

PROGRAMMES AND AWARDS EXECUTIVE COMMITTEE (PAEC)

Monday 28 November at 1pm

Boardroom, 26/27 Denzille Lane, Dublin 2

Note of the twenty first meeting of the QQI Programmes and Awards Executive Committee held in the Boardroom, 26/27 Denzille Lane, Dublin 2 on **Monday 28 November 2016 at 1pm**

Present:

Dr Pdraig Walsh (Chairperson)
Ms Barbara Kelly
Ms Angela Lambkin
Dr Bryan Maguire
Ms Karena Maguire
Dr Deirdre Stritch
Mr John O'Connor

In attendance:

Ms Therese Masterson (Key Executive)
Ms Janet Cawley (Secretary)
Dr Peter Cullen
Mr Walter Balfe

Apologies:

Andrina Wafer

1. MINUTES OF THE MEETING OF 2 November 2016

The minutes of the PAEC Meeting held on 2 November 2016 were approved by the Committee.

2. MATTERS ARISING FROM THE MINUTES

Any matters arising fell within agenda items and were discussed during the course of the meeting.

3. NOTE OF THE MEETING, REPORT FOR THE BOARD

3.1 Note of Meeting of 2 November 2016

The Committee APPROVED the Note of the PAEC Meeting of 2 November 2016, for publication on the QQI website.

3.2 Report for the Board on the meeting of 2 November 2016

The Committee NOTED the Report for the Board on the PAEC Meeting of 2 November 2016.

4. PROGRAMME VALIDATION APPLICATIONS

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 provided.

FET Programme Validation Applications Refusals

The committee agreed with the recommendation to REFUSE 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.

4.1.2a FET Programme Evaluation Reports (Positive)

The Committee NOTED the FET Programme Evaluation Reports.

4.1.2b FET Programme Evaluation Reports (Negative)

The Committee NOTED the FET Programme Evaluation Reports.

4.2 Higher Education and Training Programmes – Programme Validation

4.2.1 College of Computing Technology

The committee NOTED the documentation circulated. The Committee APPROVED the validation of the following programme:

4.2.1.1 Bachelor of Business (Honours), Level 8, Major Award, 60 Credits

4.2.2 Extension in Scope of Provision

The committee NOTED the documentation circulated. The Committee AGREED that the provider could apply for validation at Level 9 but would have to address the rationale for extension of scope:

4.2.2.1 College of Computing Technology

4.3 Higher Education and Training Programmes - Devolution of Responsibility for Validation Sub-Processes

No Business

4.3 Validation of Research Degree Programmes

No Business

4.4 Springboard Approvals

No Business

5. REVALIDATION

5.1 Dublin Business School – Extension of Validation period

The Committee NOTED the documentation circulated. The Committee DEFERRED the revalidation of the following programmes pending receipt of further information from the provider:

- 5.1.1 Bachelor of Arts (Honours) in Business, Level 8, Major Award, 180 Credits
- BA (Hons) in Business Information Systems, Level 8, Major Award, 120 Credits
- BA (Hons) in Marketing, Level 8, Major Award, 180 Credits
- BA (Hons) in Financial Services, Level 8, Major Award, 130 Credits
- Master of Business Administration, Level 9, Major Award, 90 Credits
- MSc in International Accounting and Finance, Level 9, Major Award, 90 Credits
- MSc in Marketing, Level 9, Major Award, 90 Credits
- MSc in Management Practice, Level 9, Major Award, 90 Credits
- MSc in Information Systems with Computing, Level 9, Major Award, 90 Credits
- Certificate in Business and English Language, Level 6, Special Purpose Award, 60 Credits

6. QA FOR COLLABORATIVE AND TRANSNATIONAL PROVISION

No Business

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

No Business

8. EXTENSION OF DELEGATION OF AUTHORITY BY LEVEL/FIELD

No Business

9. ROUTINE STANDARDS ACTIVITIES UPDATE

No Business

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

No Business

11. DRAFT PROGRAMME REVIEW MANUAL 2016

11.1 The Committee NOTED the draft Programme Review Manual 2016 and the verbal report presented. The Committee noted that this manual is for those providers who intend to use their programme review process to help prepare for revalidation. It sets out the phases and stages of a programme review and a contingent revalidation process; highlights the interactions with QQI; and provides supporting guidance, schemas and templates.

Following discussion, the Committee ADVISED the Executive that the draft Programme Review Manual should be introduced on a pilot basis to a closed group of providers that will be submitting programmes for review in preparation for revalidation in 2017.

12. SOLAS RESPONSE TO THE CONDITIONS AND RECOMMENDATIONS OF THE QQI VALIDATION PANEL REPORT OF THE FIVE CRAFT APPRENTICESHIPS

12.1 The Committee NOTED the SOLAS response to the conditions and recommendations of the QQI Validation Panel Report of the five craft apprenticeships:

- Electrical
- Plumbing
- Carpentry and Joinery
- Heavy Vehicle Mechanic
- Mechanical Automation Maintenance Fitting

The response addresses each of the conditions and recommendations separately and includes supporting documentation. The response to the SOLAS report by the Chair of the Validation Panel was also included.

The Committee ADVISED the Executive to send the Chair's comments to SOLAS and request a response to it. The Committee also advised that the Executive should meet with SOLAS and then report back to this Committee.

13. QA APPROVAL PROCESS REPORT TEMPLATES

13.1 The Committee NOTED the QA Approval Process Report Templates. The self-evaluation template is for use by providers to report on a self-evaluation against QQI's Core Statutory Quality Assurance Guidelines. For

each guideline, the provider is asked to verify for itself that the guideline has been addressed and to indicate to the panel which QA procedures do so. The second template is for use as part of the Initial Access to validation process. These documents are meant to be a complementary pair which focus both provider and panel on QQI's QA guidelines.

Following discussion, the Committee ADVISED the Executive that a small internal group should meet to discuss this further.

14. CHANGE OF STATUS OF LEGACY HET AND FET PROVIDERS

14.1 The committee NOTED the Change of Status of Legacy HET and FET Providers. The Executive emailed all voluntary providers who have been inactive since January 2015 at least. Each provider was told that their continued recognition was in question for reasons of inactivity and was asked to make a case to the PAEC if they wanted their status quo to remain. A number of providers have either confirmed in writing that they wish to withdraw from the list of providers offering QQI awards or have been confirmed as being no longer in business.

The Committee directed that for providers who have confirmed they wish to be taken off the list of providers, the withdrawal of validation of programmes should be considered at the next Board meeting. Following this, the status of these providers should be changed on QBS so that they no longer are displayed as offering QQI awards.

The Committee NOTED that a number of providers had failed to respond to emails or the registered letters sent. The Committee directed the Executive to make contact with them to ascertain their intentions.

The Committee NOTED that nine providers had responded, requesting that they be permitted to retain their recognition. The Committee AGREED that these providers will be allowed to remain pending reengagement.

15. Any Other Business

There was no other business.