

## Kerry ETB FET Quality Council Meeting

1<sup>st</sup> February 2024

Conference Room, Monavalley Campus

2:00 pm – 4:00 pm

**Present:** Mr. Owen O'Donnell, Director of FET  
Mr. Stephen Goulding, Principal of Kerry College, Clash Road, Denny Street, and Listowel Campuses  
Mr. Kevin Fay, Adult Education Officer, FET Centres  
Mr. Con O'Sullivan, Kerry College Monavalley Campus, Campus Manager  
Mr. John Skinner, Kerry College Denny Street, Deputy Principal  
Ms. Aoife McCormack, Adult Education Officer, Quality Assurance Manager  
Ms. Elaine O'Connor, Adult Education Officer, Kerry College Admissions Unit  
Ms. Mary Jo Staunton, Kerry College Monavalley Campus, Medical Secretary Traineeship, Instructor

**In Attendance:** Ms. Aoife Comiskey Clifford, Curriculum Development Officer  
Ms. Bríd Walsh, Further Education Standards Officer  
Ms. Blaithín O'Mahony, Administrative Support, Quality Assurance Unit (minute taker)  
Ms. Mallory Higgins, National Programme Coordinator Commis Chef Apprenticeship Programme  
Ms. Kasia Lyko, National Programme Coordinator WTMT Apprenticeship Programme  
Ms. Aodhnait Carroll, Kerry College Killorglin Campus, Campus Manager

**Apologies:** Mr. Brendan Tuohy, Chairperson  
Mr. Michael Vaughan, Vaughan Lodge Hotel, Industry Representative  
Ms. Jenny Conroy, Quality Assurance Manager, ETBI Representative  
Ms. Shivaun Shanahan, Adult Education Officer, Youthreach and VTOS

### 1. Minutes of the Previous Meeting

The minutes of the previous meeting were taken as read and **approved by the FET Quality Council.**

### 2. Result Reports

The result reports from the following campuses/ centres recommended by the Quality Assurance Governance Board were presented and **approved by the FET Quality Council.**

- Kerry ETB Outreach Centre
- Kerry ETB Dingle FET Centre
- Kerry College Monavalley Campus
- Kerry ETB Commis Chef Apprenticeship
- Kerry ETB Wind Turbine Maintenance Technician Apprenticeship

### 3. FET Quality Council Annual Report 2023

The draft FET Quality Council Annual Report 2023 was **approved by the FET Quality Council**. This will be published on the Kerry ETB website under the 'Quality Assurance Decision-Making Fora' section.

### 4. Review of Kerry ETB Annual Quality Plan 2023

The final Kerry ETB Annual Quality Action Plan for 2023 was **noted by the FET Quality Council**.

### 5. Draft Kerry ETB Annual Quality Action Plan 2024

The draft Kerry ETB Annual Quality Action Plan 2024 was **approved by the FET Quality Council**.

### 6. Level 5 Special Purpose Award (SPA) in Commercial Scuba Diving and Level 6 Special Purpose Award (SPA) in Commercial Inshore Diving

An update was given by the Chair of the Programme Development Group (PDG) on the Level 6 SPA in Commercial Scuba Diving and the Level 6 SPA in Commercial Inshore Diving.

It was **agreed by the FET Quality Council** that the Level 6 Commercial Scuba Diving and the Level 6 Commercial Inshore Diving will be recommended by the FET Quality Council to the CEO for final approval to seek validation from QQI.

### 7. Approval to Proceed with an Application to QQI Seeking to Modify Both PG23027 Security Studies and PG17924 Legal Studies so That a New Module 5N3785 Employment Law is Included in Both Programmes

Approval was sought to seek validation from QQI for a new module, Employment Law 5N3785, to be added to both PG23027 Security Studies and PG17924 Legal Studies. The addition of Employment Law 5N3785 to both programmes which was **approved by the FET Quality Council**.

### 8. Blended Learning Courses 2024

The list of blended learning courses for delivery in 2024 was presented and **approved by the FET Quality Council**.

#### Note of Draft Version and Timeline of Eyelash and Eyebrow Beauty Treatments Programme

The timeline of the Eyelash and Eyebrow Beauty Treatments Programme which is under development currently was presented. A Mock Panel will take place in March, previously approved by the PGB. **The FET Quality Council noted** the draft version of the programme and the timeline of the Eyelash and Eyebrow Beauty Treatments Programme.

