

Kerry ETB Quality Council Meeting Note
12th February 2021
Microsoft Teams



Present: Mr. Brendan Tuohy, Chairperson
Mr. Owen O'Donnell, Director of FET
Ms. Bernadette Corridan, Adult Education Officer, Quality Assurance
Ms. Mary Jo Staunton, Kerry College Monavalley Campus, Medical Secretary
Traineeship, Instructor
Mr. Con O'Sullivan, Kerry College Monavalley Campus, Centre Manager
Ms. Shivaun Shanahan, Adult Education Officer, representing FET Centres
Mr. Kevin Fay, Adult Education Officer, BTEI
Mr. John Skinner, Kerry College Clash Campus, Engineering, Teacher
Mr. Michael Vaughan, Hotelier, Industry Representative

In Attendance: Ms. Aoife McCormack, Kerry ETB Quality Assurance Unit
Ms. Aoife Comiskey Clifford, Kerry ETB Quality Assurance Unit
Ms. Arlinda Jashari, Kerry ETB Quality Assurance Unit
Ms. Sharon Brown, Adult Education Officer
Ms. Mallory Higgins, National Apprenticeship Programme Coordinator

Apologies: Ms. Jenny Conroy, ETBI, Further Education and Training Quality Assurance Manager
Mr. Stephen Goulding, Principal of Kerry College, Clash Road, Denny Street
and Listowel Campuses

1. Minutes of the previous meeting

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

2. Common Awards System (CAS) Modifications

Modifications for the following Kerry College Campuses and FET Centres were presented:

- Kerry College Monavalley Campus
- Kerry College Clash and Denny Street
- Kerry College Listowel
- Youthreach
- VTOS
- BTEI

The Quality Council approved the CAS Modifications.

3. Results Approval:

The following results were recommended by the Quality Assurance Governance Board and were **approved by the Council**.

- Killarney Community College
- Kerry College Monavalley Campus
- Tralee VTOS
- Listowel Youthreach
- Kenmare FET
- Tech Amergin
- An Tochár

4. Apprenticeship Updates

Wind Turbine Maintenance Technician Apprenticeship Programme Update

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

Commis Chef Apprenticeship Programme Update

The National Programme Coordinator for the Commis Chef Apprenticeship Programme updated the Quality Council on the Commis Chef Apprenticeship Programme.

Kerry ETB Quality Council Meeting Note

8th April 2021

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. Mary Jo Staunton, Kerry College Monavalley Campus, Medical Secretary Traineeship, Instructor
Mr. Con O'Sullivan, Kerry College Monavalley Campus, Centre Manager
Ms. Shivaun Shanahan, Adult Education Officer, Youthreach and VTOS
Mr. Kevin Fay, Adult Education Officer, FET Centres
Mr. John Skinner, Kerry College Denny Street, Deputy Principle
Mr. Michael Vaughan, Hotelier, Industry representative

In Attendance: Ms. Aoife McCormack, Kerry ETB Quality Assurance Unit
Ms. Mallory Higgins, National Apprenticeship *Programme Coordinator*
Mr. James Sweeney, Kerry ETB Quality Assurance Unit
Ms. Marie Lynch, Kerry ETB Quality Assurance Unit

Apologies: Ms. Bernadette Corridan, Adult Education Officer, Quality Assurance Officer
Ms. Aoife Comiskey Clifford, Kerry ETB Quality Assurance Unit
Ms. Arlinda Jashari, Kerry ETB Quality Assurance Unit
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. Personal and Professional Development Briefing Sessions

It was noted that the sessions received positive feedback from participants, the process was supported by an external facilitator.

