

## **PROGRAMMES AND AWARDS EXECUTIVE COMMITTEE (PAEC)**

**Thursday 11 April 2019 at 9:30am**

**Boardroom, QQI Offices, 26/27 Denzille Lane, Dublin 2**

Note of the 39th meeting of the QQI Programmes and Awards Executive Committee held in the Boardroom, QQI, 26/27 Denzille Lane, Dublin 2, at 9:30am on **Thursday 11 April 2019**.

### **Present:**

Dr Pdraig Walsh (Chairperson)  
Dr Bryan Maguire  
Dr John O'Connor  
Ms Marie Gould  
Ms Orla Lynch

### **In attendance:**

Ms Therese Masterson (Key Executive)  
Ms Janet Cawley (Secretary)  
Mr Walter Balfe (left meeting for item 9.1.3)  
Ms Carmel Kelly (except for item 16)  
Dr Deirdre Stritch (except for items 4 and 5)

### **Apologies:**

Ms Barbara Kelly  
Ms Róisín Sweeney

The Chairperson welcomed Marie Gould and Orla Lynch, as new members of the Committee.

## **1. APPROVAL OF AGENDA AND POTENTIAL CONFLICTS OF INTEREST**

The Chairperson enquired and confirmed that there were no conflicts of interest in relation to any of the items of business before the Committee.

## **2. MINUTES OF MEETING OF 7 February 2019**

**2.1** The Minutes of the PAEC Meeting held on 7 February 2019 were approved by the Committee.

## **3. MATTERS ARISING FROM THE MINUTES OF MEETING OF 7 February 2019**

### **3.1 Dorset College**

At the PAEC meeting of 7 February 2019, the PAEC requested that Dorset College's Academic Council must submit a formal note to the PAEC confirming that it is aware of the issues leading to the extension of validation and assuring the PAEC of the steps it is taking to ensure that a similar request for an extension will not arise again.

The Executive informed the Committee that a letter was submitted by Dorset College as requested. Dorset College is currently reviewing the programme in question and will teach out learners on it. The Programme Review will be

considered at the July PAEC meeting and if approved will start in September. The Committee noted that Terms of Reference for the Programme Review have been agreed.

### **3.2 A Named Provider**

At the PAEC meeting of 7 February 2019, the Committee agreed with the recommendation to REFUSE validation of one programme of one provider.

The Executive informed the Committee that it had met and clarified issues with the provider. The provider intends to reapply for validation under the new policy.

### **3.3 Farm Advisory Services Ltd**

At the PAEC meeting of 20 December 2018, the Committee AGREED to pause two programme applications submitted by Farm Advisory Services Ltd, Farming Level 6 and Agriculture Level 5 and get independent third-party advice on farm requirements for Level 5 and 6 awards.

The Executive informed the Committee that an independent expert visited the two sites and found the facilities to be adequate and sent a summary of the findings to QQI. The report will be sent back to the original Validation Panel and brought to the next PAEC meeting for decision.

All other matters arising were covered within agenda items and were discussed during the meeting.

## **4. NOTE OF THE MEETING, REPORT FOR THE BOARD, MEMBERSHIP OF THE COMMITTEE**

### **4.1 Note of Meeting of 7 February 2019**

The Committee APPROVED the Note of the PAEC Meeting of 7 February 2019, for publication on the QQI website.

### **4.2 Report for the Board on the meeting of 7 February 2019**

The Committee NOTED the Report for the Board on the PAEC Meeting of 7 February.

### **4.3 Membership of Committee**

The Committee NOTED that the Board approved the appointment of two new members, Marie Gould and Orla Lynch to the Programmes and Awards Executive Committee.

