

Kerry ETB Quality Council Meeting Note

10th February 2022

Via Microsoft Teams



- Present:** Mr. Owen O'Donnell, Director of FET
Ms. Aoife McCormack, Adult Education Officer, Quality Assurance Manager
Mr. Stephen Goulding, Principal of Kerry College, Clash Road, Denny Street and Listowel Campuses
Ms. Shivaun Shanahan, Adult Education Officer, Youthreach and VTOS
Mr. Kevin Fay, Adult Education Officer, FET Centre
Mr. Michael Vaughan, Vaughan Lodge Hotel, Industry representative
Ms. Mary Jo Staunton, Kerry College Monavalley Campus, Medical Secretary Traineeship, Instructor
Mr. John Skinner, Kerry College Denny Street, Deputy Principle
Ms. Jenny Conroy, Quality Assurance Manager, ETBI Representative
- In Attendance:** Ms. Aoife Comiskey Clifford, Kerry ETB Quality Assurance Unit
Ms. Arlinda Jashari, Kerry ETB Quality Assurance Unit
- Apologies:** Mr. Brendan Tuohy, Chairperson
Mr. Con O'Sullivan, Kerry College Monavalley Campus, Centre Manager

1. Minutes of the previous meeting

The minutes of the previous meeting were taken as read and **approved by the Quality Council.**

2. COVID Contingency Arrangements: Modification to Assessments

The contingency arrangements in respect of alternative assessment were approved.

3. Results Reports:

The results reports from the following two campuses, were recommended by the QAGB and were presented and approved by the Quality Council.

- Kerry College Monavalley Campus
- Kerry College Listowel Campus

Ratification of results National Commis Chef Apprenticeship Programme

The results report from the following two cohort group recommended by the National Commis Chef Apprenticeship Examination Board were presented and approved by the Quality Council.

- Kerry ETB Kenmare National Commis Chef Apprenticeship
- MSLETB Commis Chef Apprenticeship

4. Update on Wind Turbine Maintenance Technician Apprenticeship Programme

The National Programme Coordination presented and gave an update on the programme. The Council noted the update on Wind Turbine Maintenance Technician (WTMT) Apprenticeship.

5. Update on Commis Chef Apprenticeship Programme

The Council noted the update on Commis Chef Programme.

6. External Authentication Collated Report – Kerry College Monavalley

The Council note the External Authentication collated report for Kerry College Monavalley.

7. Quality Council Annual Report 2021

The Quality Council Annual Report 2021.

8. Learner Representative

The Council agreed that the Learner Representative to attend its next meeting.

9. Inaugural Review Preparing for Recommendations

The Council agreed to defer the discussion of the Inaugural Review pending receipt of the recommendations.

Kerry ETB Quality Council Meeting Note

07th April 2022

Via Microsoft Teams



- Present:** Mr. Brendan Tuohy, Chairperson
Ms. Aoife McCormack, Adult Education Officer, Quality Assurance Manager
Mr. Stephen Goulding, Principal of Kerry College, Clash Road, Denny Street, and Listowel Campuses
Ms. Shivaun Shanahan, Adult Education Officer, Youthreach and VTOS
Mr. Kevin Fay, Adult Education Officer, FET Centre
Ms. Mary Jo Staunton, Kerry College Monavalley Campus, Medical Secretary Traineeship, Instructor
Mr. John Skinner, Kerry College Denny Street, Deputy Principle
Ms. Jenny Conroy, Quality Assurance Manager, ETBI Representative
- In Attendance:** Ms. Arlinda Jashari, Kerry ETB Quality Assurance Unit
Ms. Mallory Higgins, National Programme Coordinator
- Apologies:** Mr. Owen O'Donnell, Director of FET
Mr. Con O'Sullivan, Kerry College Monavalley Campus, Centre Manager
Mr. Michael Vaughan, Vaughan Lodge Hotel, Industry Representative
Ms. Aoife Comiskey Clifford, Kerry ETB Quality Assurance Unit

1. Minutes of the previous meeting

The minutes of the previous meeting were taken as read and **approved by the Quality Council**.

2. New member of the Quality Council

Elaine O'Connor, Manager of Kerry College Admissions Department, was nominated as a member of the Quality Council.

3. Covid Contingency Assessment to Alternative Assessment

The contingency arrangements in respect of alternative assessment were **approved by the Quality Council** to go forward to the CEO.

4. Results Reports:

The results reports from the following three campuses recommended by the QAGB were presented and approved by the Quality Council.

