

PROGRAMMES AND AWARDS EXECUTIVE COMMITTEE (PAEC)

Thursday 20 December 2018 at 2pm

Behan Training Room, QQI, 10 Lower Mount Street, Dublin 2

Note of the thirty-seventh meeting of the QQI Programmes and Awards Executive Committee held in Behan Training Room, QQI, 10 Lower Mount Street, Dublin 2, at 2pm on **Thursday 20 December 2018**.

Present:

Dr Pdraig Walsh (Chairperson)
Ms Barbara Kelly
Ms Carmel Kelly
Ms Angela Lambkin
Dr Bryan Maguire
Dr John O'Connor
Ms Róisín Sweeney

In attendance:

Ms Therese Masterson (Key Executive)
Ms Janet Cawley (Secretary)
Dr Peter Cullen
Mr Walter Balfe
Ms Andrea Boland (Item 5.2)
Ms Michelle Gallagher (Item 5.2)
Ms Alex Keys (Item 5.5, Item 7)
Ms Róisín Morris-Drennan (Item 17)
Ms Marie Gould

Apologies:

Dr Deirdre Stritch

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 25 SEPTEMBER 2018

2.1 The Minutes of the PAEC Meeting held on 25 September 2018 were approved by the Committee.

3. MATTERS ARISING FROM THE MINUTES OF MEETING OF 25 SEPTEMBER 2018

3.1 Griffith College

In relation to the three Griffith College programmes that were approved for revalidation, QQI received a query regarding the structure of one of the programmes specific to the shared embedded programmes. Consequently, the executive reviewed the documentation submitted for revalidation and determined that the complex structure of the programmes, where there is a shared embedded award across three programmes is potentially confusing and may warrant the publication of an explanatory note. The Committee AGREED that an explanatory note should be published on the QQI website re the structural change of the programme.

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

4. NOTE OF THE MEETING, REPORT FOR THE BOARD

4.1 Note of Meeting of 25 September 2018

The Committee APPROVED the Note of the PAEC Meeting of 25 September, for publication on the QQI website.

4.2 Report for the Board on the meeting of 25 September 2018

The Committee NOTED the Report for the Board on the PAEC Meeting of 25 September.

4.3 Revised Terms of Reference and Review of Committee Structure

The Committee NOTED the Revised Terms of Reference approved by the Board on 7 December 2018. The Committee NOTED the agreement of the Board to defer a review of the Committee Structure by 12 months.

5. PROGRAMME VALIDATION APPLICATIONS

5.1 Further Education and Training (FET) Programmes

5.1.1 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:

5.1.1.1 National Tour Guiding, Level 6, Special Purpose Award, 45 Credits

5.1.2 Donegal Education and Training Board

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

5.1.2.1 Regional Tour Guiding, Level 6, Special Purpose Award, 30 Credits

5.1.2.2 Sport, Recreation and Exercise, Level 5, Major Award, 120 Credits

5.1.2.3 Outdoor Sport and Recreation, Level 5, Major Award, 120 Credits

5.1.2.4 Sport, Recreation and Exercise, Level 6, Major Award, 120 Credits

5.1.3 Kilkenny and Carlow Education and Training Board

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

5.1.3.1 Software Development, Level 6, Major Award, 120 Credits

5.1.4 Farm Advisory Services Ltd

The Committee NOTED the Explanatory Memorandum and tabled documentation circulated. The provider has no previously validated programmes. This provider's application for initial access to validation was approved by the Approvals and Reviews Committee (ARC) in May 2017. The programmes submitted were within the approved scope of provision.

5.1.4.1 Farming, Level 6, Special Purpose Award, 50 Credits

5.1.4.2 Agriculture, Level 5, Major Award, 120 Credits

Following discussion, The Committee AGREED to pause the application and get independent third-party advice on farm requirements for Level 5 and Level 6 agriculture awards. The report is to be set aside until criteria are agreed.

5.2 Higher Education and Training Programmes - Programme Validation

5.2.1 National College of Ireland

The Committee NOTED the Explanatory Memorandum and 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 Certificate of Validation:

- 5.2.1.1 Diploma in Financial Services for Credit Unions, Level 7, Special Purpose Award, 60 Credits
Certificate in Credit Union Business, Level 7, Special Purpose Award, 30 Credits

5.2.2 IBAT College

The Committee NOTED the Explanatory Memorandum and 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 Certificate of Validation:

- 5.2.2.1 Bachelor of Arts (Honours) in Business, Level 8, Major Award, 180 Credits
Certificate in Arts in Business, Level 6, Minor Award, 60 Credits (Exit Award)

The Committee noted that more information on staffing arrangements needs to be provided. The executive will follow up with IBAT on this.

