, Joseph Nestor, Programme Coordinator
National Commis Chef Apprenticeship Programme, Mallory Higgins (Minutes)

National Commis Chef Apprenticeship Examination Board – Terms of Reference (TOR)

The Quality Council approved the national commis chef apprenticeship examination board terms of reference (TOR).

New Further Education and Training Assessment Regulations

An overview of the New DRAFT Further Education and Training Assessment Procedures was presented to the Quality Council. It was noted that the procedures are in consultation and pilot phase. The Quality Council was notified that the procedures would come before them for approval once the consultation and piloting phase is completed.

Further Education and Training External Authentication Reports

The Quality Council members reviewed the summary of the External Authentication (EA) Reports for the FET Centres, Kerry College of Further Education, North Kerry College of Further Education and Adult Basic Education

Kerry ETB Further Education and Training Teaching, Learning and Assessment Policy

The Teaching Learning and Assessment Policy was presented for review to the Quality Council. The Policy will be presented to the Quality Council for approval at the next meeting.

Kerry ETB Further Education and Training Assessment Templates

The assessment templates were presented for review to the Quality Council. The assessment templates will be presented to the Quality Council for approval at the next meeting.

Assessment Results Approval

The Director of FET presented the assessment results of the Kerry ETB Training Centre for approval. The Quality Council approved these results

The Director of FET presented the results of the Adult Literacy Service for approval. The Quality Council approved these results

Results from the Back to Education Initiative (BTEI) were deferred. The results will be presented to the Council at the next Quality Council meeting.

New Programme Development***Sustainable Technology (under development)***

Members noted Kerry ETB's involvement, in the development of this programme, which aims to upskill those who hold National Trade Certificates (Electrical)

Wind Turbine Maintenance Technician Apprenticeship (WTMT)

Members noted recent developments in respect of the planned apprenticeship in Wind Turbine Maintenance Technician.

National Commis Chef Apprenticeship Programme

Members noted the survey findings from Apprentice feedback on teaching, learning and assessment. Members noted the planned survey of Workplace Mentors-on training and assessment in the workplace.

ETBI Academic Module Manager

Members noted Kerry ETB's participation in the piloting of a new system (ETBI Academic Module Manager [AMM]),to record and manage newly validated programmes.