- Kerry College Monavalley Campus
- Kerry College Listowel Campus
- Kerry College Clash Campus

Ratification of results National Commis Chef Apprenticeship Programme

The results report from the following cohort groups recommended by the National Commis Chef Apprenticeship Examination Board were presented and approved by the Quality Council.

- Kildare Wicklow ETB (Bray'18)
- Kildare Wicklow ETB (Wicklow '18)
- Kildare Wicklow ETB (Wicklow'19)
- City of Dublin ETB (Crumlin)

5. Summary External Authentication Collated Report

The Quality Council noted the External Authentication (EA) report for Kerry College Monavalley, Clash, Killarney Community College, and Listowel Campus.

6. Learner Representative

The learner representative from the O'Connell FET Centre spoke to the Quality Council.

7. Kerry ETB Inaugural Review Process

The Quality Council noted the updated QQI Review Report 2021. The QA Manager highlighted that the review team concluded that Kerry ETB exhibited a strong commitment to systematic QA and development, realised through an evident commitment to the development of an effective QA framework. Twenty commendations from the QQI Review Panel to Kerry ETB were highlighted in the report, along with 22 recommendations.

8. Seeking Validation for the following

- Special Purpose Award Stand-up Paddle Boarding Level 5
- Special Purpose Award Lowland Leadership Level 5

Validation was sought for the above awards and **agreed by the Quality Council.**

9. Course Approval for noting

All Programme Governance Board course approvals were **noted by the Quality Council.**

10. Quality Improvement Plan 2017 – 2022

The Quality Improvement plan recommended by the QAGB approved the Quality Council.

11. Update on Commis Chef Programme Apprenticeship Programme

The Council noted the update on Commis Chef Programme.

12. Update on Wind Turbine Maintenance Technician Apprenticeship Programme

The National Programme Coordination presented and gave an updated on the programme. The Council noted the update on Wind Turbine Maintenance Technician (WTMT) Apprenticeship.

13. Update on Early, Learning, and Care

S. Goulding updated the Quality Council on the three proposals.

1. ELC Repeats Policy Proposal
2. Grade Calculator Proposal
3. Record of Credit draft Proposal

The Quality Council noted the update on the Early, Learning and Care proposal.

Kerry ETB Quality Council Meeting Note

05th May 2022

Via Microsoft Teams



- Present:** Mr. Brendan Tuohy, Chairperson
Mr. Owen O'Donnell, Director of FET
Mr. Stephen Goulding, Principal of Kerry College, Clash Road, Denny Street, and Listowel Campuses
Ms. Shivaun Shanahan, Adult Education Officer, Youthreach and VTOS
Mr. Kevin Fay, Adult Education Officer, FET Centre
Ms. Mary Jo Staunton, Kerry College Monavalley Campus, Medical Secretary Traineeship, Instructor
Mr. John Skinner, Kerry College Denny Street, Deputy Principle
Ms. Elaine O'Connor, Adult Education Officer, Admissions Office
- In Attendance:** Ms. Arlinda Jashari, Kerry ETB Quality Assurance Unit
Ms. Aoife Comiskey Clifford, Kerry ETB Quality Assurance Unit
Mr. Joseph Nestor, Assistant Manager Kerry College Monavalley Campus
- Apologies:** Ms. Aoife McCormack, Adult Education Officer, Quality Assurance Manager
Mr. Con O'Sullivan, Kerry College Monavalley Campus, Centre Manager
Mr. Michael Vaughan, Vaughan Lodge Hotel, Industry Representative
Ms. Jenny Conroy, Quality Assurance Manager, ETBI Representative

1. Revised Commis Chef Apprenticeship Programme

It was proposed that the responsibility for formally notifying the Chief Executive of the formal QC approval should be delegated from the Council to the Chairperson and The Director of FET. **The Quality Council agreed** to the proposal.

2. Stand-up Paddle Boarding and Lowland Leadership Programmes

The Stand-up Paddle Boarding and Lowland Leadership Programmes were recommended to the Chief Executive Officer in respect of the Kerry ETB applications for differential validation.

