

## **Kerry ETB Quality Council Meeting Note**

**07<sup>th</sup> February 2023**

**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 Centres  
Mr. Con O'Sullivan, Kerry College Monavalley Campus, Campus Manager  
Ms. Elaine O'Connor, Adult Education Officer, Kerry College Admissions Unit  
Mr. John Skinner, Kerry College Denny Street, Deputy Principal  
Ms. Mary Jo Staunton, Kerry College Monavalley Campus, Medical Secretary Traineeship, Instructor

**In Attendance:** Ms. Aoife Comiskey Clifford, Curriculum Development Officer  
Ms. Blaithín O'Mahony, Administrative Support, Quality Assurance Unit  
Ms. Mallory Higgins, National Programme Coordinator Commis Chef Apprenticeship Programme  
Ms. Kasia Lyko, National Programme Coordinator WTMT Apprenticeship Programme

**Apologies:** Mr. Owen O'Donnell, Director of FET  
Ms. Jenny Conroy, Quality Assurance Manager, ETBI Representative  
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. Quality Council Annual Report 2022**

The draft Quality Council Annual Report for 2022 was **approved by the Quality Council**.

### **3. Results Reports:**

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

- Kerry ETB An Tóchar FET Centre
- Kerry College Monavalley Campus

### **Ratification of results for the National Commis Chef Apprenticeship Programme**

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

- Mayo, Sligo and Leitrim ETB Commis Chef Apprenticeship

### **4. Note of Kerry College Monavalley Campus Blended Learning Courses 2023**

The **Quality Council approved** the continuation of the 2022 list of Blended Learning Courses presented for a further year.

#### **5. Note of Kerry College Monavalley Campus External Authentication Report 2022**

The Quality Council noted the collated External Authentication (EA) report for Kerry College Monavalley Campus 2022.

#### **6. Kerry ETB Strategy Statement**

The Quality Council noted the Kerry ETB Strategy Statement is currently being finalised.

#### **7. Academic Integrity Policy**

The Academic Integrity Policy was **approved by the Quality Council**.

#### **8. Course Evaluation Summary Report 2022**

The Quality Council noted the Course Evaluation Summary Report 2022.

#### **9. Update on Commis Chef Apprenticeship Programme**

The National Programme Coordinator for the Commis Chef Apprenticeship Programme, M. Higgins updated the Quality Council on the Commis Chef Apprenticeship Programme and the Quality Council noted the update.

#### **10. Update on Wind Turbine Maintenance Technician Apprenticeship Programme**

The National Programme Coordinator for the WTMT Apprenticeship Programme, K. Lyko, updated the Quality Council on the Wind Turbine Maintenance Apprenticeship and the Quality Council noted the update.

#### **11. Schedule of Meetings 2023**

The changed meeting dates will be circulated to members.

## **Kerry ETB Quality Council Meeting Note**

**06<sup>th</sup> April 2023**

**Boardroom, Head Office, Centrepont, Tralee**

**Present:** Mr. Brendan Tuohy, Chairperson  
Mr. Owen O'Donnell, Director of FET  
Ms. Jenny Conroy, Quality Assurance Manager, ETBI Representative  
Mr. Michael Vaughan, Irish Hotel Federation/ Proprietor of Vaughan Lodge Hotel, Industry Representative  
Ms. Aoife McCormack, Adult Education Officer, Quality Assurance Manager  
Ms. Shivaun Shanahan, Adult Education Officer, Youthreach and VTOS  
Mr. Kevin Fay, Adult Education Officer, FET Centres  
Mr. Con O'Sullivan, Kerry College Monavalley Campus Manager and National Apprenticeship Programme Board Representative  
Ms. Elaine O'Connor, Adult Education Officer, Kerry College Admissions Unit  
Ms. Mary Jo Staunton, Kerry College Monavalley Campus, Medical Secretary Traineeship, Instructor

**In Attendance:** Ms. Bríd Walsh, Further Education Standards Officer  
Ms. Bláithín O'Mahony, Administrative Support, Quality Assurance Unit  
Ms. Kasia Lyko, National Programme Coordinator WTMT Apprenticeship Programme

**Apologies:** Mr. John Skinner, Kerry College Denny Street, Deputy Principal  
Ms. Aoife Comiskey Clifford, Curriculum Development Officer  
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. Differential Validation**

The following programmes were recommended to the CEO for his final approval to seek validation of these programmes.

