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# Quality Improvement Plan 2019

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**BORD OIDEACHAIS AGUS OILIÚNA CHIARRAÍ**  
**KERRY EDUCATION AND TRAINING BOARD**

Kerry Education and Training Board  
Quality Assurance Unit  
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This Kerry Education and Training Board (Kerry ETB) Quality Improvement Plan 2019 (QIP 2019), is submitted to QQI for consideration.

There are five Quality Areas identified Governance and Management of Quality, Delivery of FET, Learner Experience, Information and Data Management and Other Parties Involved in Education and Training. Key tasks are set out, where specific activity for improvement is earmarked for 2019. The title of the individual/s responsible for taking the lead on implementing the improvement activity are identified. The month and year by which the activity is expected to be completed.

This Quality Improvement Plan 2019 forms the basis of Kerry ETB 's Annual Dialogue Meeting with QQI. Once approved through the Kerry ETB governance structure<sup>1</sup> both the Progress Report and the QIP 2019 will be published in Kerry ETB's website.

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<sup>1</sup> The Kerry ETB Programme Governance Board and QA Governance Board and the Kerry ETB Quality Council

## Quality Improvement Plan 2019

### Quality Area: Governance & Management of Quality *Enhancing Governance*

<i>Ref. point Kerry ETB Quality Improvement Plan for October 2017 to December 2022</i>	<b>Key Tasks/Activity in 2019</b>	<b>Responsible Person(s)</b>	<b>Timeline</b>
<b>1.1 Enhance Kerry ETB Quality Assurance Governance &amp; Management system</b>	Input from external expert on the format of a Kerry ETB Quality Assurance Manual	AEO/QA Quality Assurance Officer	Mar 2019
<b>1.4 Rename Quality Assessment Working Group to Quality Assurance Implementation Group</b>	Conduct interim review of pilot phase (DRAFT New Assessment Procedures)	QA Governance Board	Sept 2019
	New Assessment Procedures agreed	Quality Council	Dec 2019
<b>1.3 Consolidate central monitoring of QAP for all FET provision through a multi layered governance structure</b>	Monitor implementation of New Assessment Procedures	Further Education and Training Standards Officer	April 2019
		QA Governance Board	Nov 2019
<b>1.6 Develop new comprehensive Quality Assurance Procedures in line with QQI Core and Specific QA guidelines</b>	Quality Assurance and Enhancement Handbook approved by Quality Governance Board and ratified by Quality Council	QA Governance Board	Sept 2019
		Quality Council	Oct 2019
<b>3.8 Learners will be represented on the Quality Council</b>	Present report on existing arrangements for learner representation to Quality Council and to the National Programme Board for the Commis Chef Apprenticeship Programme	AEO/QA Officer	Dec 2019

### Quality Area: Delivery of FET *Programme Approval, Development and Validation*

<i>Ref. point Kerry ETB Quality Improvement Plan for October 2017 to December 2022</i>	<b>Key Tasks/Activity in 2019</b>	<b>Responsible Person(s)</b>	<b>Timeline</b>
<b>2.1 Develop a Programme Approval, Development and Validation Policy</b>	New Programme Approval, Development and Validation Policy approved by the Programme Board and ratified by the Quality Council	Programme Governance Board	Sept 2019
		Quality Council	Oct 2019
<b>2.1 Design new Apprenticeship and Traineeship programmes to meet the identified needs of industry</b>	Establish Programme Development Group-New Programme-Wind Turbine Maintenance Technician Apprenticeship (WTMT Apprenticeship) WTMT Apprenticeship Programme recommended for approval to the Quality Council, by the National Programme Board and ratified by the Council	National Apprenticeship Programme Coordinator	Jan 2019
		Curriculum Development Officer	May 2019
		Programme Governance Board Quality Council	June 2019
<b>2.3 Review existing programmes</b>	Establish a programme review process, setting out a programme review cycle Commence review of National Commis Chef Apprenticeship Programme	Curriculum Development Officer	June 2019
		Programme Governance Board	Dec 2019
<b>3.7 Feedback from learner will be collated centrally and will inform future iterations of courses</b>	Review of current feedback mechanisms in place at centre level DRAFT procedure for recording and reviewing learner feedback across all FET Programmes presented to Programme Board Standardised procedure recommended for approval to the Quality Council, by the Programme Board and ratified by the council	Curriculum Development Officer	June 2019
		Programme Board Quality Council	Sept 2019 Oct 2019
<b>2.4 Review programme management in all FET centres</b>	Procedure for FET centres to apply for the approval to deliver programmes established Standardisation of programme delivery to commence, Programme Specifications to be revised	Programme Governance Board Quality Council	May 2019 June 2019

