

PROGRAMMES AND AWARDS EXECUTIVE COMMITTEE (PAEC)

Thursday 28 September 2017 at 2pm

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

Note of the twenty-ninth meeting of the QQI Programmes and Awards Executive Committee held in the Boardroom, QQI, 26-27 Denzille Lane, Dublin 2, at 14:00 on **Thursday 28 September**.

Present:

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

In attendance:

Ms Therese Masterson (Key Executive)
Ms Janet Cawley (Secretary)
Dr Peter Cullen
Ms Ann Graves
Ms Alex Keys (item 4.5.1)
Ms Maureen Conway (Programmes and Awards Oversight Committee)

Apologies:

Dr Deirdre Stritch (Maternity Leave)
Ms Andrina Wafer

Introduction

The Chairperson welcomed Maureen Conway, a member of the Programmes and Award Oversight Committee as an observer at the meeting.

The Committee NOTED that earlier this year, the Board engaged an external reviewer to carry out an external evaluation of Board and Committee performance. One of the recommendations was that Committee Chairs should consider whether conflicts of interest should be a standing item at all meetings. The Chair of the PAEC has decided that conflicts of interest will appear as a standing item on the agenda from now on.

There were no conflicts of interest declared at the meeting.

1. MINUTES OF MEETINGS

1.1 The Minutes of the PAEC meeting held on 4 September 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 4 September 2017

The Committee APPROVED the Note of the PAEC Meeting of 4 September 2017, for publication on the QQI website.

3.2 Report for the Board on the meeting of 4 September 2017

The Committee NOTED the Report for the Board on the PAEC Meeting of 4 September circulated as PAEC/A29/3.2.

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.

After considering the Programme Evaluation Reports, the Committee APPROVED the recommendations in respect of the validation of the programmes listed in the documentation.

4.1.2 FET Programme Evaluation Reports (Positive)

The Committee NOTED the FET Programme Evaluation Reports circulated.

4.1.3 Maths for STEM – Cork Education and Training Board (CETB)

The Committee NOTED the FET Programme Descriptor and the Memorandum of Agreement with CETB circulated and the detailed verbal report presented. The Committee APPROVED the validation of the following programme:

Maths for STEM, Level 5, 30 Credits

4.1.4 Maths for STEM – Dublin and Dun Laoghaire Education and Training Board (DDLETB)

The Committee NOTED the FET Programme Descriptor and the Memorandum of Agreement with DDLETB circulated and the detailed verbal report presented. The Committee APPROVED the validation of the following programme:

Maths for STEM, Level 5, 30 Credits

4.1.5 Maths for STEM – Laois and Offaly Education and Training Board (LOETB) (Update)

The Committee NOTED the documentation on the update of Laois and Offaly Education and Training Board (LOETB) Maths for STEM Application circulated and the detailed verbal report presented.

It is envisaged that the LOETB Maths for STEM will be submitted to the PAEC at its meeting on 1 November 2017.

4.2 Higher Education and Training Programmes - Programme Validation

4.2.1 Dublin Business School

The Committee NOTED the documentation circulated. The Committee APPROVED the validation of the following programmes for five years from September 2017 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:

- 4.2.1.1 Master of Science in Data Analytics, Level 9, Major Award, 90 Credits
- Postgraduate Diploma in Science in Data Analytics, Level 9, Major Award, 60 Credits
- Certificate in Data Analytics, Level 9, Minor Award, 30 Credits

4.2.1.2 Certificate in Fund Accounting, Level 7, Special Purpose Award, 30 Credits (Springboard)

4.2.1.3 Certificate in Risk and Financial Analysis, Level 9, Special Purpose Award, 30 Credits (Springboard)

4.3 Devolution of Responsibility for Validation sub-processes

No Business

4.4 Validation of Research Degree Programmes

No Business

4.5 Apprenticeship Programmes

4.5.1 Fast Track Into Information Technology

4.5.1.1 The Committee NOTED the explanatory memorandum circulated.

The Committee NOTED the documentation circulated. At its meeting on 4 September 2017, the PAEC deferred consideration of these two programmes until this PAEC meeting, pending clarification of certain outstanding QA arrangements.

The Committee APPROVED the validation of the following programmes for one year with an intake of 250 apprentices from September 2017, 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:

4.5.1.2 Advanced Certificate in Computer Networking, Level 6, 240 FET Credits

4.5.1.3 Advanced Certificate in Computer Programming, Level 6, 238 Credits

5. REVALIDATION

5.1.1 National College of Ireland

The Committee NOTED the documentation circulated. The Committee APPROVED the revalidation of the following programmes for five years from September 2017 subject to proposed special conditions in the panel report and all the conditions from the 2016 validation policy listed in the proposed new Certificate of Validation:

5.1.1.1 Bachelor of Arts (Honours) in Psychology, Level 8, Major Award, 180 Credits.

5.1.1.2 Higher Diploma in Business in Finance, Level 8, Major Award, 60 Credits.

The Committee NOTED that NCI undertook the above programme reviews under the QQI pilot programme review process.

6. FOLLOW-UP ON PAEC RECOMMENDATIONS AND CONDITIONS OF VALIDATION

6.1 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 discharged 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.

QQI has a facility to record special conditions of validation where all special conditions of validation to date and in the future, will be recorded and monitored.

It is planned that the first follow-up report will be presented to the PAEC at its meeting on 1 November 2017.

7. QA FOR COLLABORATIVE AND TRANSNATIONAL PROVISION

No Business

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

Note: this item was considered before item 4.5

8.1 Fast Track Into Information Technology

The Committee NOTED the documentation circulated. The Committee APPROVED the recommendation of the panel and Executive to approve:

- (i) the draft quality assurance procedures of FIT and;
- (ii) the proposed scope of provision as set out in Section 7 of the panel report (Level 6, Major Award, ICT Apprenticeship)

The Committee NOTED that FIT is to be a coordinating provider of an approved programme working in collaboration with ETBs as collaborating providers.

The Committee NOTED that the panel recommended that FIT establish a memorandum of understanding with City & Guilds to clearly specify their respective positions and rights in respect of programmes.

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

The Committee NOTED the documentation circulated.

Eighteen providers, included in the documentation have either confirmed in writing that they wished to withdraw from the list of providers offering QQI awards or have been confirmed as being no longer in business.

The Committee APPROVED the change to the status of these providers to allow their removal from the register of providers under legacy FET processes.

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

No Business

13. ANY OTHER BUSINESS

13.1 Evaluation of Committee Performance

The Committee NOTED that under Section 4 of the Code of Practice for the Governance of State Bodies (Revised August 2016) the Board is required to undertake an annual self-assessment evaluation of its own performance and that of its Board committees. In addition, the Code requires the Board to carry out an external evaluation proportionate to the size and requirements of the State body at least every 3 years. Earlier this year, the Board engaged an external reviewer to carry out an external evaluation of Board and Committee performance. One of the recommendations was that Committees should carry out an annual self-assessment and results should be communicated to the Board. This self-assessment will commence in November. The Secretariat will follow up with further details at the meeting on 1 November.