

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

**Wednesday 11 April 2018 at 9:30am**

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

Note of the thirty-third meeting of the QQI Programmes and Awards Executive Committee held in the Boardroom, QQI, 26-27 Denzille Lane, Dublin 2, at 9:30am on **Wednesday 11 April 2018**.

### **Present:**

Dr Pdraig Walsh (Chairperson)  
Ms Barbara Kelly  
Ms Carmel Kelly  
Ms Róisín Sweeney  
Mr John O'Connor

### **In attendance:**

Ms Therese Masterson (Key Executive)  
Ms Janet Cawley (Secretary)  
Dr Peter Cullen  
Ms Ann Graves  
MS Alex Keys (Item 7)  
Ms Grainne Power (Item 15)  
Ms Mary Sheridan (Item 15)  
Mr Walter Balfe (Item 12-18)

### **Apologies:**

Ms Angela Lambkin  
Dr Bryan Maguire  
Dr Deirdre Stritch (Maternity Leave)

The Chairperson welcomed Carmel Kelly, a new member to the Programmes and Awards Executive Committee (PAEC).

The Chairperson informed the Committee that no member of the Programmes and Award Oversight Committee was available to attend this meeting.

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

The Agenda was approved by the Committee and there were no conflicts of interest declared at the meeting.

## **2. MINUTES OF MEETINGS**

**2.1** The Minutes of the PAEC Meeting held on 7 February 2018 were approved by the Committee.

## **3. MATTERS ARISING FROM THE MINUTES**

Any 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 7 February 2018**

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

### **4.2 Report for the Board on the meeting of 7 February 2018**

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

## **5. PROGRAMME VALIDATION APPLICATIONS**

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

#### **5.1.1 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.

#### **5.1.2 FET Programme Evaluation Reports**

The Committee NOTED the FET Programme Evaluation Reports circulated.

#### **5.1.3 Matters for Noting**

The Committee NOTED the documentation circulated as PAEC/A33/5.1.3. The Executive outlined an adaptation of the procedure in respect of an application for validation by West Offaly Training.

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

#### **5.2.1 CCT College Dublin**

The Committee NOTED the documentation circulated. The Committee APPROVED the validation of the programme below (5.2.1.1) 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 Bachelor of Arts (Honours) in Business, Level 8, Major Award, 180 Credits.

#### **5.2.2 Dublin Business School**

The Committee NOTED the documentation circulated. It was agreed at the meeting of the Committee on 7 February that a modified Certificate of Validation in respect of the programmes below would be brought back to the PAEC for noting at this meeting. The Committee NOTED the revised Certificates of Validation for the following programmes:

5.2.2.1 Bachelor of Arts (Honours) in Applied Social Care, Level 8, Major Award, 60 Credits.

5.2.2.2 Bachelor of Arts in Applied Social Care, Level 7, Major Award, 180 Credits.

#### Matters arising

The Executive is concerned about the general issue of overall academic staff/student ratios. The Executive will present a paper on this matter to the next meeting of the Committee.

#### **5.2.3 IICP Education and Training Limited**

The Committee NOTED the documentation circulated. The Committee APPROVED the validation of the programmes below (5.2.3.1) for five years subject to any proposed special conditions of validation, and all the conditions from the 2016 validation policy listed in the proposed Certificate of Validation.

5.2.3.1 Master of Arts in Integrative Child and Adolescent Psychotherapy, Level 9, 90 Credits Postgraduate Diploma in Arts in Integrative Child and Adolescent Psychotherapy, Level 9, 60 Credits.

The Committee raised a query regarding whether compensation is allowed for placement elements in the programmes. The Executive will follow up on this.

### **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 Griffith College**

The Committee NOTED the documentation circulated. The Committee APPROVED the request to extend the last intake date for the following programmes to September 2018:

- 6.1.1.1 Master of Science in Computing, Level 9, Major Award, 90 Credits.  
Postgraduate Diploma in Science in Computing, Level 9, Major Award, 60 Credits.  
Master of Science in Applied Digital Media, Major Award, Level 9, 90 Credits.  
Postgraduate Diploma in Science in Applied Digital Media, Major Award, Level 9, 60 Credits.  
Master of Arts in Journalism and Media Communications, Major Award, Level 9, 90 Credits.  
Postgraduate Diploma in Arts in Journalism and Media Communications, Major Award, Level 9, 60 Credits.  
Master of Arts in Journalism and Public Relations, Major Award, Level 9, 90 Credits.  
Postgraduate Diploma in Arts in Journalism and Public Relations, Major Award, Level 9, 60 Credits.  
Master of Arts in TV and Radio Journalism, Major Award, Level 9, 90 Credits  
Postgraduate Diploma in Arts in TV and Radio Journalism, Major Award, 60 Credits.