3. Alternative Assessments – Work Practice (WP) Forms

The Alternative Assessments and Work Practice (WP) Forms were presented and approved **by the Council.**

4. Results Reports

The results report from the following campuses recommended by the QAGB were presented and **approved by the Quality Council:**

- Kerry College Clash Campus
- Kerry College Listowel Campus
- Kerry College Monavalley Campus
- Killarney Youthreach

Ratification of results for the National Commis Chef Apprenticeship Programme

The results were presented and **approved by the Quality Council.**

Wind Turbine Maintenance Technician Apprenticeship Programme Update

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

Commis Chef Apprenticeship Programme Update

The National Programme Coordinator for the Commis Chef Apprenticeship Programme updated the Quality Council on the Commis Chef Apprenticeship Programme.

Kerry ETB Quality Council Meeting Note

9th June 2021

Microsoft Teams



Present: Mr. Brendan Tuohy, Chairperson
Mr. Owen O'Donnell, Director of FET
Ms. Bernadette Corridan, Adult Education Officer, Quality Assurance Officer
Mr. Stephen Goulding, Principal of Kerry College, *Clash* Road, Denny Street
and *Listowel* Campuses
Ms. Mary Jo Staunton, Kerry College Monavalley Campus, Medical Secretary
Traineeship, Instructor
Ms. Shivaun Shanahan, Adult Education Officer, Youthreach and VTOS
Mr. Kevin Fay, Adult Education Officer, FET Centres
Mr. John Skinner, Kerry College Denny Street, Deputy Principle
Ms. Jenny Conroy, Quality Assurance Manager, ETBI Representative

In Attendance: Ms. Aoife McCormack, Kerry ETB Quality Assurance Unit
Ms. Aoife Comiskey Clifford, Kerry ETB Quality Assurance Unit
Mr. Joseph Nestor, Kerry College Monavalley, Assistant Manager
Ms. Mallory Higgins, National Apprenticeship *Programme Coordinator*
Mr. James Sweeney, Kerry ETB Quality Assurance Unit
Ms. Arlinda Jashari, Kerry ETB Quality Assurance Unit
Ms. Marie Lynch, Kerry ETB Quality Assurance Unit

Apologies: Mr. Michael Vaughan, Hotelier, Industry representative
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. Results Reports

The results report from the following campuses recommended by the QAGB were presented and **approved by the Quality Council:**

- Kerry College Clash and Denny Street Campus
- Kerry College Listowel Campus
- Kerry College Monavalley Campus
- Kenmare FET Centre
- An Tochár FET Centre

- Dingle FET Centre
- Tralee VTOS
- Killarney VTOS

3. External Authenticator (EA) Collated Reports

The Quality Council noted the External Authentication (EA) report for Kerry College Clash, Kerry College Listowel.

3. Quality Improvement Plan 2017-2022

An update was given on the Quality Improvement Plan 2017-2022 and it was noted by the Quality Council.

4. Teaching Learning & Assessment Working Group Update

An update was given on the Teaching Learning & Assessment and it was noted by the Quality Council.

4. Communities of Practice (CoP) Update

An update was given on the Communities of Practice (CoP) and it was noted by the Quality Council.

Commis Chef Apprenticeship Programme Update

The Council noted the update on the Commis Chef Programme.

Wind Turbine Maintenance Technician Apprenticeship Programme Update

The National Programme Coordinator for the Commis Chef Apprenticeship Programme updated the Quality Council on the Commis Chef Apprenticeship Programme.

Present: Mr. Brendan Tuohy, Chairperson
Mr. Owen O'Donnell, Director of FET
Ms. Bernadette Corridan, Adult Education Officer, Quality Assurance Officer
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. 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. Michael Vaughan, Hotelier, Industry representative
Ms. Mary Jo Staunton, Kerry College Monavalley Campus, Medical Secretary
Traineeship, Instructor
Mr. John Skinner, Kerry College Denny Street, Deputy Principle
Ms. Aoife McCormack, 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. Kerry ETB Inaugural Review

The **Quality Council noted** the QQI Inaugural Review Guidelines.

Kerry ETB Provider Profile

The Quality Council noted that the purpose of the Provider Profile is to provide QQI with information to select a review panel. The Provider Profile is also referenced in the Self-Evaluation Report.

The Quality Council noted that the Review Panel will base the review on the Quality Assurance procedures.