## **5. PROGRAMME VALIDATION APPLICATIONS**

### **5.1 Further Education and Training (FET) Programmes**

#### **5.1.1 Beacon Training**

The Committee NOTED the documentation circulated and the detailed report presented. The Committee APPROVED the validation of the following programme:

5.1.1.1 Coaching Models of Practice, Level 6, Minor Award, 15 Credits

#### **5.1.2 HCT Learning**

The Committee NOTED the documentation circulated and the detailed report presented. The Committee APPROVED the validation of the following programme:

5.1.2.1 Sports Surface Maintenance, Level 4, Minor Award, 10 Credits

#### **5.1.3 South West Wexford Community Development Project**

The Committee NOTED the documentation circulated and the detailed report presented. The Committee APPROVED the validation of the following programme:

5.1.3.1 Employment Skills, Level 4, Major Award, 90 Credits

#### **5.1.4 DCM Learning**

The Committee NOTED the documentation circulated and the detailed reports presented. The Committee APPROVED the validation of the following programmes:

5.1.4.1 Lean Green Belt for Business, Level 5, Minor Award, 15 Credits

5.1.4.2 Medical Terminology, Level 5, Minor Award, 15 Credits

#### **5.1.5 Rossan College Education Centre**

The Committee NOTED the documentation circulated and the detailed report presented. The Committee APPROVED the validation of the following programme:

5.1.5.1 Special Needs Assisting, Level 6, Minor Award, 15 Credits

#### **5.1.6 Mayo, Sligo and Leitrim Education and Training Board**

The Committee NOTED the documentation circulated and the detailed report presented. The Committee APPROVED the validation of the following programme:

5.1.6.1 Maths for STEM, Level 5, Special Purpose Award, 30 Credits

#### **5.1.7 Waterford and Wexford Education and Training Board**

The Committee NOTED the documentation circulated and the detailed report presented. The Committee APPROVED the validation of the following programme:

5.1.7.1 Animal Science, Level 6, Major Award, 120 Credits

#### **5.1.8 Donegal Education and Training Board**

The Committee NOTED the documentation circulated and the detailed reports presented. The Committee APPROVED the validation of the following programmes:

5.1.8.1 Health Services Supervisory Management Skills, Level 6, Major Award, 120 Credits

5.1.8.2 Information, Advice and Advocacy, Level 6, Major Award, 120 Credits

The Committee NOTED that the Executive will visit the 16 Education and Training Boards for Dialogue meetings in May 2019.

*Item 14 was considered at this point of the meeting*

## **5.2 Higher Education and Training Programmes - Programme Validation**

### **5.2.1 Dublin Business School**

*Note: The Committee considered this item in conjunction with item 6.2.1.1*

The Committee NOTED the documentation circulated. The Committee APPROVED the validation of the programme below for five years subject to any special conditions of validation, and all the conditions from the current validation policy listed in the proposed Certificate of Validation:

5.2.1.1 Postgraduate Diploma in Arts in Addiction Studies, Level 9, Major Award, 60 Credits  
(Exit Award)

### **5.2.2 Open Training College**

The Committee NOTED the documentation circulated. The Committee APPROVED the validation of the programme below for five years subject to any special conditions of validation, and all the conditions from the current validation policy listed in the proposed Certificate of Validation:

5.2.2.1 Certificate in Patient Safety Complaints Advocacy, Level 7, Special Purpose Award, 20 Credits

### **5.2.3 A Named Provider**

The Committee NOTED the documentation circulated. The Committee REFUSED the validation of three programmes of one provider:

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

### **5.2.4 Institute for Supply Chain Excellence**

The Committee NOTED the documentation circulated. The Committee APPROVED the validation of the programmes below for five years subject to any special conditions of validation, and all the conditions from the current validation policy listed in the proposed Certificates of Validation:

5.2.4.1 Master of Science in Leadership in Supply Chain Management, Level 9, Major Award, 90 Credits  
Postgraduate Diploma in Science in Leadership in Supply Chain Management, Level 9, Major Award, 60 Credits (Exit Award)

The Committee noted that this was the first Higher Education programme to be validated for a provider which had recently become a QQI provider under Initial Access to Programme Validation. The Committee advised the Executive to monitor the number of students enrolled on the programmes.

