PROGRAMMES AND AWARDS EXECUTIVE COMMITTEE (PAEC)

Thursday 16 July 2020 at 9:30am

via Microsoft Teams

Note of the 47th meeting of the QQI Programmes and Awards Executive Committee held via Microsoft Teams, at 9:30am on **Thursday 16 July 2020.**

Present:
Dr Padraig Walsh (Chairperson)
Ms Andrina Wafer
Ms Angela Lambkin
Ms Barbara Kelly
Dr Bryan Maguire
Dr John O'Connor (Items 1 – 5.1.3)
Ms Marie Gould

In attendance:
Ms Therese Masterson (Key Executive)
Ms Janet Cawley (Secretary)
Ms Carmel Kelly
Mr Walter Balfe
Dr Deirdre Stritch
Mairéad Boland (5.4.1.1)

The Committee held a minute's silence in memory of our colleague Róisín who died on 7 July.

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

   The Chairperson enquired and confirmed that there were no conflicts of interest in relation to any of the items of business before the Committee.

2. **MINUTES OF MEETING OF 11 JUNE 2020**

   2.1 The Minutes of the PAEC Meeting held on 11 June 2020 were approved by the Committee.

3. **MATTERS ARISING FROM THE MINUTES OF MEETING OF 11 JUNE 2020**

   3.1 A Named Provider

   In September 2019, QQI validated two programmes of a named provider for one year. A special condition of validation was put in place which required the provider to review provision of the programmes after one year of provision and report back to the QQI Programmes and Awards Executive Committee (PAEC). The PAEC would then make a decision regarding the ongoing validation of the programmes beyond August 2020.

   The provider submitted a draft Programme Delivery Review Report to the executive in June 2020. The provider suspended delivery of the programmes in March 2020 due to Covid-19. As a result, to date the provider has not concluded provision of either programme to any cohort of learners. The executive reviewed the report and concluded that a decision on the ongoing validation of the programmes could not be reached based on a review of

programme delivery to date. The executive has liaised with the provider and agreed that the review of the programmes will be postponed until autumn 2020 when it is anticipated that a number of learners will have completed at least one of the programmes and a substantial review of the programme can be concluded at that point. It is anticipated that this item will be tabled at the PAEC meeting in December 2020.

3.2 A Named Provider

In July 2019, QQI validated three programmes of a named provider for one year. Nine special conditions of validation were put in place when the programmes were validated, including one which required the provider to submit to QQI a report analysing the delivery of the programmes between September 2019 and June 2020, in a format agreed between the provider and QQI by mid-June 2020.

The provider submitted the report in mid-June as requested. Due to a QQI IT issue, the report was not received by the executive until mid-July and therefore was not processed in time for consideration at the July PAEC meeting. The executive will liaise with the provider on the report on delivery of the validated programmes over the coming weeks and requested the PAEC to delegate the decision on the ongoing validation of the provider's programmes to the executive.

The Committee APPROVED the delegation of the decision on the ongoing validation of the provider's programmes to the executive.

All other 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 11 June 2020

The Committee APPROVED the Note of the PAEC Meeting of 11 June 2020 for publication on the QQI website.

4.2 Report for the Board on the Meeting of 11 June 2020

The Committee NOTED the Report for the Board on the PAEC Meeting of 11 June 2020.

4.3 Revised Terms of Reference

The Committee NOTED the Revised Terms of Reference approved by the Board on 19 June 2020. The Committee NOTED the amendments to the Terms of Reference of the PAEC (in italics below):

a) make decisions on the approval of quality assurance procedures for legacy providers (re-engagement)*, including the attachment of conditions*

b) *withdraw validation when requested by the provider or with the agreement of the provider*

5. PROGRAMME VALIDATION APPLICATIONS

5.1 <u>Further Education and Training (FET) Programmes</u>

5.1.1 MCX Training and Development

The Committee NOTED the documentation circulated and the detailed report presented. The Committee APPROVED the validation of the following programme:

5.1.1.1 PG24258 Team Leadership, Level 6, Minor Award, 15 Credits, CAS

5.1.2 Kilkenny and Carlow Education and Training Board

The Committee NOTED the documentation circulated and the detailed reports presented. The Committee APPROVED the validation of the following programmes:

5.1.2.1 PG24344, Creative Media, Level 5, Major Award, 120 Credits, CAS, *ETB Sharing of Validated Programmes*

5.1.2.2 PG24345, Community Care, Level 5, Major Award, 120 Credits, CAS, *ETB Sharing of Validated Programmes*

5.1.3 Mayo, Sligo and Leitrim Education and Training Board

The Committee NOTED the documentation circulated and the detailed report presented. The Committee APPROVED the validation of the following programme:

5.1.3.1 PG24316, Coastal Guiding, Level 6, Special Purpose Award, 30 Credits, CAS, *ETB Sharing of Validated Programmes*

5.2 Higher Education and Training Programmes – Programme Validation

5.2.1 Saint Nicholas Montessori College Ireland

The Committee NOTED the documentation circulated and the detailed report presented. The Committee APPROVED the validation of the programme below 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 PG24269, Certificate in Montessori Education for Dementia, Special Purpose Award, Level 6, 30 Credits

5.3 Devolution of Responsibility for Validation Sub-Processes
No Business

5.4 Validation of Research Degree Programmes

Athlone Institute of Technology

The Committee NOTED the documentation circulated and the detailed report presented. The Committee APPROVED the validation of the following programme:

PG24178, Doctor of Philosophy (PhD) in Sport, Health and Exercise Science, Level 10, Major Award

A Named Provider

The Committee REFUSED the validation of one programme of a named 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.

