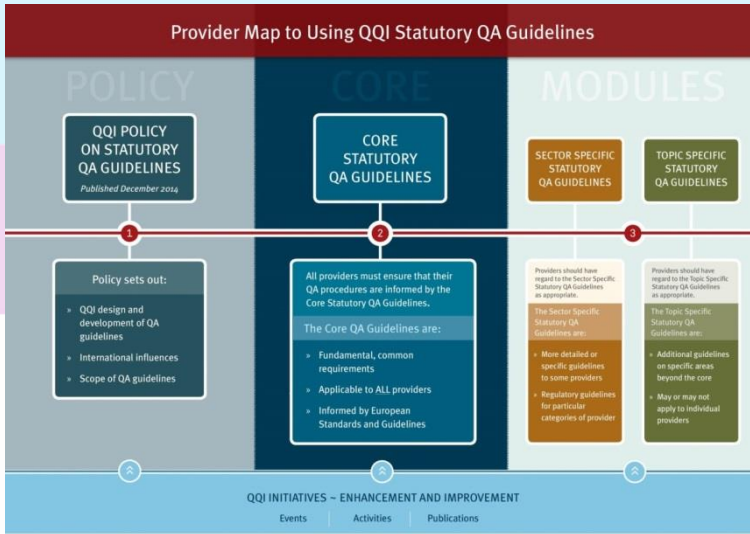


LCETB Quality Assurance Governance Structure

QQI Statutory QA Guidelines



2 SECTION 2: THE CORE STATUTORY QUALITY ASSURANCE GUIDELINES

The main areas to be addressed in provider quality assurance procedures are as follows:

- 1) Governance and management of Quality
- 2) Documented approach to Quality Assurance
- 3) Programmes of Education and Training
- 4) Staff Recruitment, Management and Development
- 5) Teaching and Learning
- 6) Assessment of Learners
- 7) Supports for Learners
- 8) Information and Data Management
- 9) Public Information and Communication
- 10) Other parties involved in Education and Training
- 11) Self-Evaluation, Monitoring and Review



Governance and Management of Quality

1.1 Governance

System to oversee activity to ensure its quality. Separation of responsibilities – programme approval, learner results, self evaluation and improvement. Management of risk, self-monitoring, provider owned.

- a) *A system of governance where objectives are aligned with mission and strategy*
- b) *The quality assurance system is owned by the provider*
- c) *A system of governance that protects the integrity of academic processes and standards*
- d) *A system of governance that considers risk*
- e) *A system of governance that considers the results of internal and external evaluation*

Governance and Management of Quality

1.2 Management of Quality Assurance

Process, roles and responsibilities, critical indicators, evaluation and monitoring analysis and follow-up.

1.3 Embedding a quality culture

All staff and learners involved in quality assurance, subsidiarity of responsibilities, organisation-wide approach to the implementation of quality assurance.

QA Governance Working Group

- Meeting in July, exemplars from
 - LMETB
 - CETB
 - CMETB
 - KETB
- External – CIT, City & Guilds, Apprenticeship Model.

