

## Kerry ETB Further Education and Training Quality Council 02.04.19

### Meeting Note

Present: Mr. Brendan Tuohy, Chairperson.

Owen O'Donnell, The Director of FET

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, Training Centre Manager Apprenticeship National Programme Board 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, Aoife McCormack and Mallory Higgins, Kerry ETB Quality Assurance Unit

Marion O Toole, Marketing and Communications Officer

Sharon Browne, AEO

#### **Report on Quality Improvement Activities in 2018 and Quality Improvement Plan for 2019**

The report on the Quality Improvement Activities in 2018 was presented to the Quality Council. The Council noted the progress in respect of the actions agreed in the Quality Improvement Plan<sup>1</sup> in late 2017 early 2018. The Council noted the actions that were not completed in 2018 and their revised timeline for completion in 2019.

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

An update on the Commis Chef Apprenticeship Programme was presented to the Quality Council. The Council noted to numbers of apprentices participating on the programme, the distribution of training places nationwide and the planned intake for 2019. The Council noted that a review of the programme will commence after 1 full cycle of the programme is completed.

#### **Programme Development- Wind Turbine Maintenance Technician Apprenticeship**

An update on the work of the Consortium Steering Group and planned work of the National Programme Board was presented to the Quality Council. The Council noted the planned date for the application for validation to QQI.

#### **Grade Benchmarking Exercise 2018**

An overview of the Grade Benchmarking Exercise in respect of QQI Certification in 2018 was presented to the Quality Council. The Council noted Kerry ETB's intention to review data on grade distribution when conducting reviews of programmes in 2019.

#### **Update from the Kerry ETB Assessment Working Group**

An update on the work of the Assessment Working Group was presented to the Quality Council.

#### **New Kerry ETB Website Design**

The new design for the Kerry ETB Website was presented to the Council.

#### **Learner Experience**

Two members of the Board of Management of Kerry College of Further Education (Learner Representatives) joined the meeting of the Quality Council. The Council heard views from the learners representatives on:

- The learner experiences and the participation of learner representative on Boards of Management
- Progression pathways- Higher Education

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<sup>1</sup> The Quality Improvement Plan, together with an Executive Self Evaluation Report; addressing QQI's Core Statutory Quality Assurance guidelines. Apprenticeship guidelines and Sectoral Level guidelines formed the basis of the process of approving Kerry ETB's QA procedures

- Levels of awareness in respect of Further Education and Apprentices as progression pathways

**Labour Market Overview**

An overview of the labour market in Kerry was presented to the Council. The Council noted the emerging trends in respect of employment, unemployment and skills needs

**AOB**

The Council noted the planned Kerry ETB Staff Event (April) and the participation of Kerry ETB staff and trainees (Beauty Therapy) in the Ireland Skills Competition 2019