### **5.2.5 A Named provider**

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

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

### 5.2.6 **Dublin Business School**

The Committee NOTED the documentation circulated. The Committee APPROVED the validation of the programmes below for five years subject to any special conditions of validation, and all the conditions from the current validation policy listed in the proposed Certificates of Validation:

- 5.2.6.1 Master of Science in Business Analytics, Level 9, Major Award, 90 Credits
- Postgraduate Diploma in Science in Business Analytics, Level 9, Major Award, 60 Credits (Exit Award)

### 5.3 **Devolution of Responsibility for Validation sub-processes**

No Business

### 5.4 **Validation of Research Degree Programmes**

No Business

### 5.5 **Apprenticeship Programmes**

No Business

## 6. REVALIDATION

### 6.1 **Application for Extension of Validation Period**

#### 6.1.1 **Accounting Technicians Ireland**

The Committee NOTED the documentation circulated. The Committee APPROVED the request to extend the last intake date for the following programme to January 2020. It currently has a last intake date of September 2019:

- 6.1.1.1 Advanced Certificate in Accounting, Level 6, Major Award 146 Credits

The Committee noted that Accounting Technicians Ireland will be the first Further Education provider to put a programme through the programme revalidation process.

#### 6.1.2 **HSE – Regional Centre Nursing and Midwifery Education Blanchardstown**

The Committee NOTED the documentation circulated.

An extension of validation for the Certificate in Psychosocial Intervention for Nurses was previously approved by the PAEC at its meeting on 18 April 2018.

The Committee APPROVED the request to extend the last intake date for the following programme to September 2019.

- 6.1.2.1 Certificate in Psychosocial Interventions for Nurses, Level 8, Special Purpose Award, 20 Credits

#### 6.1.3 **Dublin 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 2019:

- 6.1.3.1 Bachelor of Business, Level 7, Major Award, 180 Credits
- Higher Certificate in Business, Level 6, Major Award, 120 Credits
- Bachelor of Business in Accounting, Level 7, Major Award, 180 Credits,
- Higher Certificate in Business in Accounting, Level 6, Major Award, 120 Credits
- Bachelor of Business in Information Technology, Level 7, Major Award, 180 Credits
- Higher Certificate in Business in Information Technology, Level 6, Major Award, 120 Credits
- Bachelor of Business in Marketing, Level 7, Major Award, 180 Credits
- Higher Certificate in Business in Marketing, Level 6, Major Award, 120 Credits

## **6.2 Revalidation**

### **6.2.1 Dublin Business School**

The Committee NOTED the documentation circulated. The Committee APPROVED the revalidation of the following programmes for five years from September 2019:

- 6.2.1.1 Master of Arts in Psychoanalytic Psychotherapy, Level 9, Major Award, 120 Credits
- Master of Arts in Addiction Studies, Level 9, Major Award, 90 Credits

### **6.2.2 Irish Payroll Association**

The Committee NOTED the documentation circulated. The Committee APPROVED the revalidation of the following programme for five years from September 2019:

- 6.2.2.1 Certificate in Payroll Techniques, Level 6, Special Purpose Award, 10 Credits

## **7. FOLLOW-UP ON PAEC RECOMMENDATIONS AND CONDITIONS IN PANEL REPORTS**

### **7.1 Update on the follow-up of conditions of validation**

The Committee NOTED the documentation circulated.

QQI is required to follow up on any special conditions of validation identified by an evaluation panel. The special conditions of validation that require follow-up are any conditions that have yet to be met at the time of the PAEC meeting at which the relevant application for validation is being considered at, or those conditions that are ongoing in nature and will require explicit monitoring for the period for which the programme has been validated.

#### **7.1.1 National College of Ireland**

The Committee NOTED the documentation circulated. The Committee NOTED that there was one condition of validation requiring follow-up in relation to the programmes listed below. On 15 February 2017, the PAEC approved the revalidation of the following programmes for five years on condition that a progress report be submitted to QQI after two years. NCI submitted the progress reports for the relevant programmes in March 2019.