### 9. Apprenticeship Updates

#### Result Report Template for 2016+ Apprenticeships

A new result report template was presented for the 2016+ Apprenticeships to capture apprentice results accurately. The new Result Report Template for 2016+ Apprenticeships was **approved by the FET Quality Council**.

### **Update on Commis Chef Apprenticeship Programme**

The National Programme Coordinator for the Commis Chef Apprenticeship Programme updated the FET Quality Council on the Commis Chef Apprenticeship Programme. The **FET Quality Council noted the update.**

A reminder regarding the National Commis Chef Apprenticeship Skills Competition which will take place in The Great Southern Hotel, Killarney, Co. Kerry on the 7<sup>th</sup> of February 2024 was **noted by the FET Quality Council.**

### **Update on Wind Turbine Maintenance Technician (WTMT) Apprenticeship Programme**

The National Programme Coordinator for the WTMT Apprenticeship Programme updated the FET Quality Council on the WTMT Apprenticeship. The **FET Quality Council noted the update.**

### **10. Change in date of next meeting from 9<sup>th</sup> April to 15<sup>th</sup> March 2024**

There was a change in date for the next FET Quality Council meeting which is scheduled for the 9<sup>th</sup> of April 2024. This meeting will now take place Friday 15<sup>th</sup> March 2024. **The FET Quality Council noted** the change in date.

### **11. AOB**

The Director thanked all involved in the 2024 Graduation for Kerry College learners. Further discussion will take place at FET Management meetings regarding the month that the graduation will take place.

## Kerry ETB FET Quality Council Meeting

15<sup>th</sup> March 2024

Conference Room, Monavalley Campus

11:00 am – 1:00 pm

**Present:** Mr. Brendan Tuohy, Chairperson  
Mr. Owen O'Donnell, Director of FET  
Mr. Kevin Fay, Adult Education Officer, FET Centres  
Mr. Con O'Sullivan, Kerry College Monavalley Campus, Campus Manager  
Mr. John Skinner, Kerry College Denny Street, Deputy Principal  
Ms. Aoife McCormack, Adult Education Officer, Quality Assurance Manager  
Ms. Shivaun Shanahan, Adult Education Officer, Youthreach and VTOS

**In Attendance:** Ms. Bríd Walsh, Further Education Standards Officer  
Ms. Aoife Comiskey Clifford, Curriculum Development Officer  
Ms. Blaithín O'Mahony, Administrative Support, Quality Assurance Unit  
Ms. Mallory Higgins, National Programme Coordinator Commis Chef Apprenticeship Programme  
Ms. Tara O'Halloran Cronin, Curriculum Development, Quality Assurance Unit (minute taker)  
Ms. Kasia Lyko, National Programme Coordinator WTMT Apprenticeship Programme  
Ms. Aodhnait Carroll, Kerry College Killorglin Campus, Campus Manager  
Ms. Ceara Shaw, Killorglin Campus Learner Representative  
Ms. Fiona Ni Ghearrailt, Aiseannahoige guest presenter

**Apologies:** Mr. Stephen Goulding, Principal of Kerry College, Clash Road, Denny Street, and Listowel Campuses  
Ms. Elaine O'Connor, Adult Education Officer, Kerry College Admissions Unit  
Mr. Michael Vaughan, Vaughan Lodge Hotel, Industry Representative  
Ms. Jenny Conroy, Quality Assurance Manager, ETBI Representative  
Ms. Mary Jo Staunton, Kerry College Monavalley Campus, Medical Secretary Traineeship, Instructor

### 1. Minutes of the Previous Meeting

The minutes of the previous meeting were taken as read and **approved by the FET Quality Council.**

### 2. Killorglin Campus Learner Representative

A learner from Kerry College Killorglin Campus attended the FET Quality Council meeting and presented her experience at Kerry ETB. She presented her experience of the Yoga and Holistic Studies programme which she completed in Kerry College Killorglin Campus.

### 3. Blended Learning Policy

Discussion was held regarding the Blended Learning Policy. A decision was made to revert to this policy for review once ETBIs' work on this policy has been completed.

#### 4. Result Reports

The result reports from the following campuses/ centres recommended by the Quality Assurance Governance Board were presented and **approved by the FET Quality Council**.

- Kerry ETB Kenmare FET Centre
- Kerry ETB Commis Chef Apprenticeship
- Kerry College Monavalley Campus

#### 5. Differential Validation

The following programmes were recommended by the FET Quality Council to the CEO for his final approval to seek validation for these programmes:

- Level 5 Specific Purpose Certificate in Sustainable Supply Chain Procurement
- Level 5 Specific Purpose Certificate in Lean Practice for Sustainable Business

These programmes are shared in the ETB sector and will be run through the Business Support Unit in Kerry College Monavalley Campus.