- Level 3 Special Purpose Award for Family Learning
- Level 5 Special Purpose Award for Resource Efficiency
- Level 6 Digital Media Production 6M30256

### **3. Results Reports:**

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

- Kerry College Listowel Campus
- Kerry College Clash, Denny Street & Killarney Campuses
- Kerry ETB Kenmare FET Centre
- Kerry ETB An Tóchar FET Centre
- Kerry College Monavalley Campus

### **Ratification of results for the National Commis Chef Apprenticeship Programme**

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

- Tipperary ETB
- City of Dublin ETB

#### **Grade Appeal**

The change of a grade for a recent learner **was approved by the Quality Council.**

#### **4. External Authentication Collated Report**

**The Quality Council noted** the collated External Authentication (EA) report for Kerry College Monavalley, Clash, Denny Street, Killarney and Listowel Campuses

#### **5. 6.14 Repeat and Resit Assessment Procedure**

**The Quality Council approved** changes to the 6.14 Repeat and Resit Assessment Procedure.

#### **6. English Language Proficiency Policy**

**The Quality Council approved** the English Language Proficiency Policy.

#### **7. Kerry ETB Quality Action Plan 2023**

Quarter one of the Kerry ETB Action Plan 2023 was presented showing actions which have been implemented and it was **noted by the Quality Council.**

#### **8. Youthreach CEIP Reports Update**

This Youthreach CEIP Reports were **noted by the Quality Council.**

#### **9. To Note**

- Quality Assurance Manual 2023 has been reviewed, re-designed and published on the Kerry ETB Website.
- An Tóchar FET Centre kitchen was upgraded and is now suitable to run higher level courses. This was noted by the Quality Council.
- Admissions Policy was noted by the Quality Council and published on the Kerry ETB Website.
- Quality Council Annual Report 2022 was noted by the Quality Council and published on the Kerry ETB Website.

#### **10. Learner Representatives (Youthreach LCA)**

Two learners from Leaving Cert Applied (LCA) attended the Quality Council and presented their experiences in Youthreach.

#### **11. Kerry ETB Strategy**

An update was given in relation to the two Learner Strategy Statement consultations which took place in March 2023. This was **noted by the Quality Council.**

#### **12. Apprenticeship Updates**

- **Update on Commis Chef Apprenticeship Programme**  
The National Programme Coordinator for the Commis Chef Apprenticeship Programme, M. Higgins updated the Quality Council on the Commis Chef Apprenticeship Programme and the Quality Council noted the update.
- **Update on Wind Turbine Maintenance Technician Apprenticeship Programme**  
The National Programme Coordinator for the WTMT Apprenticeship Programme, K. Lyko, updated the Quality Council on the Wind Turbine Maintenance Apprenticeship and the Quality Council noted the update.

#### **13. Devolved Responsibility**

**The Quality Council agreed** that the QA Unit will now engage with QQI to seek Devolved Responsibility.

## **Kerry ETB Quality Council Meeting Note**

**06<sup>th</sup> June 2023**

**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 Centres  
Mr. Con O'Sullivan, Kerry College Monavalley Campus, Campus Manager  
Ms. Elaine O'Connor, Adult Education Officer, Kerry College Admissions Unit  
Mr. John Skinner, Kerry College Denny Street, Deputy Principal  
Ms. Mary Jo Staunton, Kerry College Monavalley Campus, Medical Secretary  
Traineeship, Instructor

**In Attendance:** Ms. Aoife Comiskey Clifford, Curriculum Development Officer  
Ms. Bláithín O'Mahony, Administrative Support, Quality Assurance Unit  
Ms. Mallory Higgins, National Programme Coordinator Commis Chef Apprenticeship Programme  
Ms. Kasia Lyko, National Programme Coordinator WTMT Apprenticeship Programme

