

Kerry ETB Further Education and Training Quality Council 15.06.18 [Inaugural Meeting]
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
Mr. Michael Vaughan, Hotelier, Industry representative
Mr. John Skinner, Kerry College of Further Education (KCFE), Engineering, Teacher
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
Mr. Con O'Sullivan, Kerry ETB Training Centre, Assistant Manager, Commis Chef Apprenticeship
National Programme Board representative
Ms. Shivaun Shanahan, Adult Education Officer, representing FET Centres

In Attendance: Dr. Trish O'Brien, Governance Design Consultant

Overview of Kerry ETB Further Education and Training

The Director of FET presented an overview of the following to the Council:

- a) The Current Kerry ETB Management Structure. (Corporate Level Organisation Chart)
- b) Kerry ETB FET Quality Assurance Governance Structure
- c) National Commis Chef Apprenticeship Programme Quality Assurance Framework.
- d) Kerry ETB Profile / FET Centres and Colleges
- e) Kerry ETB 2017 and 2018 Provisions and Beneficiaries
- f) QQI Marie Gould discussed ETB's relationship with QQI
- g) Kerry ETB's newly established Quality Assurance Unit
- h) Recognition of prior learning
- i) Kerry ETB 2018 -2022 Strategy and Strategic Goals
- j) New Planned Apprenticeships
- k) Certification and Grade Analysis.
- l) Commis Chef Apprenticeship Update

Role of the Kerry ETB Quality Council

Dr. T O'Brien presented:

- a) The context in which the Quality Council will operate
- b) The responsibilities of the QA unit
- c) The remit of QQI in respect of governance

Kerry ETB Quality Council Member's roles, responsibilities, and nature of the work undertaken on behalf of Kerry ETB

Dr. T O'Brien presented:

- a) Confidentiality and objectivity
- b) Establishing and maintaining trust relationships
- c) First order and higher order responsibilities of the Quality Council
- d) Adding value through the Quality Council to Kerry ETB FET Programmes and Services
- e) The beneficial relationship between FET College/Centres and the Quality Council

Kerry ETB Quality Council, Programme Governance Board and Quality Governance Board - Terms of Reference (TOR)

The Director of FET presented terms of reference. The Council approved the TOR for:

- a) The Quality Council
- b) The Programme Governance Board
- c) The Quality Governance Board

National Commis Chef Apprenticeship Programme Board – Terms of Reference

The Director of FET presented the Terms of Reference of the Commis Chef Apprenticeship Programme Board. The Council approved the Terms of Reference.

Commis Chef National Examination Board

The Council approved the establishment of a National Examination Board for the Commis Chef Apprenticeship Programme

Assessment Results Approval

The Director of FET presented the assessment results of the Kerry College of Further Education (June 2018 certification period) for approval. The Quality Council approved these results

The Director of FET presented the results of North Kerry College of Further Education (June 2018 certification period) for approval. The Quality Council approved these results

The Director of FET presented the results of the Vocational Training and Opportunities Scheme (VTOS) (June 2018 certification period) for approval. The Quality Council approved these results