LCETB QA GOVERNANCE STRUCTURE

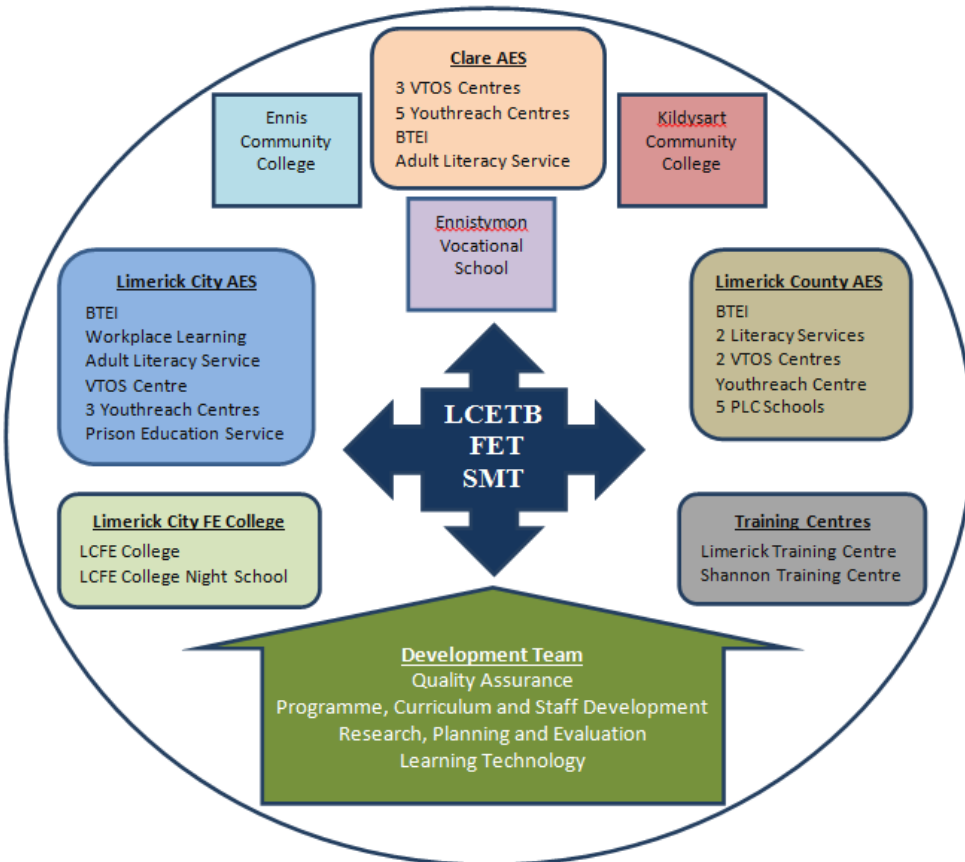
Legacy LCETB Provider Structure

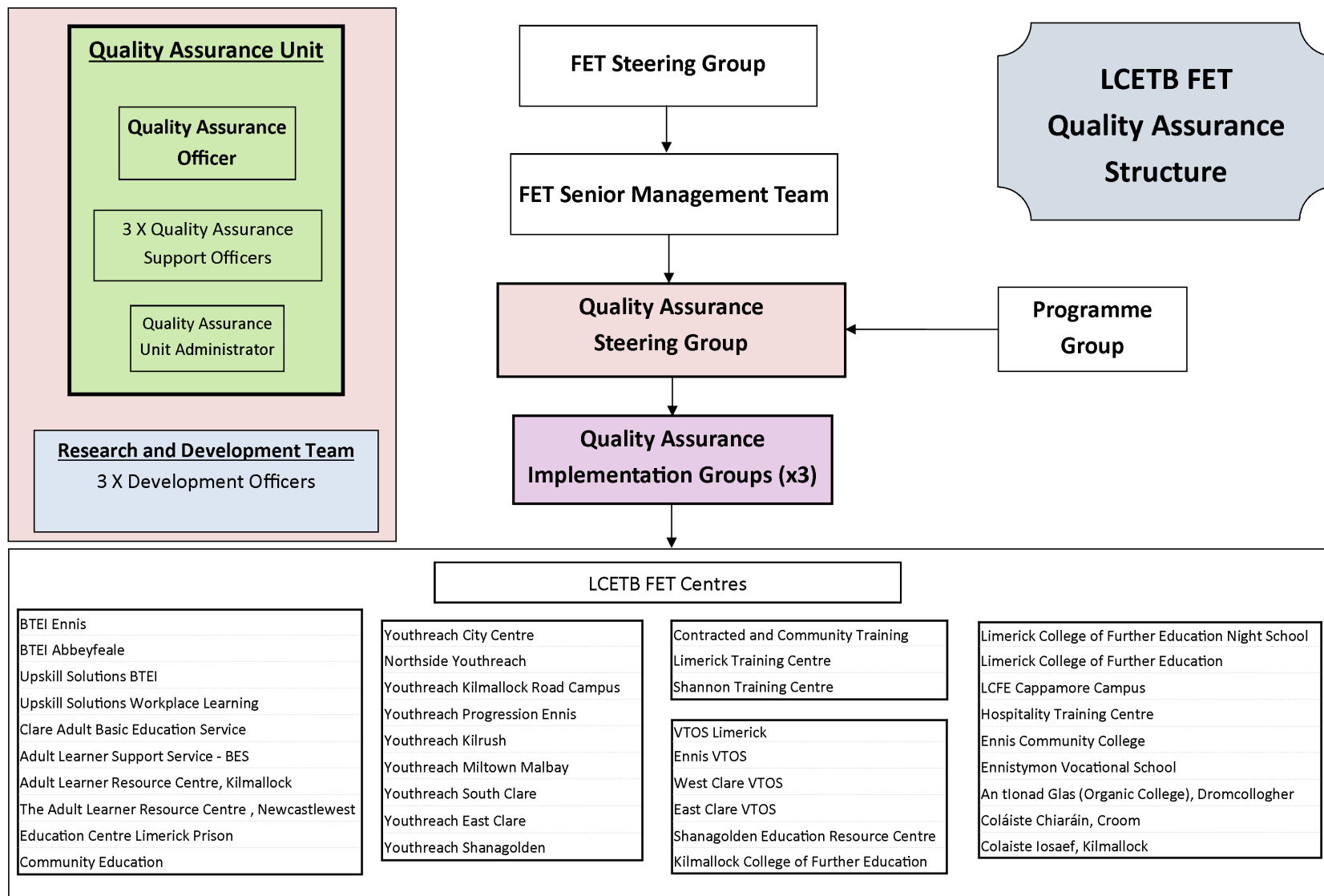
8 former providers within LCETB

Vary in size from
very large multi-centre
to
very small single-centre

2016 Stats

- 1,447 Courses
- 22,080 Est Places
- 300+ Different Locations





LCETB Development Team

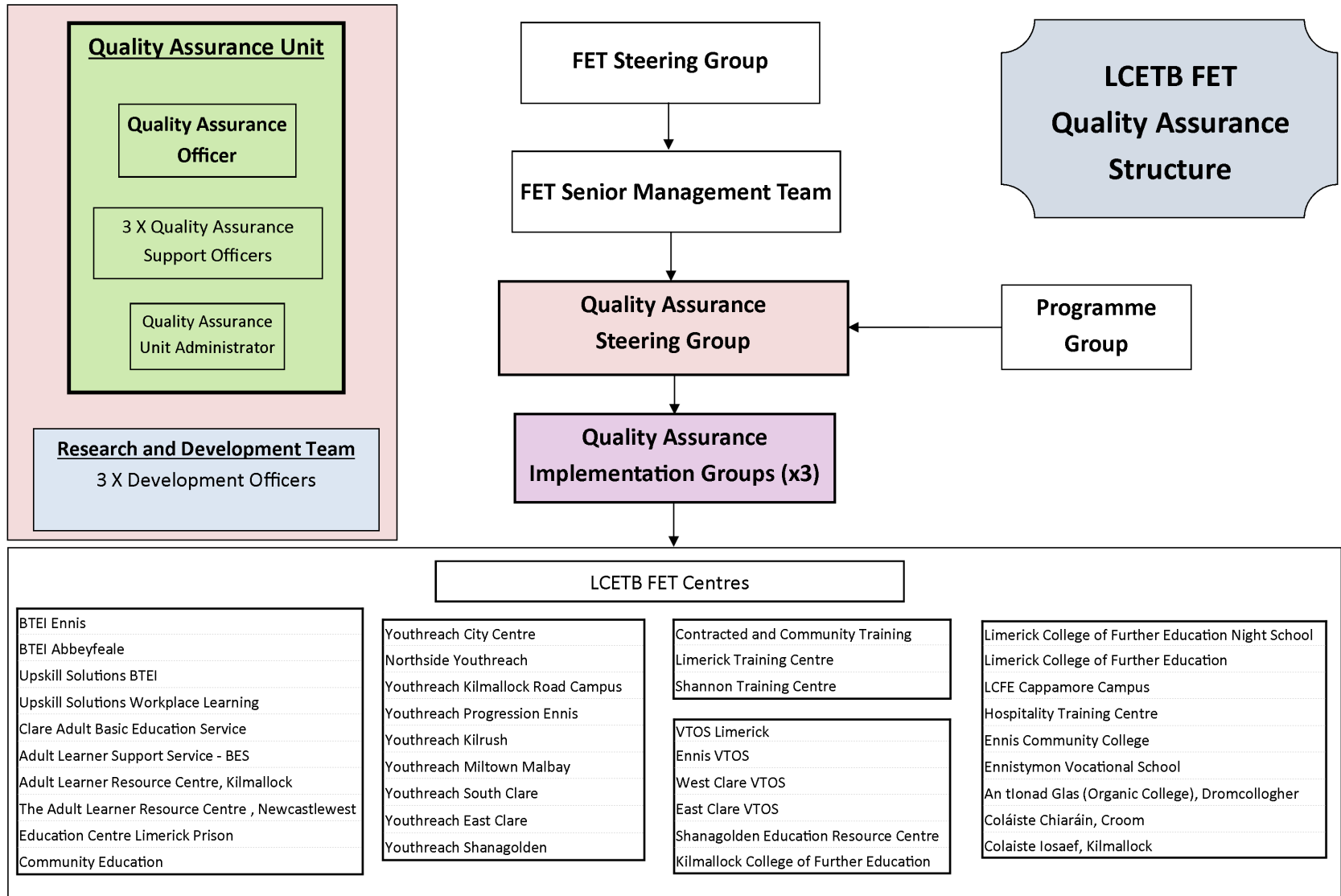
- Programme, Curriculum, CPD Development Officer (*Tara Robinson*)
- Learning Technology Development Officer (*Brendan Ryan*)
- Planning, Research and Evaluation Development Officer (*Maud Baritaud*)

Quality Assurance Support Officers

Provide local QA support to LCETB centres, colleges and schools.

Provide development and management support for cross-centre LCETB Quality Assurance processes.