**Apologies:** Ms. Jenny Conroy, Quality Assurance Manager, ETBI Representative  
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 Killorglin Campus
- Kerry College Monavalley Campus National Learning Network
- Kerry College Monavalley Campus
- Kerry ETB O'Connell FET Centre
- Kerry ETB Dingle FET Centre
- Kerry ETB An Tóchar FET Centre
- Kerry College Listowel Campus
- Kerry College Clash Road, Denny Street & Killarney Campuses
- Kerry ETB Clash Pathways
- Kerry ETB Killarney Pathways
- Kerry ETB Killorglin Pathways

### **Ratification of results for the National Commis Chef Apprenticeship Programme**

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

- Kilkenny/ Carlow ETB

### **3. Kerry ETB Quality Action Plan 2023 – Quarter Two**

Quarter two (Q2,2023) of the Kerry ETB Quality Action Plan 2023 was presented showing the actions that were implemented and was **noted by the Quality Council**.

### **4. QQI Validation Updates**

An update was given in regards to the validation process of the following programme.

- Family Learning Level 3
- Programme Content for Film and TV Level 6
- Listowel Campus Environmental Sustainability Awareness Level 4
- Sport, Recreation, and Exercise Level 5
- Environmental Sustainability in the Workplace Level 5
- Resource Efficiency in the Workplace Level 5
- Digital Business Skills Level 5
- Robotics Level 6 Special Purpose Award

The update was **noted by the Quality Council**.

### **5. QQI Level 5 Communications 5N0590 Update**

**The Quality Council noted the** Communications level 5 programme update.

### **6. Apprenticeship Updates**

- **Update on Commis Chef Apprenticeship Programme**  
The National Programme Coordinator for the Commis Chef Apprenticeship Programme, M. Higgins updated the Quality Council on the Commis Chef Apprenticeship Programme and the Quality Council noted the update.
- **Update on Wind Turbine Maintenance Technician Apprenticeship Programme**  
The National Programme Coordinator for the WTMT Apprenticeship Programme, K. Lyko, updated the Quality Council on the Wind Turbine Maintenance Apprenticeship and the Quality Council noted the update.

### **7. Devolved Responsibility**

**It was noted by the Quality Council** that a member of the QA Unit would be meeting with QQI to discuss devolved responsibility and an update will be given at the next meeting.

### **8. Kerry ETB Strategy**

**It was noted by the Quality Council** that the launch of the Kerry ETB Strategy 2023-2028 is scheduled for June 22<sup>nd</sup> 2023.

### **9. Quality Council Meetings 2023**

**It was agreed by the Quality Council** that locations will be proposed to the QA Unit for the October and December 2023 meetings and that learners will attend both meetings.

## **Kerry ETB Quality Council Meeting Note - Results Report Only**

**09<sup>th</sup> August 2023**

**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. Con O'Sullivan, Kerry College Monavalley Campus, Campus Manager  
Ms. Jenny Conroy, Quality Assurance Manager, ETBI Representative

**In Attendance:** Ms. Aoife Comiskey Clifford, Curriculum Development Officer  
Ms. Bríd Walsh, Further Education Standards Officer  
Ms. Bláithín O'Mahony, Administrative Support, Quality Assurance Unit

**Apologies:** Mr. Owen O'Donnell, Director of FET  
Mr. Michael Vaughan, Vaughan Lodge Hotel, Industry Representative  
Ms. Elaine O'Connor, Adult Education Officer, Kerry College Admissions Unit  
Mr. John Skinner, Kerry College Denny Street, Deputy Principal  
Ms. Mary Jo Staunton, Kerry College Monavalley Campus, Medical Secretary  
Traineeship, Instructor  
Mr. Kevin Fay, Adult Education Officer, FET Centres

The focus of this meeting was to ratify results so that certification would be sought for learners.

