

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

**Friday 8 December 2017 at 2pm**

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

Note of the thirty-first meeting of the QQI Programmes and Awards Executive Committee held in the Boardroom, QQI, 26-27 Denzille Lane, Dublin 2, at 14:00 on **Friday 8 December**.

### **Present:**

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

### **In attendance:**

Ms Therese Masterson (Key Executive)  
Ms Janet Cawley (Secretary)  
Dr Peter Cullen  
Ms Andrea Boland  
Ms Antoinette Beatty (Item 5.1.1)  
Mr Walter Balfe  
Ms Mairéad Boland (Item 7)  
Ms Mary Sheridan (Item 17)  
Mr Ken Carroll (Programmes and Awards Oversight Committee)

### **Apologies:**

Dr Deirdre Stritch (Maternity Leave)

The Chairperson welcomed Mr Ken Carroll, a member of the Programmes and Award Oversight Committee as an observer at the 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**

**2.2** The Minutes of the PAEC Meeting held on 1 November 2017 were approved by the Committee.

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

No Business

## **4. NOTE OF THE MEETING, REPORT FOR THE BOARD**

### **4.1 Note of Meeting of 1 November 2017**

The Committee APPROVED the Note of the PAEC Meeting of 1 November 2017, for publication on the QQI website.

### **4.2 Report for the Board on the meeting of 1 November 2017**

The Committee NOTED the Report for the Board on the PAEC Meeting of 1 November.

## **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.

The Committee NOTED that PG23530 Human Resources and PG23532 Team Leadership are both 12-week courses and therefore do not require Protection of Enrolled Learners (PEL).

The Committee NOTED that all Further Education and Training providers have transitioned to the new validation policy except for the Education and Training Boards (ETB). QQI hopes to transition the ETBs by March 2018.

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 Teagasc**

The Committee NOTED the FET Programme Descriptors and the Memorandum of Agreement with Teagasc circulated and the detailed verbal report presented. The Committee APPROVED the validation of the following programmes on condition of payment being received:

- Certificate in Agriculture, Level 5, 120 Credits
- Certificate in Agriculture (Pig Production), Level 5, 120 Credits
- Certificate in Agriculture (Poultry Production), Level 5, 120 Credits
- Advanced Certificate in Agriculture (Dairy Herd Management), Level 6, 120 Credits
- Advanced Certificate in Agriculture (Drystock Management). Level 6, 120 Credits
- Advanced Certificate in Agriculture (Mechanisation), Level 6, 120 Credits
- Advanced Certificate in Agriculture (Pig Management), Level 6, 120 Credits
- Advanced Certificate in Agriculture (Crops and Machinery Management), Level 6, 120 Credits
- Advanced Certificate in Agriculture (Poultry Management), Level 6, 120 Credits
- Teagasc Part Time green Cert, Level 6, 120 Credits
- Teagasc Distance Education Advanced Dairy Management, Level 6, 120 Credits

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

#### **5.2.1 Dublin Business School**

The Committee NOTED the documentation circulated. The Committee APPROVED the validation of the following programme for five years from 1 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:

5.2.1.1 Higher Diploma in Science in Financial Technology, Level 8, Major Award, 60 Credits

The Committee NOTED the documentation circulated.

The Committee APPROVED the validation of the following programmes for five years from 1 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:

5.2.1.2 Master of Science in Digital Marketing, Level 9, Major Award, 90 Credits  
Postgraduate Diploma in Science in Digital Marketing, Level 9, Major Award, 90 Credits  
(Exit Award)

#### 5.2.2 **A Named Provider**

The Committee REFUSED the 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.