#### **6.1.2 Dorset College**

The Committee NOTED the documentation circulated. The Committee APPROVED the request to extend the last intake date for the following programmes to September 2018:

- 6.1.2.1 Bachelor of Science in Computing & Multimedia, Major Award, Level 7, 180 Credits.  
Higher Certificate in Science in Computing & Multimedia, Major Award, Level 6, 120 Credits.  
Certificate in Computing & Multimedia, Level 6, 60 Credits.

#### **6.1.3 National College of Ireland**

The Committee NOTED the documentation circulated. The Committee APPROVED the request to extend the last intake date for the following programmes to January 2019 or 2020 as stated below:

- 6.1.3.1 Master of Science in Data Analytics, Major Award, Level 9, 90 Credits – **January 2019**  
Postgraduate Diploma in Science in Data Analytics, Major Award, Level 9, 60 Credits – **January 2019**  
Certificate in Mobile Application Development, Minor Award, Level 8, 30 Credits – **January 2020**  
Certificate in Mobile and Cloud Gaming, Minor Award, Level 8, 30 Credits – **January 2020**  
Certificate in Mobile Technologies, Minor Award, Level 9, 30 Credits – **January 2020**

#### **6.1.4 HSE Regional Centre Nursing and Midwifery Education Blanchardstown**

The Committee NOTED the documentation circulated. The Committee APPROVED the request to extend the last intake date for the following programme to September 2018:

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

#### **6.1.5 Independent Colleges**

The Committee NOTED the documentation circulated. The Committee APPROVED the request to extend the last intake date for the following programmes to September 2018:

6.1.5.1 Bachelor of Arts (Honours) in Accounting and Finance, Major Award, Level 8, 180 Credits.  
Bachelor of Arts (Honours) in Marketing, Major Award, Level 8, 180 Credits.

#### 6.1.6 Irish Payroll Association

The Committee NOTED the documentation circulated. The Committee APPROVED the request to extend the last intake date for the following programmes to February 2018:

6.1.6.1 Certificate in Payroll Techniques, Special Purpose Award, Level 6, 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.

#### Independent Colleges

The Committee NOTED the documentation circulated. The Committee NOTED that there were two conditions of approval requiring follow-up in relation to the programme listed below (7.1.1).

**Condition 1:** The College must appoint a suitably qualified Programme Leader before September 2015.

**Condition 2:** The College must satisfy QQI that the proposed new premises are appropriate for the delivery of the programme before it is re-located there.

The Executive undertook a site visit to the new premises and considers that the premises are appropriate for the delivery of the programme. The Committee NOTED that the Executive considers that conditions 1 and 2 have been met.

#### 7.1.1 Independent College, Master of Arts in Dispute Resolution

The Committee NOTED the documentation circulated. The Committee NOTED that there were two conditions of approval requiring follow-up in relation to the programme listed below (7.1.2).

**Condition 1:** The College must satisfy QQI that the proposed new premises are appropriate for the delivery of the programme before it is re-located there

**Condition 2:** The College must provide additional Library and IT resources and facilities to support the delivery of the programme

The Committee NOTED that the Executive considers that, in relation to condition 1, new premises are appropriate for the delivery of the programme and that condition 2 has also been met.

#### 7.1.2 Independent College, Bachelor of Arts (Honours) in Business Studies

### SOLAS

The Committee NOTED the documentation circulated. The Committee NOTED that there were five conditions of approval requiring follow-up in relation to the programme listed below. The Committee NOTED that the Executive considers the conditions of validation to be met.

### 7.1.3 SOLAS – Advanced Certificate Craft Vehicle Body Repair

The Committee NOTED the documentation circulated. The Committee NOTED that there were three conditions of approval requiring follow-up. The Committee NOTED that the Executive considers the conditions of validation to be met:

### 7.1.4 SOLAS – Advanced Certificate Craft Sheet Metal Working

The Committee NOTED the documentation circulated. The Committee NOTED that there were three conditions of approval requiring follow-up.