### **1. Results Reports**

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

- Kerry College Killorglin Campus
- Kerry College Monavalley Campus
- Kerry ETB An Tóchar FET Centre
- Kerry ETB Tech Amergin FET Centre
- Kerry ETB Kenmare FET Centre
- Kerry ETB Killarney and Killorglin ABE Centres
- Kerry ETB Killarney Youtreach
- Kerry ETB Tralee Youtreach
- Kerry ETB Listowel Youtreach

### **Ratification of results for the National Commis Chef Apprenticeship Programme**

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

- Kildare and Wicklow ETB
- Kerry ETB Kenmare
- Kerry ETB Tralee

## **Kerry ETB Quality Council Meeting Note**

**05<sup>th</sup> October 2023**

**Conference Room, Monavalley Campus, Tralee**

**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 Centres  
Mr. Con O'Sullivan, Kerry College Monavalley Campus, Campus Manager  
Mr. John Skinner, Kerry College Denny Street, Deputy Principal  
Ms. Mary Jo Staunton, Kerry College Monavalley Campus, Medical Secretary  
Traineeship, Instructor  
Ms. Jenny Conroy, Quality Assurance Manager, ETBI Representative

**In Attendance:** Ms. Aoife Comiskey Clifford, Curriculum Development Officer  
Ms. Bríd Walsh, Further Education Standards Officer  
Ms. Bláithín O'Mahony, Administrative Support, Quality Assurance Unit  
Ms. Mallory Higgins, National Programme Coordinator Commis Chef Apprenticeship  
Programme  
Ms. Kasia Lyko, National Programme Coordinator WTMT Apprenticeship Programme  
Learner, Kerry College Denny Street Campus

**Apologies:** Mr. Michael Vaughan, Vaughan Lodge Hotel, Industry Representative  
Ms. Aoife McCormack, Adult Education Officer, Quality Assurance Manager  
Ms. Elaine O'Connor, Adult Education Officer, Kerry College Admissions Unit  
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 previous meetings**

The minutes of the two previous meetings 06.06.23 and 09.08.23 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 ETB O'Connell FET Centre
- Kerry College Listowel Campus
- Kerry College Killorglin Campus
- Kerry College Monavalley Campus

### **Ratification of results for the National Commis Chef Apprenticeship Programme**

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

- Mayo, Sligo and Leitrim ETB
- City of Dublin ETB
- Kerry ETB



### **3. QQI Follow-Up Report**

The QQI Follow-Up Report **was approved by the Quality Council** and will now be forwarded to QQI and published as a public facing document.

### **4. Learner Representative (Denny Street Campus)**

A learner from Kerry College Denny Street Campus attended the Quality Council and presented their experiences in Kerry ETB.

### **5. Apprenticeship Updates**

- **Update on Commis Chef Apprenticeship Programme**

The National Programme Coordinator for the Commis Chef Apprenticeship Programme, M. Higgins updated the Quality Council on the Commis Chef Apprenticeship Programme and the Quality Council noted the update.

- **Update on Wind Turbine Maintenance Technician Apprenticeship Programme**

The National Programme Coordinator for the WTMT Apprenticeship Programme, K. Lyko, updated the Quality Council on the Wind Turbine Maintenance Apprenticeship and the Quality Council noted the update.

### **6. Learner Survey Analysis**

The Quality Council noted the learner survey analysis.

### **7. Collated EA Report**

**The Quality Council noted** the collated EA reports for Kerry Colleges/ FET Centres/ ABE Centres/ Youthreach/ Pathways and BTEI Outreach Centres.

### **8. Assessment Procedure**

**The Quality Council approved** the 6.4 Assessment Deadline Extensions in Extenuating Circumstances which is a combination of 6.3 Compassionate Consideration and 6.4 Short Term Extensions assessment templates. This procedure will go forward to the **Chief Executive Officer for final approval.**

### **9. Update from Programme Development Groups**

The Quality Council noted the update from the Programme Development Groups.

### **10. Review of Kerry ETB FET Quality Council Terms of Reference**

**The Quality Council noted** the terms of reference for the Kerry ETB FET Quality Council.

### **11. Proposal for next meeting on Wednesday 6th December 2023**

**The Quality Council agreed** the 5<sup>th</sup> of December 2023 for the next meeting.

## **Kerry ETB Quality Council Meeting Note**

**05<sup>th</sup> December 2023**

**Boardroom, Head Office, CentrePoint, Tralee**

**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 Centres  
Mr. Con O'Sullivan, Kerry College Monavalley Campus, Campus Manager  
Mr. John Skinner, Kerry College Denny Street, Deputy Principal  
Ms. Aoife McCormack, Adult Education Officer, Quality Assurance Manager  
Ms. Elaine O'Connor, Adult Education Officer, Kerry College Admissions Unit  
Ms. Jenny Conroy, Quality Assurance Manager, ETBI Representative

