

## Kerry ETB Quality Council 01.10.19

### Meeting Note

Present: Mr. Brendan Tuohy, Chairperson.  
Owen O'Donnell, The Director of FET  
Ms. Mary Jo Staunton, Kerry College Monavalley Campus, Medical Secretary Instructor  
Ms. Mary Lucey, Kerry College Clash Campus, Principal  
Ms. Mary O'Connor, Killarney VTOS, Coordinator  
Ms. Bernadette Corridan, Adult Education Officer, Quality Assurance  
Mr. Con O'Sullivan, Kerry College Monavalley Campus, Manager, Apprenticeship National Programme Board representative  
Ms. Shivaun Shanahan, Adult Education Officer, representing FET Centres  
Mr. John Skinner, Kerry College Clash Campus, Engineering Teacher  
Ms. Jenny Conroy, ETBI, Further Education and Training Quality Assurance Manager

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

Apologies: Mr. Michael Vaughan, Hotelier, Industry representative  
Stephen Goulding, Kerry College Listowel Campus, Principal

#### **Inaugural Review of Quality Assurance**

The council noted the draft schedule and plan for the Inaugural Review of Quality Assurance in Education & Training Boards and the contribution which this planned review will make to support Kerry ETB to measure the effectiveness of its QA procedures- though identifying perceived gaps and exploring achievement. The council noted the responsibility of Kerry ETB in respect of devising a systematic and critical approach to conducting a self-evaluation, and the planned publication by QQI of a report on the progress of the ETB sector on the implementation of their respective quality assurance systems.

#### **Reports from the External Authenticators**

The council noted the Collated External Authenticator Report.

#### **Centralised management of the external authentication**

The council reviewed the External Authentication Central Management Pilot Report. The council noted the close of the pilot phase and the commencement of the centralised management of the external authentication for FET provision by the QA Unit.

#### **Appeal of Certification Results**

The council reviewed the Learner Appeals Report.

#### **Approval of Results Reports**

The council approved the results from the Kerry ETB Back to Education Initiative and the Adult Literacy & Basic Education.

#### **Learner Feedback**

The council reviewed the Amalgamated Learner Evaluations and Feedback Report, and the data captured from the new digital Learner Evaluation Form.

#### **The experience of learners - Commis Chef Apprenticeship and Adult Literacy and Basic Education**

The council welcomed two learners to the meeting and heard of their experience of their respective programmes. The council noted the reasons that informed their choice of programme, and the benefits that are emerging from engaging with the programme- particularly with regard to personal advancement and employability. The learners informed the council about areas for enhancement that will strengthen access, engagement and progression.

**Providing a consistent learner experience**

The council noted the standardisation of programme specifications in specific disciplines through the integration of FET provision, and the role that the standardisation will play in supporting the provision of a consistent learner experience across FET provision. The council also noted the establishment of 3 communities of practice (COP) and the plan to establish an additional 3 COP in 2019.

**Consistency of assessment**

The council reviewed data on grade achievement in 2018; as benchmarked against national grade achievement. The council noted the potential for the standardisation of assessment, and the contribution of the communities of practice to consistency of assessment, through the integration of FET provision across three programmes in 2020.

**Staff Development**

The council reviewed the Continuous Professional Development Report and the relationship between activities recorded in the report and their alignment with National objectives as set out in the in the SOLAS FET Professional Development Strategy 2017-2019. The council recommended the expansion of the Kerry ETB strategic plan in order to strengthen the alignment with National objectives

**New courses approved by the Programme Governance Board**

The council noted the approval by the Programme Governance Board of new courses  
Development work- New Programmes

**National Commis Chef Apprenticeship Programme**

The council reviewed the report on the National Commis Chef Programme, including the planned developments emerging from the work of the National Programme Board. The council noted the numbers of apprentices in training nationally and the planned intake for the remainder of 2019.

**Programme Development- National Programme Board Wind Turbine Maintenance Technician (WTMT)**

The council noted the development work of the National Programme Board for WTMT

**Draft Learner Handbook**

The council agreed to defer consideration of the draft Learner Handbook.