- **Condition 8:** Validation of the programme with the entry criteria as proposed, should be conditional on SOLAS ensuring (within two years) that a needs assessment is undertaken early in the apprenticeship for each apprentice and that targeted support is provided to each registered apprentice who needs it.
- **Condition 11:** Validation should be conditional on SOLAS identifying specific programmes of education or training to which apprentices may progress after qualification for each of the five crafts (within 24 months).
- **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.

The Committee NOTED that the Executive considers that condition 11 has been met and that condition 17 is ongoing. The Committee also NOTED that condition 8 has not been met. The Committee AGREED that condition 8 should be met by the next PAEC meeting.

### 7.1.5 SOLAS - Advanced Certificate Craft Carpentry and Joinery Advanced Certificate Craft Electrical Advanced Certificate Craft Heavy Vehicle Mechanics Advanced Certificate Craft Metal Fabrication Certificate Craft Plumbing

## 8. QA FOR COLLABORATIVE AND TRANSNATIONAL PROVISION

No Business

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

### 9.1 Dublin and Dún Laoghaire Education and Training Board

The Committee NOTED the documentation circulated.

The Committee NOTED that this was the first ETB to apply for approval of its QA Procedures for Legacy Providers (re-Engagement). The paper outlined the approach and activities undertaken with the aim of supporting a recommendation of approval of the QA procedures (Section 30 of the 2012 Act) of Dublin and Dún Laoghaire Education and Training Board (DDLETB).

The Committee APPROVED the QA procedures of DDLETB.

The Executive will inform DDLETB that the PAEC approved their QA procedures.

The Committee NOTED that DDLETB will be listed as an approved provider under Section 84 procedures on [www.QQI.ie](http://www.QQI.ie)

## **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**

The Committee NOTED the documentation circulated.

65 providers have been notified by the Executive that their continued status as relevant providers is under question due to inactivity in certification. The providers are categorised as follows:

- a) Providers who confirmed that they no longer wish to have programmes validated by QQI and are in agreement with QQI changing their status.
- b) Providers who have made a submission setting out the reasons why they should be allowed retain the status of relevant providers.
- c) Providers who have failed to respond to the notifications from QQI.

The Committee APPROVED the change to the status of providers in group (a) to allow their removal from the register of providers under legacy FET processes. Regarding those providers in (b) above, the Committee AGREED to the Executive's recommendation on the actions required as outlined in the documentation. For those in (c) above, the Executive will communicate by registered letter stating that QQI will consider a non-reply as the providers' consent to a loss of recognition by QQI.

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

The Committee NOTED the documentation circulated. At its meeting on 22 February 2018, the PAOC reviewed the decisions of the PAEC meetings of 1 November and 8 December 2017, and 7 February 2018 to refuse validation of programmes. The PAOC confirmed the decisions of the PAEC to refuse validation of those programmes.

The PAOC also confirmed the decision of the PAEC to refuse extension of validation for two programmes:

The Committee NOTED the decisions of the PAOC.

## **14. PILOT PROGRAMME REVIEW MANUAL 2018**

This item was deferred until the next meeting.

## **15. PROPOSAL FOR THE APPLICATION OF THE SCHEDULE OF FEES FOR FE AND HE PROGRAMME VALIDATIONS**

15.1 The Committee NOTED the Explanatory Memorandum and documentation circulated .

The Committee adopted the proposed revisions to the fee schedule which were made by the Executive since the PAEC meeting on 7 February. The Committee requested the Executive to organise an event for HE providers to communicate how the fee schedule would be applied to the validation of programmes.

## **16. POSSIBLE GUIDELINES FOR PROVIDERS REGARDING EMBEDDED PROGRAMMES AND EXIT AWARDS**

16.1 The Committee NOTED the Explanatory Memorandum circulated. The Committee ADVISED the Executive to do some research on Guidelines for Providers regarding embedded programmes and exit awards.

## **17. ETBI QQI COLLABORATIVE WORKING GROUP**

**17.1** The Committee NOTED the Explanatory Memorandum and documentation circulated as. Three meetings have taken place since the establishment of the Working Group. The Committee NOTED the Minutes of the meetings of 18 December 2017 and 19 February 2018.

## **18. QQI FESS MEETING TO DISCUSS POTENTIAL APPROACHES TO DEVELOPING MIMLOS AND MIPLOS FOR CAS PROGRAMMES**

**18.1** The Committee NOTED the documentation circulated. The Committee NOTED the Minutes of the FESS meeting that took place on 15 February 2018.

## **19. EVALUATION OF COMMITTEE PERFORMANCE**

This item was deferred until the next meeting.