### **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**

No Business

## **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.

#### **7.1.1 Dublin and Dun Laoghaire Education and Training Board (DDLETB) – Digital Media Production**

The Committee NOTED the documentation circulated. The Committee NOTED that there were two conditions of approval requiring follow-up. The Executive considers the first condition of approval will be met no later than Friday 22 December 2017. In order to expedite condition 2, the curriculum consortium was required to submit to QQI a plan of action with assigned responsibilities by the end of December. However, DDLETB has proposed that it defers submitting a plan until the process is more advanced. The PAEC considered this request and AGREED to extend latitude to the Executive to deal with this matter.

## **8. QA FOR COLLABORATIVE AND TRANSNATIONAL PROVISION**

No Business

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

### **9.1 A Named Provider**

An Expert Panel was convened to evaluate the institutional capacity and quality assurance procedures of a named provider. The Expert Panel findings were that it could not recommend approval of the provider's QA Procedures at this time under section 30, sub section (2)(b) of the Qualifications and Quality Assurance (Education and Training) Act 2012. However, it did recommend that the provider be allowed to re-submit an amended application within six months of a PAEC decision to refuse to approve with recommendations. The Committee AGREED with the recommendation of the panel.

The Committee noted that the provider has accepted the findings of the report and has confirmed its intention to make the necessary amendments and resubmit for approval.

## **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**

No Business

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

No Business

## **14. REPORT ON HIGHER EDUCATION AND APPRENTICESHIP PROGRAMME EVALUATOR FEEDBACK**

The Committee NOTED the explanatory memorandum and the programme evaluator survey report circulated. The Committee NOTED that the QA regulation unit surveys evaluators who consider higher education programmes of education and training and apprenticeship programmes on behalf of QQI. At its meeting on 1 November 2017, the PAEC noted the feedback received from evaluators and a draft report of the findings was submitted to this meeting of the Committee. The report will be published when finalised.

The Committee acknowledged that it was a very clear report and that it adds a lot of value. The Executive will take account of feedback provided by the Committee.

## **15. FEEDBACK FROM TRAINING EVENTS FOR EVALUATORS OF PROGRAMMES OF HIGHER EDUCATION AND TRAINING AND APPRENTICESHIPS AND PROGRAMMES OF FURTHER EDUCATION AND TRAINING**

The Committee NOTED the programme evaluator training feedback surveys circulated. On 5 and 6 October 2017, QQI hosted two training events for evaluators of programmes of further education and training (FET) and programmes of higher education and training (HET)/ apprenticeships, respectively.

Following both events, attendees were invited to complete a feedback survey. The response rate was good. The feedback from both events was positive and any suggestions for improvements have been noted. Both training programmes were repeated in early December 2017. The Committee NOTED that the Executive will be continually updating the repository of feedback from evaluators.

## **16. PROGRAMMES AND AWARDS EXECUTIVE COMMITTEE – PROGRAMME VALIDATION CONFIRMED DECISIONS REPORTS**

### **16.1 Programme Validation Confirmed Decisions**

The Committee NOTED the documentation circulated. The QA regulation unit was requested to develop a communication to highlight the decisions made by the PAEC relating to programme validation. It is intended that the programme validation confirmed decision report will be published on the QQI website and be updated after each meeting of the PAEC.

## **17. VALIDATION FEES UPDATE**

### **17.1 Validation Fees Update**

The Committee NOTED the documentation circulated. In consultation with the QA Regulation unit, the Legal and Risk unit undertook a review of the application of the currently agreed fee schedule for programme validation, revalidation and initial access.

The Committee agreed that a workshop is to be arranged and led by the Head of Legal and Risk with members of the Executive to discuss the matter and recommend an approach.

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

### **18.1 Note of first Meeting of the ETBI QQI Collaborative Working Group**

The Committee NOTED the documentation circulated. A collaborative working group, comprising of representatives from ETBI, several ETBs, FESS and QQI, has been established to:

- Clarify and attempt to resolve issues in relation to the implementation of QQI's 2016 validation policy in respect of programmes of further education and training
- Discuss potential approaches to programme development under QQI's 2016 validation policy

The Committee NOTED the minute of the first meeting of the working group held on 7 November 2017.