- Bachelor of Arts (Honours) in Business

- Bachelor of Arts (Honours) in Human Resource Management
- Certificate in Financial Regulation
- Higher Certificate in Business
- Bachelor of Arts (Honours) in Marketing Practise

The Committee NOTED that the Executive considers the condition of approval to be met.

## **8. QA FOR COLLABORATIVE AND TRANSNATIONAL PROVISION**

No Business

## **9. APPROVAL OF QUALITY ASSURANCE PROCEDURES FOR LEGACY PROVIDERS (RE-ENGAGEMENT)**

### **9.1.1 Hibernia College**

The Committee NOTED the documentation circulated. The Committee APPROVED the Quality Assurance procedures of Hibernia College Dublin.

### **9.1.2 A Named Provider**

The Committee NOTED the documentation circulated. The Committee REFUSED to approve with recommendations the Quality Assurance procedures of a named provider with recommendations (pending mandatory changes being made). The provider may submit revised procedures for approval within a six-month period of notification of this decision.

### **9.1.3 National Learning Network**

*Note: Walter Balfe left the meeting for this item*

The Committee NOTED the documentation circulated. The Committee APPROVED the Quality Assurance procedures of National Learning Network.

## **10. EXTENSION OF DELEGATION OF AUTHORITY BY LEVEL/FIELD**

No Business

## **11. ROUTINE STANDARDS ACTIVITIES UPDATE**

No Business

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

No Business

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

No Business

## **14. SCHEDULE OF LAST INTAKE DATES**

**14.1** The Committee NOTED the documentation circulated.

*Note: this item was considered after item 5.1.8*

The Committee NOTED that there has been some confusion both internally and externally regarding last intake dates for enrolled learners. Therefore, QQI is proposing to change how the last intake date is specified on the Certificate of Validation in order to ensure that the full period of five years validation, if approved, is available to providers.

As part of the application for validation of the programme, it is expected that the provider will specify the intended intake points during the year.

The Executive was requested to propose wording to be issued to providers which will clarify intake dates on Certificates of Validation. The proposed wording is to be brought back to the next PAEC meeting under matters arising.

## **15. A NAMED PROVIDER – MONITORING DATA**

## **16. PROGRAMME REVIEW AND REVALIDATION PROCESS - UPDATE**

**16.1** The Committee NOTED the documentation circulated.

QQI implemented a pilot programme review and revalidation process. Since its implementation, a number of providers have undergone programme review and have had programmes revalidated under the pilot process.

Following feedback from providers that the process was unnecessarily onerous, QQI established a working group comprising of providers and QQI executive. The main purpose of the working group is to examine the programme review and revalidation process with a view to proposing ways of optimising its efficiency without compromising its effectiveness as a quality assurance process.

A revised programme review and revalidation process has been agreed and further work on the documentation and report templates provided to providers is ongoing.

The Committee NOTED the proposed changes to the programme review and revalidation process.

## **17. ANNUAL SELF-ASSESSMENT OF PERFORMANCE OF COMMITTEE - 2018**

**17.1** The Committee NOTED the documentation circulated.

QQI is required under the Code of Practice for the Governance of State Bodies (2016) to carry out an annual self-assessment of the Board and its Committees. On 16 January 2019, all members of the PAEC were invited to partake in a self-assessment evaluation of the performance of the PAEC through a short survey.

The areas addressed include Roles and Responsibilities; Composition and Conduct of Committee Meetings; Adequacy of Committee Information; and Communications. An initial analysis of the responses indicates that the Committee is generally satisfied in the majority of areas covered by the evaluation.

The Committee were invited to make recommendations based on the feedback in the survey. The Committee agreed that it would be more beneficial to consider this later in the year after newly appointed members to the Committee had served some time on the Committee.