2.5 <i>Teaching and Learning – the quality of teaching and learning will be monitored on an on-going basis</i>	Commence the establishment of communities of practice	AEO/QA Officer	April 2019
	Establish a monitoring process, setting out a monitoring plan	Further Education and Training Standards Officer	July/Aug 2019
<i>Reference not specified</i>	Chart all training activities offered and undertaken by FET tutors/instructors- based on centre level records (professional development training events for FET provision)	AEO/QA Officer	July/Aug 2019
<b>Enhancing Teaching and Learning [continued]</b>			
<i>Reference not specified</i>	Report baseline information, (derived from centre level registers) of training undertaken by tutors and instructors, together with a collated report on the annual reviews of skills gaps identified at centre level	AEO/QA Officer	Dec 2019
<i>Reference not specified</i>	Collated report to come before QA Governance Board	QA Governance Board	Dec 2019
<b>Quality Area: Delivery of FET [Continued]</b>			
<b><i>Assessment of Learning</i></b>			
2.8 <i>Develop monitoring processes for Internal Verification of Results and Peer Review, the Conduct of Assessment and Certification Audits</i>	New Internal Verification and Certification reporting procedures approved by the QA Governance and ratified by the Quality Council	Further Education and Training Standards Officer QA Governance Board Quality Council	October 2019 Nov 2019 Dec 2019
2.9 <i>External Authentication will be centrally managed, reports will be analysed and data collated to inform (practice in respect of), the fair and consistent assessment of learners, the maintenance of standards based on learning outcomes and the effectiveness of programme, teaching and learning supports</i>	Develop procedure for the appointment of External Authenticators (EA's) and form Kerry ETB EA panel Panel to be recommended for approval to the Quality Council, by the QA Governance Board and ratified by the Council	AEO/QA Officer QA Governance Board Quality Council	October 2019 Nov 2019 Dec 2019
<b>Quality Area: Learner Experience</b>			
<b><i>Access, transfer and progression</i></b>			
3.1 <i>Develop a transparent access, transfer and progression policy for all FET provision</i>	Standardised admissions policy recommended for approval to the Quality Council, by the Programme Board and ratified by the Council	AEO/QA Officer Programme Governance Board Quality Council	July/Aug 2019 Sept 2019 Oct 2019
3.3 <i>Learner Induction Handbook will be available in all FET centres</i>	Single uniform handbook approved by QA Governance Board and Programme Board	QA Governance Board Programme Board	Nov 2019 Dec 2019

Quality Area: Learner Experience [Continued]			
<i>Academic Support</i>			
3.6 Learner Supports and Resources will be available in all FET centres	Initial assessment of literacy and numeracy levels taken by apprentices (National Craft Apprenticeship Programmes) Consolidated report on outcomes of initial assessment of apprentices and the nature of the support provided pose assessment presented to QA Governance Board	AEO/QA Officer  Training Standards Officer QA Governance Board	Jan 2019  Sept 2019 Nov 2019
	Consolidated report on learners engagement at centre level– Learner Guidance, Academic Support and Psychological Support presented to QA Governance Board and Quality Council	Further Education Standards Officer QA Governance Board Quality Council	Sept 2019 Sept 2019 Oct 2019
Quality Area: Information and Data Management			
4.1 Generate data report for self-monitoring and planning purposes	Establish schedule for analytical reports to guide programme planning Consolidated report on range and nature of outputs from centre level MIS (PLSS reports) for planned Kerry ETB Self – Evaluation, presented to Programme Board and Quality Council	Curriculum Development Officer  QA Governance Board Quality Council	July/Aug 2019  Sept 2019 Oct 2019
Quality Area: Other Parties Involved in Education and Training			
6.1 Evaluate and report on education and training and the Quality Assurance System and procedures	Progress Report in respect of Kerry ETB Quality Improvement Plan Progress in 2018 presented to Quality Council	AEO/QA Officer	Mar 2019 April 2019