5.5 Apprenticeship Programmes
No Business

6. REVALIDATION

6.1 Application for Extension of Validation Period
No Business

6.2 Revalidation

6.2.1 National College of Ireland

The Committee NOTED the documentation circulated. The Committee APPROVED the revalidation of the following programmes for five years from September 2020 subject to any special conditions of validation, and all the conditions from the current validation policy listed in the proposed Certificate of Validation:

6.2.1.1 PG24368, Bachelor of Arts (Honours) in Early Childhood Education, Level 8, Major Award, 240 Credits
PG24372, Bachelor of Arts in Early Childhood Education and Care, Level 7, Major Award, 180 Credits, *Exit Award*
PG24373 Higher Certificate in Arts in Early Childhood Education and Care, Level 6, Major Award, 120 Credits, *Exit Award*
PG24374, Certificate in Early Childhood Education and Care, Level 6, Minor Award, 60 Credits, *Exit Award*

6.2.1.2 PG24370, Master of Arts in Educational Practice, Level 9, Major Award, 90 Credits
PG24371, Postgraduate Diploma in Arts in Educational Practice, Level 9, Major Award, 60 Credits, *Exit Award*

7. FOLLOW-UP ON PAEC RECOMMENDATIONS AND CONDITIONS IN PANEL REPORTS
No Business

8. QA FOR COLLABORATIVE AND TRANSNATIONAL PROVISION
No Business

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

9.1 Dorset College

The Committee NOTED the documentation circulated. The Committee APPROVED the quality assurance procedures of Dorset College.

The Committee NOTED that all mandatory changes confirmed by the PAEC at its meeting on 12 September 2019 had been satisfactorily addressed.

9.2 Independent Colleges

The Committee NOTED the documentation circulated. The Committee APPROVED the quality assurance procedures of Independent Colleges.

The Committee NOTED that all mandatory changes confirmed by the PAEC at its meeting on 6 February 2020 had been satisfactorily addressed.

9.3 Bridge Mills Galway Language Centre

The Committee NOTED the documentation circulated. The Committee APPROVED the quality assurance procedures of Bridge Mills Galway Language Centre.

The Committee NOTED that all mandatory changes confirmed by the PAEC at its meeting on 12 September 2019 had been satisfactorily addressed.

9.4 NIFAST

The Committee NOTED the documentation circulated. The Committee APPROVED the quality assurance procedures of CpL Institute (formerly NIFAST).

The Committee NOTED that all mandatory changes confirmed by the PAEC at its meeting on 12 September 2019 had been satisfactorily addressed.

9.5 A Named Provider

The Committee NOTED the documentation circulated. The Committee REFUSED to approve with recommendations the quality assurance procedures of the named provider (pending mandatory changes being made). The provider may submit revised procedures for approval within a six-month period of notification of this decision.

10. ROUTINE STANDARDS ACTIVITIES UPDATE
No Business

11. CHANGE OF STATUS OF LEGACY HET AND FET PROVIDERS

11.1 The Committee NOTED the documentation circulated.

The Committee NOTED that 35 providers have been notified in writing that their continued status as relevant providers is under question due to:

a. Voluntary withdrawal by provider
b. Incorporation within the QA of an ETB

The Committee APPROVED the executive's recommendation to withdraw QA approval and programme validation from the providers in category a and b above. The executive will send a registered letter of notification to each provider.

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

12.1 Report from the Programmes and Awards Oversight Committee of 26 June 2020

The Committee NOTED the documentation circulated. At its meeting on 26 June 2020, the PAOC CONFIRMED the decision of the PAEC meeting of the 6 February 2020, to refuse validation of one programme of a named provider. The Committee NOTED the decision of the PAOC.

13. THEMATIC ANALYSIS OF PROVIDER REENGAGEMENT (QA APPROVAL)

13.1 Thematic Analysis of Provider Reengagement (QA Approval)

The Committee NOTED the documentation circulated. This paper informed the PAEC of the status and findings of the thematic analysis of reengagement commissioned by QQI in February 2020.

The analysis found that both providers and panel members reported the process to be a positive experience which has led to improvements in institutional QA. Panel members reported that the process was both implemented consistently and is fit-for-purpose.

Some recommendations for improvements to the process have also been identified, including:

a. Use of a small number of Chairs and reports writers for multiple applications as a means of ensuring consistency of outcome;
b. Production of a glossary of terms;
c. Additional training for panel members;
d. Allowance of more time for providers to respond at different stages of the process.

A number of these recommendations have already been taken onboard and are reflected in the management of current applications.

The Committee NOTED that the executive will finalise the report and prepare it for publication to the QQI website in July 2020.

14. INTENTION TO WITHDRAW VALIDATION OF PROGRAMMES

14.1 Intention to Withdraw Validation of Programmes

The Committee NOTED the documentation circulated. In May 2020, QQI contacted all FET providers other than the ETBs to seek clarification on the status of programmes validated for delivery by these providers. In each case, information was supplied to the providers regarding the certification history, or lack of it, for each programme. The providers were asked to identify programmes which they are satisfied can and should have their validation withdrawn as they have been validated for more than five years and are no longer on offer to learners. 63 providers identified 168 such programmes and these were listed in the documentation provided to the Committee.

The Committee APPROVED the withdrawal of validation of the FET programmes listed in the documentation.