5.2.3 Dublin Business School

The Committee NOTED the Explanatory Memorandum and 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:

- 5.2.3.1 Certificate in Regulatory Technology, Level 8, Special Purpose Award, 40 Credits

5.3 Devolution of Responsibility for Validation sub-processes

No Business

5.4 Validation of Research Degree Programmes

No Business

5.5 Apprenticeship Programmes

5.5.1 Fast Track into Information Technology

The Committee NOTED the Explanatory Memorandum and documentation circulated. The Committee APPROVED the validation of the following programme for three years from May 2019, subject to proposed special conditions in the panel report and all the conditions from the 2016 validation policy listed in the proposed Certificate of Validation:

- 5.5.1.1 Advanced Certificate in CyberSecurity, Level 6, Major Award, 172 FET Credits

6. REVALIDATION

6.1 Application for Extension of Validation Period

6.1.1 CCT College Dublin

The Committee NOTED the Explanatory Memorandum and documentation circulated. The Committee APPROVED the request to extend the last intake date for the following programme to September 2019:

6.1.1.1 Bachelor of Science (Honours) in Information Technology, Level 8, Major Award, 60 Credits

6.1.2 Irish Payroll Association

The Committee NOTED the Explanatory Memorandum and documentation circulated. The Committee APPROVED the request to extend the last intake date for the following programme to February 2019.

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

6.1.3 Dublin Business School

The Committee NOTED the Explanatory Memorandum and documentation circulated. The Committee APPROVED the request to extend the last intake dates for the programmes below as follows:

6.1.3.1 Master of Business Administration, Level 9, Major Award, 90 Credits - **last intake date April 2019**
Certificate in Digital Marketing, Level 7, Special Purpose Award, 40 Credits - **last intake date April 2019**
Master of Arts in Addiction Studies, Level 9, Major Award, 90 Credits - **last intake date January 2019**

The Committee ADVISED the Executive to arrange a meeting with DBS in January 2019 to discuss the number of requests for extensions to validation.

6.1.4 ICD Business School

The Committee NOTED the Explanatory Memorandum and documentation tabled at the meeting. The Committee APPROVED the request to extend the last intake date for the following programmes to February 2019:

- Bachelor of Arts (Honours) in Accounting and Finance
- Bachelor of Arts (Honours) in Business
- Master of Arts in Accounting and Finance

The Committee ADVISED the Executive to engage with the provider and gather monitoring data on the programmes concerned.

6.2 Revalidation

6.2.1 Griffith College

The Committee NOTED the documentation circulated. The Committee APPROVED the revalidation of the following programmes for five years from September 2018:

6.2.1.1 Postgraduate Diploma in Science in Medical Device Technology and Business, Level 9, Major Award, 60 Credits

6.2.1.2 Bachelor of Science (Honours) in Computing Science, Level 8, Major Award, 240 Credits
Bachelor of Science in Computing, Level 7, Major Award, 180 Credits
Higher Certificate in Science in Computing, Level 6, Major Award, 120 Credits (Exit Award),
Higher Diploma in Science in Computing, Level 8, Major Award, 60 Credits
Higher Diploma in Science in Web Development, Level 8, Major Award, 90 Credits

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

7.1 Update on the follow-up of conditions of validation

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 SOLAS

The Committee NOTED the Explanatory Memorandum circulated. The Committee NOTED that there was one special condition requiring follow-up in relation to the programmes listed below:

- Carpentry and Joinery
- Electrical
- Heavy Vehicle Mechanics
- Metal Fabrication
- Plumbing

Condition 17: Validation should be conditional on SOLAS establishing procedures in writing for quality assurance for the purposes of establishing, ascertaining, maintaining and improving the quality of education, training, research and related services it provides (section 28 of the Qualifications and Quality Assurance Act 2012) as soon as practicable and within 12 months of QQI's publication of its statutory QA guidelines.

Quality Assurance documentation relating to condition 17 was due to be submitted to QQI in September 2018. The documentation was not received by QQI and subsequent submission dates were provided. This condition was established because of shortcomings identified in the procedures in place at the time. Subsequent validations of craft apprenticeships did not address quality assurance arrangements (Criterion 12). This exceptional temporary derogation was to allow SOLAS time to upgrade its quality assurance procedures.