Kerry ETB Quality Council Meeting Note

09th June 2022

Via Microsoft Teams



- Present:** Mr. Brendan Tuohy, Chairperson
Ms. Aoife McCormack, Adult Education Officer, Quality Assurance Manager
Mr. Stephen Goulding, Principal of Kerry College, Clash Road, Denny Street, and Listowel Campuses
Ms. Shivaun Shanahan, Adult Education Officer, Youthreach and VTOS
Mr. Kevin Fay, Adult Education Officer, FET Centre
Mr. Con O'Sullivan, Kerry College Monavalley Campus, Centre Manager
Ms. Elaine O'Connor, Adult Education Officer, Kerry ETB Admissions Department
Ms. Mary Jo Staunton, Kerry College Monavalley Campus, Medical Secretary Traineeship, Instructor
Mr. John Skinner, Kerry College Denny Street, Deputy Principle
- In Attendance:** Ms. Arlinda Jashari, Kerry ETB Quality Assurance Unit
Ms. Aoife Comiskey Clifford, Kerry ETB Quality Assurance Unit
- Apologies:** Mr. Owen O'Donnell, Director of FET
Mr. Michael Vaughan, Vaughan Lodge Hotel, Industry Representative
Ms. Jenny Conroy, Quality Assurance Manager, ETBI Representative

1. Minutes of the previous meeting

The minutes of the previous meeting were taken as read and **approved by the Quality Council.**

2. Alternative Assessment

The contingency arrangements in respect of alternative assessment were **approved by the Quality Council.**

- Career Skills
- Care of the Older Person

3. Results Reports

The results reports from the following campuses/centre recommended by the QAGB were presented and approved by the Quality Council.

- Kenmare FET Centre
- An Tóchar FET Centre
- An Tóchar FET Centre – June
- BTEI FET Centre
- O'Connell FET Centre
- Dingle FET Centre
- Kerry College Monavalley Campus
- Kerry College Clash, Denny Street, and Killarney Campus
- Kerry College Listowel Campus
- Kerry College of Beauty – E Block - CIBTAC
- Killarney Youthreach
- Killarney VTOS
- Killorglin VTOS

Ratification of results National Commis Chef Apprenticeship Programme

The results report from the following two cohort group recommended by the National Commis Chef Apprenticeship Examination Board were presented and approved by the Quality Council.

- Kilkenny Carlow ETB
- Cork ETB

4. Summary External Authentication Collated Report

The Quality Council noted the External Authentication (EA) reports from the following: O'Connell FET Centre, Kenmare FET Centre, BTEI, An Tóchar FET Centre and Kerry College Monavalley Campus.

5. Course Approvals

All Programme Governance Board course approvals were **noted by the Quality Council**.

6. Programme Validation - Micro Qualifications level 4 and 5

The two programme leading to micro qualification were recommended by the PGB were **approved by the Quality Council**, and will go forward to the **Chief Executive Officer of Kerry ETB for final approval**.

Kerry ETB Quality Council Meeting Note

28th July 2022

Via Microsoft Teams



Present: Mr. Brendan Tuohy, Chairperson
Mr. Owen O'Donnell, Director of FET
Ms. Aoife McCormack, Adult Education Officer, Quality Assurance Manager
Mr. Stephen Goulding, Principal of Kerry College, Clash Road, Denny Street, and Listowel Campuses
Ms. Shivaun Shanahan, Adult Education Officer, Youthreach and VTOS
Mr. Kevin Fay, Adult Education Officer, FET Centre
Mr. Con O'Sullivan, Kerry College Monavalley Campus, Centre Manager
Ms. Elaine O'Connor, Adult Education Officer, Kerry ETB Admissions Department

In Attendance: Ms. Aoife Comiskey Clifford, Kerry ETB Quality Assurance Unit
Ms. Arlinda Jashari, Kerry ETB Quality Assurance Unit

Apologies: Mr. Michael Vaughan, Vaughan Lodge Hotel, Industry Representative
Ms. Jenny Conroy, Quality Assurance Manager, ETBI Representative
Mr. John Skinner, Kerry College Denny Street, Deputy Principle
Ms. Mary Jo Staunton, Kerry College Monavalley Campus, Medical Secretary
Traineeship, Instructor

1. Minutes of the May meeting

The minutes of the previous meeting were taken as read and **approved by the Quality Council.**

Minutes of the previous meeting

The minutes of the previous meeting were taken as read and **approved by the Quality Council.**

2. Results Report

The results reports from the following campuses/centres recommended by the QAGB were presented and approved by the Quality Council.

- Kenmare FET Centre
- Tech Amergin FET Centre
- Kerry College Monavalley Campus
- Kerry College Clash Campus – ITEC Level 3 Personal Training
- Kerry College Clash Campus – ITEC Level 2 Strength and Conditioning
- Kerry College Killorglin Campus
- Tralee Youthreach
- Listowel Youthreach

Ratification of results National Commis Chef Apprenticeship Programme

The results report from the following two cohort group recommended by the National Commis Chef Apprenticeship Examination Board were presented and approved by the Quality Council.

