PROGRAMMES AND AWARDS EXECUTIVE COMMITTEE (PAEC)

Wednesday 14 June 2017 at 9.30am

Boardroom, QQI, 26-27 Denzille Lane, Dublin 2

Note of the twenty-sixth meeting of the QQI Programmes and Awards Executive Committee held in the Boardroom, QQI, 26-27 Denzille Lane, Dublin 2 on **Wednesday 14 June at 9.30am**

Present:
Dr Padraig Walsh (Chairperson)
Ms Angela Lambkin
Dr Bryan Maguire
Ms Karena Maguire
Mr John O'Connor
Ms Andrina Wafer

In attendance:
Ms Therese Masterson (Key Executive)
Ms Janet Cawley (Secretary)
Mr Walter Balfe
Ms Ann Graves
Ms Róisín Sweeney

Apologies:
Ms Barbara Kelly
Dr Deirdre Stritch (Maternity Leave)

The Committee NOTED that the Bachelor in Aircraft Maintenance Engineering, Craft Apprenticeship would not to be considered at the meeting at the request of Solas.

1. **MINUTES OF MEETINGS**
   1.1 The Minutes of the PAEC Meeting held on 12 April 2017 were approved by the Committee.

2. **MATTERS ARISING FROM THE MINUTES**

There were no Matters Arising from the Minutes.

3. **NOTE OF THE MEETING, REPORT FOR THE BOARD**

   3.1 Note of Meeting of 12 April 2017
   The Committee APPROVED the Note of the PAEC Meeting of 12 April 2017 for publication on the QQI website.

   3.2 Report for the Board on the meeting of 12 April 2017
   The Committee NOTED the Report for the Board on the PAEC Meeting of 12 April.

4. **PROGRAMME VALIDATION APPLICATIONS**

   4.1 Further Education and Training (FET) Programmes

   4.1.1 **FET Programme Validation Applications**
   The Committee NOTED the documentation circulated and the detailed verbal report presented.

The Committee APPROVED the recommendations in respect of the validation of the programmes listed in the documentation. The Committee noted that the start date for the new validation policy in Further Education and Training is from December 2017. It is currently being piloted.

4.1.2 FET Programme Evaluation Reports

The Committee NOTED the FET Programme Evaluation Reports circulated.

4.2 Higher Education and Training Programmes - Programme Validation

4.2.1 A Provider

The Committee NOTED the documentation circulated. The Committee REFUSED the validation of one programme from one provider.

The decision to refuse validation will be referred to the Programmes and Awards Oversight Committee (PAOC) for confirmation or referral back to the PAEC.

4.3 Devolution of Responsibility for Validation sub-processes

No Business

4.4 Validation of Research Degree Programmes

No Business

4.5 Springboard Approvals

No Business

4.6 Apprenticeship Programmes

4.6.1 SOLAS

The Committee NOTED the documentation circulated. The Committee APPROVED the validation of the following programmes for five years from 1 September 2017 subject to proposed conditions in the panel reports and all the conditions from the 2016 validation policy listed in the draft Certificate of Validation.

4.6.1.1 Advanced Certificate Craft in Electrical Instrumentation, Level 6, Major Award, 240 FET Credits
4.6.1.2 Advanced Certificate Craft in Instrumentation, Level 6, Major Award, 240 FET Credits
4.6.1.3 Advanced Certificate Craft in Agricultural Mechanics, Level 6, Major Award, 240 FET Credits
4.6.1.4 Advanced Certificate Craft in Wood Manufacturing and Finishing, Level 6, Major Award, 240
4.6.1.5 Advanced Certificate Craft in Tool Making, Level 6, Major Award, 240 FET Credits
4.6.1.6 Advanced Certificate Craft in Farriery, Level 6, Major Award, 240 FET Credits

It was noted that the credits in the reports of each of these programmes are not consistent with each other or with the existing FET credit value (240) for Advanced Certificate Craft programmes. Each panel report sets a condition that the credit value be clarified by Solas.

The Committee requested the Executive to establish a mechanism for capturing the learning from the validation process in relation to apprenticeships.