The Quality Council noted that the Kerry College Admissions Policy, once approved by the Kerry ETB board, will also be included within the QA Handbook.

2. Kerry ETB Self Evaluation Report

The **Quality Council noted** an update on the Kerry ETB Self Evaluation Report.

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
Mr. Con O'Sullivan, Kerry College Monavalley Campus, Centre Manager
Mr. Michael Vaughan, Hotelier, Industry representative
Ms. Mary Jo Staunton, Kerry College Monavalley Campus, Medical Secretary
Traineeship, Instructor
Mr. John Skinner, Kerry College Denny Street, Deputy Principle

In Attendance: Ms. Aoife McCormack, Kerry ETB Quality Assurance Unit
Ms. Arlinda Jashari, Kerry ETB Quality Assurance Unit
Mr. James Sweeney, Kerry ETB Quality Assurance Unit
Ms. Mallory Higgins, National Programme Coordinator

Apologies: Ms. Jenny Conroy, Quality Assurance Manager, ETBI 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. Kerry ETB Inaugural Review

The **Quality Council noted** the QQI Inaugural Review Update.

3. July/August Certification Period Results Reports:

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

- Tralee Youthreach
- Listowel Youthreach
- Killarney Youthreach
- Kerry College Monavalley Campus – July
- Kerry College Monavalley Campus- August
- O'Connell FET Centre

The **Quality Council noted** that the CMETB Commis Chef Results Report were approved.

4. For Noting: September Course Approvals

It was agreed that all future course approvals by the Programme Governance Board will be **notified to the Quality Council**.

5. Collated External Authentication Report

The Quality Council noted the External Authentication (EA) report for the following:

- Adult Literacy and Basic Education
- BTEI
- O'Connell FET Centre
- Youthreach

6. RAP Report

The Quality Council noted the collated Result Approval Report.

It was agreed to create a risk analysis in the RAP report that highlights urgent and/or important recommendations.

7. Modification to the scoping statement of the Policy and procedure for Self-Evaluation Monitoring and Review

Modified scope statement was proposed and **agreed by the Quality Council**.

8. Commis Chef Approval Application

The Quality Council approved the proposed Application for collaborating provider for Tipperary ETB for ratification.

Commis Chef Approval Application form was **agreed by the Quality Council**.

9. Commis Chef Apprenticeship Programme

The **Quality Council noted** the update on the Commis Chef Apprenticeship Programme

10. Wind Turbine Maintenance Technician Apprenticeship

The **Quality Council noted** the update on the Wind Turbine Maintenance Technician Apprenticeship.

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
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

In Attendance: Ms. Aoife Comiskey Clifford, Kerry ETB Quality Assurance Unit
Ms. Arlinda Jashari, Kerry ETB Quality Assurance Unit
Ms. Mallory Higgins, National Programme Coordinator

Apologies: Mr. Owen O’Donnell, Director of FET
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. Kerry ETB Inaugural Review

The Quality Council noted the QQI Inaugural Review Update.

3. Work Practice (WP) Forms

The WP forms for Early Learning and Care – Kerry College Clash and Listowel and Healthcare Support – Kerry College Clash and Listowel were **approved by the Quality Council.**

4. July/August Certification Period Results Reports

The results report from the following campuses/centres recommended by the Quality Assurance Governance Board for the approval of the Quality Council.

- Kerry College Monavalley Campus – October
- Teach Amergin FET Centre

5. External Authentication Report

The **Quality Council noted** the External Authentication (EA) reports from the following

- Tech Amergin
- Monavalley Campus

6. For Noting: November Course Approvals

The course approvals were recommended by the Programme Governance Board for **noting by the Quality Council**.

7. Commis Chef Apprenticeship Programme

The **Quality Council noted** the update on the Commis Chef Apprenticeship Programme

8. Wind Turbine Maintenance Technician Apprenticeship

The **Quality Council noted** the update on the Wind Turbine Maintenance Technician Apprenticeship.