The application for differential validation for the above programmes was **approved by the FET Quality Council** and will be recommended to the CEO for final approval to apply for differential validation from QQI.

#### 6. Kerry ETB English Language Proficiency Policy

The Kerry ETB English Language Proficiency Policy was approved previously in April 2023. Amendments were made after the Admissions Unit reviewed the policy to address repetition and clarity within the wording of the document.

The Kerry ETB English Language Proficiency Policy was **approved by the FET Quality Council**. This will be recommended to the CEO for final approval and published on the Kerry ETB website.

#### 7. Level 6 Content Development for Film and TV – Flow of Reports

The Level 6 Content Development for Film and TV – Flow of Reports was presented by Kerry College Monavalley Campus Manager.

The Level 6 Content Development for Film and TV – Flow of Reports was **noted by the FET Quality Council**.

##### **Programme Specification for Hairdressing**

The Programme Specification for Hairdressing had been updated to include a note to identify SUN Codes for both Kerry College Monavalley Campus and Kerry College Listowel Campus. Further to this, a note was included to identify units: 302, 303, 305 at Level 3 as mandatory additions to the award requirements for the City and Guilds Level 2 Diploma in Women's Hairdressing.

The Programme Specification for Hairdressing was **noted by the FET Quality Council**.

## 8. FET Quality Council Terms of Reference

A request that the FET Quality Council Terms of Reference are reviewed prior to the next FET Quality Council meeting by members was requested. This request was **noted by the FET Quality Council**.

## 9. Devolved Responsibility

The Director of FET noted that QQI have recommended that Kerry ETB are well prepared for moving to Devolved Responsibility. A request to discuss this further at the next FET Quality Council Meeting was **noted by the FET Quality Council**.

## 10. Apprenticeship Updates

### Update on Wind Turbine Maintenance Technician Apprenticeship Programme

The National Programme Coordinator for the WTMT Apprenticeship Programme updated the FET Quality Council on the WTMT Apprenticeship. The **FET Quality Council noted the update**.

### Update on Commis Chef Apprenticeship Programme

The National Programme Coordinator for the Commis Chef Apprenticeship Programme updated the FET Quality Council on the Commis Chef Apprenticeship Programme. The **FET Quality Council noted the update**.

## 11. Áisean na hÓige Dingle Childcare facility presentation

Fiona Ni Ghearrailt briefed the FET Quality Council on the role and function of the Dingle Áiseanna na hÓige Teo Childcare Facility Centre. Fiona identified a need for staffing and requested consideration be given to facilitate training for childcare providers to support the centres staffing needs.

The Director of FET thanked Fiona for her time and will revisit this request at the next FET Management meeting.

## Kerry ETB FET Quality Council Special Purpose Meeting

9<sup>th</sup> May 2024

Online – MS Teams

4:10 pm – 4:45 pm

**Present:** Mr. Brendan Tuohy, Chairperson  
Mr. Stephen Goulding, Principal of Kerry College, Clash Road, Denny Street, and Listowel Campuses  
Mr. Kevin Fay, Adult Education Officer, FET Centres  
Mr. Con O’Sullivan, Kerry College Monavalley Campus, Campus Manager  
Mr. John Skinner, Kerry College Denny Street, Deputy Principal  
Ms. Aoife McCormack, Adult Education Officer, Quality Assurance Manager  
Ms. Elaine O’Connor, Adult Education Officer, Kerry College Admissions Unit  
Mr. Michael Vaughan, Vaughan Lodge Hotel, Industry Representative  
Ms. Jenny Conroy, Quality Assurance Manager, ETBI Representative  
Ms. Shivaun Shanahan, Adult Education Officer, Youthreach and VTOS

**In Attendance:** Ms. Bríd Walsh, Further Education Standards Officer  
Ms. Blaithín O’Mahony, Administrative Support, Quality Assurance Unit  
Ms. Aodhnait Carroll, Kerry College Killorglin Campus, Campus Manager

**Apologies:** Ms. Mary Jo Staunton, Kerry College Monavalley Campus, Medical Secretary  
Traineeship, Instructor  
Ms. Aoife Comiskey Clifford, Curriculum Development Officer  
Mr. Owen O’Donnell, Director of FET

### 1. Requesting Validation Applications for the Following Programmes

#### Commercial Scuba Diving and Commercial Inshore Diving

QQI published revised awards for Commercial Scuba Diving and Commercial Inshore Diving on 4<sup>th</sup> March 2024. Due to the awards being revised, the previous programme descriptors which were submitted to QQI for validation have now been amended as both descriptors must align with the revised awards.

