

Kerry ETB Further Education and Training Quality Council 11.12.18

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

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)

Assessment Results Approval

The Director of FET presented the results of the Kerry ETB Training Centre (Quarter 3 certification period) for approval. The Quality Council approved these results

The Director of FET presented the results from the Back to Education Initiative (BTEI) (June & August 2018 certification period) for approval. The Quality Council approved these results

Initial Grade Analysis

The Quality Council Members noted the initial grade benchmarking exercise carried out in November 2017. A further benchmarking exercise will be undertaken in respect of 2018 results and presented to the Council at a future date.

Kerry ETB Further Education and Training External Authentication

The Quality Council Members noted the Kerry ETB nominee for the National Sectoral External Authentication Committee.

The Quality Council Members noted the role of the QA Unit in respect of External Authentication (EA) - specifically the development of a new panel of EA's for Kerry ETB. This EA Panel will be the Quality Council for approval.

Further Education and Training Continuous Quality Improvement

The Quality Council Members reviewed the results from a survey of Colleges/Centres of the improvement actions being undertaken at College/Centre level, in response to EA recommendations (June 2018 certification period).

Professional development areas, emerging from EA feedback and Result Approval Panel reports will inform professional development activities. The Quality Assurance Unit will present an annual plan to the Council.

DRAFT Sectoral Programme Approval Procedures

An overview of the Quality Assurance of the **Programme Governance Structure**¹ extracted from the document - '*A collaborative Framework for Shared Programme & Curriculum Development, Validation, Enhancement & Review in the ETBs*' was presented.

¹ This document outlines a proposed Sectoral Framework for Shared Programme & Curriculum Development, Validation, Enhancement & review within the ETB sector.

The Quality Council Members noted the value placed on collaboration and staff engagement by the Kerry ETB Programme Governance Board. Members noted the view of the FET Director in respect of the value in taking the lead (as a provider) on key programmes, particularly where their development meets identified needs in Kerry.

Programme Development

Wind Turbine Maintenance Technician Apprenticeship (WTMT)

Members noted the 3rd meeting of the Consortium Steering Group (December 2018), and the continuing work on the development of this apprenticeship.

National Commis Chef Apprenticeship Programme

A programme update was presented. External Examiner reports were scheduled to come before the Quality Council. The Council will ratify assessment results.

The Quality Council Members noted the expansion of the Commis Chef Apprenticeship places in Kerry, with the launch of the Training Kitchen in the Kerry ETB Centre in Kenmare.

Assessment Working Group

Members noted the work of this group in respect of consultation of the DRAFT New Assessment Procedures.

Approval of the Kerry ETB Assessment Regulations

The Quality Council approved the Kerry ETB Further Education and Training Assessment Regulations

Approval of the Kerry ETB Assessment Templates

The Quality Council approved the Kerry ETB Further Education and Training Assessment Templates.

Recognition of Prior Learning

Members noted the work currently undertaken in respect of the RPL pilot project for National Tour Guiding