The Committee requested the executive to agree a timetable with Solas for fulfilment of conditions of validation.

The Chair thanked the staff for the work done to date in relation to apprenticeships.

5. REVALIDATION

5.1 Application for Extension of Validation Period

5.1.1 The Open Training College

The Committee NOTED the documentation circulated. The Committee APPROVED the request to extend the last intake date for the following programme to January 2018:

5.1.1.1 Certificate in Applied Management, Level 6, Minor Award, 30 Credits

5.1.2 ICD Business School

The Committee NOTED the documentation circulated. The Committee APPROVED the request to extend the last intake date for the following programmes to September 2017:

5.1.2.1 Bachelor of Arts (Honours) in Accounting and Finance, Level 8, 180 Credits
Bachelor of Arts (Honours) in Business, Level 8, 240 Credits
Master of Arts in Accounting and Finance, Level 9, 90 Credits
Certificate in Employment Law, Level 8, 10 Credits
Certificate in Services Management, Level 8, 10 Credits
Certificate in Global Marketing, Level 8, 10 Credits
Certificate in Buyer Behaviour, Level 8, 10 Credits

6. QA FOR COLLABORATIVE AND TRANSNATIONAL PROVISION
No Business

7. APPROVAL OF QUALITY ASSURANCE PROCEDURES FOR LEGACY PROVIDERS (RE-ENGAGEMENT)

7.1   The Committee NOTED the documentation circulated. The Committee NOTED the approach and activities undertaken with the aim of recommending approval of quality assurance procedures (Section 30 of the 2012 Act) for the relevant Institutes of Technology.

Following the Programmes and Awards Executive Committee meeting, a formal letter will issue from QQI to each institution confirming the approval or otherwise of the QA procedures. The Committee APPROVED the quality procedures of the following providers:

- Cork Institute of Technology
- Institute of Art, Design and Technology, Dun Laoghaire
- Institute of Technology, Blanchardstown
- Institute of Technology, Sligo
- Institute of Technology, Tallaght
- Institute of Technology, Tralee
- Letterkenny Institute of Technology
- Waterford Institute of Technology

8. ESTABLISHMENT OF QUALITY ASSURANCE PROCEDURES BY PREVIOUSLY ESTABLISHED UNIVERSITIES
No Business

9. **EXTENSION OF DELEGATION OF AUTHORITY BY LEVEL/FIELD**

No Business

10. **ROUTINE STANDARDS ACTIVITIES UPDATE**

No Business

11. **CHANGE OF REGISTRATION PROVIDER STATUS OF LEGACY HET AND FET PROVIDERS**

No Business

12. **REPORT FROM THE PROGRAMMES AND AWARDS OVERSIGHT COMMITTEE (PAOC)**

12.1 Report of the PAOC Meeting of 22 May 2017

The Committee NOTED the report of the PAOC meeting of 22 May 2017.

13. **CONFLICT OF INTEREST AND CONFIDENTIALITY FORM**

13.1 Updated Programme Validation Conflict of Interest and Confidentiality Form

The Committee NOTED the documentation circulated. The Committee NOTED that the conflict of interest form completed by panel members was updated and extended in May 2017.

14. **OBSERVER ON THE PAEC COMMITTEE**

14.1 Proposal for Programmes and Awards Oversight Committee (PAOC) members to attend Programmes and Awards Executive Committee meetings as observers

The Committee NOTED the documentation circulated. Following discussions with the Programmes and Awards Executive Committee, the QQI executive proposed that one PAOC member would attend each PAEC meeting as an observer. It is envisaged that participation would be on a rotating basis. A schedule of participation will be agreed with PAOC members by the QQI Executive.

15. **ANNUAL PROGRAMME CHANGES**

15.1 Notification of annual programme changes by the National College of Ireland

The Committee NOTED the documentation circulated. The Committee NOTED that the National College of Ireland (NCI) will be seeking a number of amendments to five programmes and associated awards following an annual review of its programmes. Revised certificates of validation will be presented to the PAEC meeting on 19 July 2017.