(Patsy Hogan, Hanorah Lyons, Máire Lynch)



Role of Groups

FET QA Steering Group

- Providing overall strategic direction for quality assurance.
- Governance of LCETB FET Division Quality Assurance system.
- Systems of Self-Evaluation and Monitoring

FET QA Implementation Groups

- Inform and direct all LCETB centres on recent updates, activities, developments, priorities on all aspects of QA.
- Provide a forum for LCETB FET QA centres to communicate, query and inform QA Unit and QA Steering Group on local QA Implementation initiatives and challenges.
- Provide a communication forum on Quality Assurance Issues
- Communication and dissemination on National and LCETB policies.
- Collaboration and scheduling on cross centre QA initiatives

Role of LCETB FET QA Steering Group

Providing overall strategic direction for quality assurance.

Setting direction of LCETB Quality Assurance Unit as appropriate in Legislative, National and Local contexts.

Directing Quality Assurance Policy, Procedure and Process development.

Ensuring review of LCETB quality policies .

Governance of LCETB FET Division Quality Assurance system.

Oversee the implementation of procedures for the assessment of learners to ensure fairness, consistency and fitness-for-purpose and monitor this at centre level and at ETB level.

Promote quality teaching and learning in all relevant learning environments

Ensure the reliability and integrity of learner records and results of learner assessment.