- Kildare Wicklow ETB Class 2019
- City of Dublin Coláiste Íde Class 2018
- City of Dublin Coláiste Íde Class 2019
- City of Dublin Coláiste Íde Class 2019

3. New Programme – Content Development for Film and Television

C. O’Sullivan updated the Quality Council on a new application for validation of a new programme Content Development for Film and Television.

C. O’Sullivan noted the following four QQI component awards:

- 6N18517 Scriptwriting for Film and Television
- 6N18515 Directing Film
- 6N18514 Documentary Production
- 6N1949 Personal and Professional Development

The new programme for Content Development for Film and Television were **approved by the Quality Council**, and will go forward to the **Chief Executive Officer of Kerry ETB for final approval**.

Kerry ETB Quality Council Meeting Note

04th October 2022

Via Microsoft Teams



- Present:** Mr. Brendan Tuohy, Chairperson
Ms. Aoife McCormack, Adult Education Officer, Quality Assurance Manager
Mr. Stephen Goulding, Principal of Kerry College, Clash Road, Denny Street, and Listowel Campuses
Ms. Shivaun Shanahan, Adult Education Officer, Youthreach and VTOS
Mr. Kevin Fay, Adult Education Officer, FET Centre
Mr. Con O'Sullivan, Kerry College Monavalley Campus, Centre Manager
Ms. Elaine O'Connor, Adult Education Officer, Kerry ETB Admissions Department
Ms. Jenny Conroy, Quality Assurance Manager, ETBI Representative
Mr. John Skinner, Kerry College Denny Street, Deputy Principle
Ms. Mary Jo Staunton, Kerry College Monavalley Campus, Medical Secretary Traineeship, Instructor
- In Attendance:** Ms. Aoife Comiskey Clifford, Kerry ETB Quality Assurance Unit
Ms. Arlinda Jashari, Kerry ETB Quality Assurance Unit
Ms. Maura Hanrahan, Kerry ETB Quality Assurance Unit
Ms. Kasia Lyko, Acting National Apprenticeship Programme Coordinator
- Apologies:** Mr. Owen O'Donnell, Director of FET
Mr. Michael Vaughan, Vaughan Lodge Hotel, Industry Representative

1. Minutes of the previous meeting

The minutes of the previous meeting were taken as read and **approved by the Quality Council**.

2. Results Report

The results reports from the following campuses/centres recommended by the QAGB were presented and approved by the Quality Council.

- Kerry College Clash/ Denny Street and Listowel
- FET Cooperation Hours
- Kerry College Monavalley Campus Full-Time Day
- Kerry College Monavalley Campus Night Training
- Kerry College Killorglin Campus
- O'Connell FET Centre
- Killarney Adult Basic Education (ABE)
- Kenmare & Killorglin Adult Basic Education (ABE)

3. Kerry ETB QQI Action Plan 2022 – 2027

Kerry ETB QQI Action Plan 2022 - 2027 was recommended by the Quality Assurance Governance Board for the approval of the Quality Council.

The Kerry ETB QQI Action Plan 2022 – 2027 was based on the 22 recommendations arising from the QQI review. QA Unit surveyed staff, learners, and stakeholders, via Forms and received 30 + responses. Four focus groups took place and the Action Plan was cross-checked against Quality Improvement Plan (QIP) 2017 – 2022 and Kerry ETB Self Evaluation Report.

The Kerry ETB QQI Action Plan 2022 - 2027 was **approved by the Quality Council** and will go forward to the **Chief Executive Officer of Kerry ETB for final approval**, after which it will go to QQI.

4. Approval of Technology Enhanced Learning Training at Monavalley Campus

C. O'Sullivan presented a list of the Technology Enhanced Learning courses that are not physically on-site courses. It was noted that the delivery of the course and assignment will be online and the assessment/exams will take place in the centre.

The Technology Enhanced Learning Courses were **approved by the Quality Council**.

5. Course Approvals

All Programme Governance Board course approvals were **noted by the Quality Council**.

6. Summary External Authentication Collated Report

- FET Centres
- Adult Literacy and Basic Education
- Kerry College Clash, Denny Street, Killarney and Listowel Campus
- Youthreach Centre
- VTOS

7. Application for Validation (Differential) Building Digital Skills Micro Qualification for Businesses Level 5

The new application for validation of Building Digital Micro, which has been recommended by the Programme Governance Board, was considered by Quality Council.