**In Attendance:** Ms. Aoife Comiskey Clifford, Curriculum Development Officer  
Ms. Bríd Walsh, Further Education Standards Officer  
Ms. Bláithín O'Mahony, Administrative Support, Quality Assurance Unit  
Ms. Mallory Higgins, National Programme Coordinator Commis Chef Apprenticeship  
Programme  
Ms. Kasia Lyko, National Programme Coordinator WTMT Apprenticeship Programme  
Learner, Kerry College Monavalley Campus Commis Chef Apprentice

**Apologies:** Mr. Michael Vaughan, Vaughan Lodge Hotel, Industry Representative  
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. Differential Validation**

The following programmes were recommended to the CEO for his final approval to seek validation of these programmes.

- Level 5 Specific Purpose Certificate in Sustainable Supply Chain Procurement
- Level 5 Specific Purpose Certificate in Lean Practice for Sustainable Business

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.**

### **3. Blended Online and In-Classroom Delivery – Kerry ETB O'Connell FET Centre**

The Quality Council approved the following two blended learning courses for delivery online and in-classroom in Kerry ETB O'Connell GET Centre.

- Special Needs Assisting (SNA) 6N1957
- Irish Natural Heritage and Culture 6N20231

#### 4. Results Reports

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

- Kerry ETB Tralee/ Listowel and Castleisland ABE Centre
- Kerry College Monavalley Campus
- Kerry College Monavalley Campus National Learning Network
- Kerry College Killarney Campus
- Kerry College Clash Campus

#### Recognition of Prior Experiential Learning

**The Quality Council approved** two RPEL certification for the following campuses:

- Kerry College Clash Campus RPEL
- Kerry College Killorglin Campus RPEL

#### 5. Learner Representative (Commis Chef Apprentice)

A learner from Kerry College Monavalley Campus, a Commis Chef Apprentice attended the Quality Council and presented their experiences in Kerry ETB.

#### 6. Kerry ETB Annual Quality Plan 2023

**It was agreed by the Quality Council** a review will take place at the February 2024 meeting and anything uncomplete will be included in the 2024 Annual Quality Plan.

#### 7. Apprenticeship Updates

- **Update on Commis Chef Apprenticeship Programme**  
The National Programme Coordinator for the Commis Chef Apprenticeship Programme, M. Higgins updated the Quality Council on the Commis Chef Apprenticeship Programme and the Quality Council noted the update.
- **Update on Wind Turbine Maintenance Technician Apprenticeship Programme**  
The National Programme Coordinator for the WTMT Apprenticeship Programme, K. Lyko, updated the Quality Council on the Wind Turbine Maintenance Apprenticeship and the Quality Council noted the update.
- **Apprenticeship Validation Letter to Quality Council**  
It was approved by the Quality Council to request re-validation of Wind Turbine Maintenance Technician (WTMT) Apprenticeship from November 2024.

#### 8. QQI Dialogue Meeting Note

The QQI Dialogue Meeting note prepared by the QA Unit **was noted by the Quality Council**.

#### 9. Collated EA Reports

The collated EA report for the Kerry College Monavalley Campus and the National Learning Network **was noted by the Quality Council**.

#### 10. Continuous Improvement Plan Summary Report

The Continuous Improvement Plan Summary Report **was noted by the Quality Council**.

#### 11. Mock Panel for Level 6 Commercial Scuba Diving and Level 6 Commercial Inshore Diving

**The Quality Council noted** a Mock Panel Scuba Diving programme will be taking place on 14<sup>th</sup> December and this will form the self- evaluation process.

#### 12. Update from the Programme Development Groups

**The Quality Council noted** updates from the programme development groups.

### **13. Review of Kerry ETB FET Quality Council Terms of Reference**

**The Quality Council agreed** the terms of reference would be discussed at the first meeting in 2024 and people would make suggestions in advance of the meeting.

### **14. Meeting Dates 2024**

**The Quality Council** agreed the meeting dates and locations for 2024.