

## Kerry ETB Further Education and Training Quality Council 05.02.19 Meeting Note

Present: Mr. Brendan Tuohy, Chairperson.  
Mr. Owen O'Donnell, Kerry ETB Director of Further Education and Training  
Ms. Mary Jo Staunton, Kerry ETB Training Centre, Medical Secretary Traineeship, Instructor  
Ms. Mary Lucey, Kerry College of Further Education (KCFE), Principal  
Ms. Mary O'Connor, Killarney VTOS, Coordinator  
Ms. Bernadette Corridan, Adult Education Officer, Quality Assurance  
Mr. Con O'Sullivan, Kerry ETB Training Centre, Assistant Manager, Commis Chef  
Apprenticeship National Programme Board representative  
Mr. Michael Vaughan, Hotelier, Industry representative  
Ms. Shivaun Shanahan, Adult Education Officer, representing FET Centres  
Mr. John Skinner, Kerry College of Further Education (KCFE), Engineering, Teacher

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

### **National Commis Chef Examination Board Report**

The report of the National Commis Chef Examination Board Panel was presented to the Quality Council. It was stated that a full review of the Commis Chef Programme will commence at the end of 2019. A consolidated report will be presented to the Council in the 1<sup>st</sup> quarter of 2020.

### **National Commis Chef Apprenticeship External Examiners Report**

The report from the External Examiner (National Commis Chef Apprenticeship Programme) was presented to the Quality Council.

### **National Commis Chef Apprenticeship Results Approval**

The Director of Further Education and Training presented the results of Galway and Roscommon ETB National Commis Chef Apprentice Programme Year 1 for approval. The Quality Council approved these results.

The Director of Further Education and Training presented the results of Limerick and Clare ETB National Commis Chef Apprentice Programme Year 1 for approval. The Quality Council approved these results

### **National Commis Chef Apprenticeship Update**

An update on future planned intake and enhancements to the National Commis Chef Apprenticeship Programme was presented.

- **Consolidated Commis Chef Apprenticeship Admissions – Report**

The consolidated admissions report of new intake in 2018 for the National Commis Chef Apprenticeship Programme was presented.

- **Consolidated Commis Chef Apprentice– Report**

The consolidated activity report for the National Commis Chef Apprenticeship Programme was presented

### **Kerry ETB Further Education and Training Programme Governance Board**

The Quality Council Members noted that the Programme Governance Board met on three occasions in 2018.

### **ETBI Academic Module Manager**

The Quality Council Members noted that Kerry ETB is participating in the piloting of a new system to record and manage curriculum, [Academic Module Manager (AMM)]

**National Wind Turbine Maintenance Technician Apprenticeship.**

The Quality Council Members noted the progress in the development of the Wind Turbine Maintenance Technician apprenticeship programme.

**Kerry ETB Further Education and Training Quality Assurance Governance Board**

The Quality Council Members noted that the Kerry ETB Further Education and Training Quality Assurance Governance Board met on two occasions in 2018.

**External Authentication**

The Quality Council Members noted the sectoral collaborative project in respect of the formation of Provider Level External Authentication (EA) Panels

**Assessment of Learners**

The Quality Council Members noted the sectoral collaborative project in respect of New Assessment Procedures. A synopsis of these procedures will be presented at the next Quality Council meeting.

**Approval of the Kerry ETB Further Education and Training Assessment Regulations**

The Quality Council approved the DRAFT Kerry ETB Further Education and Training Assessment Procedures for consultation and piloting at FET Colleges/Centres.