The derogation has now expired and future applications for validation from SOLAS will be required to demonstrate quality assurance procedures that have regard to the statutory quality assurance guidelines published in 2016. Criterion 12 will now be applied to SOLAS applications for validation as it is to all providers.

The Committee NOTED that Criterion 12 will now be applied to SOLAS applications for validation.

8. QA FOR COLLABORATIVE AND TRANSNATIONAL PROVISION

No Business

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

9.1.1 CCT College Dublin

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

9.1.2 NCU Training Limited

The Committee NOTED the documentation circulated. The Committee APPROVED the Quality Assurance procedures of NCU Training Ltd.

10. EXTENSION OF DELEGATION OF AUTHORITY BY LEVEL/FIELD

No Business

11. ROUTINE STANDARDS ACTIVITIES UPDATE

11.1 The Committee NOTED the documentation circulated which included updates on activity related to award standards as follows.

- A project was established to review the Common Award System, the project plan was approved by the Programme Board.
- A Standards Review Group was established to review Early Years Child and Education. The aim is to complete the review by end of Quarter 2, 2019.
- In March 2018, QQI published a report on Levels 1-3 Awards Standards Review. A project was established to conclude the level 1-3 activity, in the process of which level 4 was added to the project outline. The project will be concluded in 2019.
- The Health and Safety Authority (HSA) decided to move away from the centralised FET level 5 component Occupational First Aid and instead to recognise the Pre-Hospital Emergency Care Council (PHECC) First Aid Responder (FAR) course. The FET level 5 component Occupational First Aid will be deactivated no later than 12 June 2019

The Committee NOTED the projects related to award standards. The Committee NOTED that the FET level 5 component Occupational First Aid will be deactivated no later than 12 June 2019.

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

No Business

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

13.1 The Committee NOTED the documentation circulated. At its meeting on 12 September 2018, the PAOC reviewed the decisions of the PAEC meetings of 20 June and 19 July 2018, to refuse validation of programmes. The PAOC confirmed the decisions of the PAEC to refuse validation of the programmes.

The Committee NOTED the decisions of the PAOC.

14. NATIONAL COLLEGE OF IRELAND – ANNUAL PROGRAMME CHANGES

14.1 The Committee NOTED the documentation circulated. On 13 November 2018, the National College of Ireland forwarded proposed modifications to validated programmes for implementation in Semester 2 of the 2018/19 academic year or from September 2019. The proposed amendments require modifications to the approved programme schedules.

The Committee APPROVED the annual programme changes identified by the National College of Ireland. The Committee NOTED that the Certificates of Validation will need to be updated.

15. SPECIAL INTERNAL PROGRAMME REVIEW BY GRIFFITH COLLEGE OF MASTER'S DEGREE PROGRAMMES

15.1 The Committee NOTED the documentation circulated. A special internal Programme Review of master's degree programmes was undertaken by Griffith College.

The Committee APPROVED the special internal Programme Review of master's degree programmes undertaken by Griffith College.

16. PANEL APPRAISAL SYSTEM – REPORTING OF PERFORMANCE

16.1 The Committee NOTED the documentation circulated. To address the possible risk of inconsistent recommendations from programme validation panels, QQI has agreed to put in place a performance self-assessment for panel members. It is proposed to pilot the self-assessment commencing in January 2019.

17. SYNTHESIS REPORT OF THE EXECUTIVE SELF-EVALUATION REVIEWS COMPLETED BY ETBs

17.1 The Committee NOTED the documentation circulated. In 2017, QQI agreed a process for the formal re-engagement of the ETBs following the publication of the Core and Sector-Specific Quality Assurance Guidelines. The process required each ETB to develop an Executive Self-Evaluation Report (ESER) assessing the arrangements for quality assurance in the context of the QA Guidelines and a Quality Improvement Plan (QIP) to address any identified areas for improvement.

QQI has undertaken to publish a synthesis report, summarising the evaluation of QA arrangements in place across all of the ETBs as reported in the ESERs. The report is presented to the Committee to note, prior to its intended publication in December 2018.

Following consideration by the Committee, the report will be referred for graphic design with a view to publication in December 2018. The document will be shared with the Department of Education and Skills in advance of publication.