Protect the integrity of academic processes and standards.

Systems of Self-Evaluation and Monitoring

Monitors the effectiveness of the implementation of these procedures

Considers risk

Oversees assurance activity to ensure that protocol is followed and provide advice and troubleshoot where necessary


Ensures that the requirements set out in LCETB quality policies are complied with

Assigns actions for improvement to individuals and groups who have been assigned responsibility for quality assurance

Ensures effective communication across LCETB quality stakeholders

Terms of Reference

Terms of Reference V0.3 30th Nov 2016



LCETB
Bord Oideachais agus Oiliúna
Lúimnigh agus an Chláir
Education and Training Board

Quality Assurance Steering Group - ToR

LCETB Quality Assurance Steering Group

Terms of Reference

Policy Area	FET Strategic Framework
Version	0.3
Date	Created: 1 st November 2016
Monitored	N/A
Responsibility	FET Division
Approval	

1

Contents

1 Purpose	4
2 Background and Context	4
3 The Role of the Group	4
3.1 The Scope of the Group	5
3.2 The Membership of the Group	5
4 Method of Operation	6
4.1 Meetings	6
4.2 Administrative support	6
5 Appendices	7
5.1 Appendix 1 - LCETB FET Quality Assurance Governance Structure	8
5.2 Appendix 2 – LCETB FET Quality Assurance Implementation Groups	9
5.2 Appendix 3 – Schedule of Meetings	10
5.4 Appendix 4 – Statutory Obligations	11
5.5 Appendix 5 - National and Local Strategy Requirements	12

LCETB FET QA Implementation Groups

County Limerick QA Implementation Group	County Clare QA Implementation Group	Limerick City QA Implementation Group
BTEI - Abbeyfeale	BTEI - Ennis	BTEI - Limerick City
Literacy - Adult Learner Resource Centre, Kilmallock	Literacy - Clare Adult Basic Education Service	BTEI - Upskill Workplace Learning
Literacy - The Adult Learner Resource Centre, Newcastlewest	Co. Clare Community Education	Literacy - Basic Education Solutions
		Limerick City Community Education
PLC - An tIonad Glas (Organic College), Dromcollogher	PLC - Ennis Community College	PLC - Limerick College of Further Education
PLC - Coláiste Chiaráin, Croom	PLC - Ennistymon Vocational School	PLC - Limerick College of Further Education Evening School
PLC - Colaiste Iosaef, Kilmallock		
VTOS - Shanagolden Education Resource Centre	VTOS - Ennis	VTOS - Limerick City
VTOS - Kilmallock Institute of Further Education	VTOS - West Clare	
	VTOS - East Clare	Prison - Education Centre Limerick
Youthreach - Shanagolden	Youthreach - Ennis	Youthreach - Limerick City
	Youthreach - Kilrush	Youthreach - Kilmallock Road Campus
	Youthreach - Miltown Malbay	Youthreach - Northside
	Youthreach - East Clare	
	Youthreach - South Clare	Hospitality Education and Training Centre
FET Centre, Raheen Campus	FET Centre, Shannon Campus	Contracted and Community Training
Guidance	Guidance	Guidance

Terms of Reference

V0.2 7th Nov 2016

Appendix 3 – Schedule of Meetings

	September - December	January - March	April - June
LCETB FET QA Steering Group	Week 1	Week 1	Week 1
Limerick County QA Implementation Group	Week 2	Week 2	Week 2
Limerick City QA Implementation Group	Week 3	Week 3	Week 3
County Clare QA Implementation Group	Week 4	Week 4	Week 4

Approval and Implementation

- Structure and Draft Terms of Reference approved at LCETB FET Steering Group 1st Dec 2016.
- Minor edits and updated required to Draft ToR before distribution before end December.
- LCETB FET Steering Group scheduled for Jan 2017

Thank You!