Kerry ETB plans to make a validation application (under Differential Validation) for a micro qualification

- Building Digital Skills [L5 – 10 credits].

The application for differential validation was **approved by the Quality Council** and will go forward to the **Chief Executive Officer of Kerry ETB for final approval**.

8. Assessment Procedures

The following assessment, recommended by the Quality Assurance Governance Board were **approved by the Quality Council**.

6.2 Examinations: Planning, Conducting and Concluding and

6.6 Reasonable Accommodation in Assessment

9. Approval of Programme and Quality Assurance Governance Board Terms of Reference (ToR)

The revised ToR of the QAGB and PGB were **approved by the Quality Council**.

10. Update on Commis Chef Programme Apprenticeship Programme

The Council noted the update on Commis Chef Programme.

11. Update on Wind Turbine Maintenance Technician Apprenticeship Programme

The National Programme Coordination presented and gave an updated on the programme. The Council noted the update on Wind Turbine Maintenance Technician (WTMT) Apprenticeship.

Kerry ETB Quality Council Meeting Note

08th December 2022

Meadowlands Hotel, Oak Park, Tralee



Present: Mr. Brendan Tuohy, Chairperson
Mr. Owen O'Donnell, Director of FET
Ms. Aoife McCormack, Adult Education Officer, Quality Assurance Manager
Mr. Stephen Goulding, Principal of Kerry College, Clash Road, Denny Street, and Listowel Campuses
Ms. Shivaun Shanahan, Adult Education Officer, Youthreach and VTOS
Mr. Kevin Fay, Adult Education Officer, FET Centre
Mr. Con O'Sullivan, Kerry College Monavalley Campus, Centre Manager
Ms. Elaine O'Connor, Adult Education Officer, Kerry ETB Admissions Department
Ms. Jenny Conroy, Quality Assurance Manager, ETBI Representative
Mr. John Skinner, Kerry College Denny Street, Deputy Principle
Mr. Michael Vaughan, Vaughan Lodge Hotel, Industry Representative

In Attendance: Ms. Aoife Comiskey Clifford, Kerry ETB Quality Assurance Unit
Ms. Arlinda Jashari, Kerry ETB Quality Assurance Unit
Ms. Kasia Lyko, National Apprenticeship Programme Coordinator

Apologies: Ms. Mary Jo Staunton, Kerry College Monavalley Campus, Medical Secretary
Traineeship, Instructor

1. Minutes of the previous meeting

The minutes of the previous meeting were taken as read and **approved by the Quality Council.**

2. Update from the Director of FET

The Director of FET presented and gave an update on the Quality Assurance Governance Board (QAGB) and the Programme Governance Board (PGB). The Quality Council noted the update.

3. Kerry ETB Annual Quality Action Plan 2023

The Kerry ETB Annual Quality Action Plan was recommended by the QAGB and was presented and **approved by the Quality Council.**

The QA Manager noted that the report captures the actions that will be implemented in response to recommendations from QQI in 2023 and the responsibility for each action was noted.

4. Results Report

The results reports from the following two campuses were recommended by the QAGB and were presented and approved by the Quality Council.

- Kerry College Listowel Campus
- Kerry College Monavalley Campus in Centre/ Contracted Training
- Kerry College Monavalley Campus Night Training / Business Support Unit
- Kerry College Monavalley National Learning Network

Ratification of results National Commis Chef Apprenticeship Programme

The results report from the following two cohort group recommended by the National Commis Chef Apprenticeship Examination Board were presented and approved by the Quality Council.

- Limerick Clare ETB Class 2019
- Limerick Clare ETB Class 2019
- Cavan Monaghan ETB Class 2021
- Cork ETB Class 2021

5. Updated Results Report Templates

The updated Results Report Template was recommended by the QAGB and was presented and **approved by the Quality Council.**

6. Update on Commis Chef Apprenticeship Programme

The National Programme Coordination presented and gave an updated on the programme. The Council noted the update on Commis Chef Apprenticeship Programme.

7. Update on Wind Turbine Maintenance Technician Apprenticeship Programme

The National Programme Coordination presented and gave an updated on the programme. The Council noted the update on Wind Turbine Maintenance Technician (WTMT) Apprenticeship.

8. Schedule of Meetings 2023

Quality Council agreed on the schedule of meetings for 2023.

9. Learner Representative

The learner representative from Kerry College Clash Campus spoke to the Quality Council.