The amended Commercial Scuba Diving and Commercial Inshore Diving programmes were **approved by the FET Quality Council**. This will be recommended to the CEO for final approval so validation can be sought from QQI.

#### Animation Drawing and 3D Character Creation

A proposal to seek validation for the Animation Drawing and 3D Character Creation programme which is 30 credits was sought. It is a combination of the Animation Drawing 6N4907 and Animation Character in 3D Skills 6N4906 modules. This will be an elective to the Digital Media Production 6M20496 programme which was received through differential validation from another ETB.

The Animation Drawing and 3D Character Creation was **approved by the FET Quality Council**. This will be recommended to the CEO for final approval so validation can be sought for the two modules to be added to this programme.



## **Kerry ETB FET Quality Council Meeting**

**7<sup>th</sup> June 2024**

**MS Teams Online**

**2:45 pm – 3:45 pm**

**Present:** Mr. Owen O'Donnell, Director of FET  
Mr. Kevin Fay, Adult Education Officer, FET Centres  
Mr. John Skinner, Kerry College Denny Street, Deputy Principal  
Ms. Aoife McCormack, Adult Education Officer, Quality Assurance Manager  
Ms. Shivaun Shanahan, Adult Education Officer, Youthreach and VTOS  
Mr. Stephen Goulding, Principal of Kerry College, Clash Road, Denny Street, and Listowel Campuses  
Mr. Con O'Sullivan, Kerry College Monavalley Campus, Campus Manager  
Ms. Elaine O'Connor, Adult Education Officer, Kerry College Admissions Unit

**In Attendance:** Ms. Aoife Comiskey Clifford, Curriculum Development Officer  
Ms. Bláithín O'Mahony, Administrative Support, Quality Assurance Unit  
Ms. Aodhnait Carroll, Kerry College Killorglin Campus, Campus Manager

**Apologies:** Mr. Brendan Tuohy, Chairperson  
Ms. Mary Jo Staunton, Kerry College Monavalley Campus, Medical Secretary Traineeship, Instructor  
Ms. Kasia Lyko, National Programme Coordinator WTMT Apprenticeship Programme  
Ms. Mallory Higgins, National Programme Coordinator Commis Chef Apprenticeship Programme  
Mr. Michael Vaughan, Vaughan Lodge Hotel, Industry Representative  
Ms. Jenny Conroy, Quality Assurance Manager, ETBI Representative

### **1. Minutes of the Previous Meeting**

The minutes of the previous meeting were taken as read and **approved by the FET Quality Council.**

### **2. Result Reports**

The result reports from the following campuses/ centres recommended by the Quality Assurance Governance Board were presented and **approved by the FET Quality Council.**

- Kerry ETB An Tóchar FET Centre x2
- Kerry ETB O'Connell FET Centre x2
- Kerry ETB Kenmare FET Centre
- Kerry ETB Dingle FET Centre
- Kerry Youth Provision Skills Centre
- Kerry ETB Killorglin Pathways
- Kerry ETB Killarney Pathways
- Kerry College Clash, Denny Street and Killarney Campuses
- Kerry College Listowel Campus

- Kerry College Clash Pathways
- Kerry College Killorglin Campus
- Kerry College Monavalley Campus
- National Learning Network
- Kerry ETB Commis Chef Apprenticeship

### 3. Programmes for Validation

#### Level 5 Eyelash and Eyebrow Beauty Treatments Programme

The Level 5 Eyelash and Eyebrow Beauty Treatments programme was brought forward as an application for validation to QQI to be made following recommendation by the PGB. The programme went through a Mock Panel process on 10<sup>th</sup> April 2024. The programme will be added to the suite of evening programmes and it is a special purpose award.

#### Level 5 Astronomy for Stargazing Programme

The Level 5 Astronomy for Stargazing programme was brought forward as an application for validation to be made following recommendation by the PGB. This went through a Mock Panel process on 10<sup>th</sup> April 2024.

**The FET Quality Council agreed** to recommend the Eyelash and Eyebrow Beauty Treatments programme and the Astronomy for Stargazing programme to the CEO for his final approval to seek validation with QQI for these programmes.

### 4. Differential Validation - English for Speakers of Other Languages (ESOL) Levels 1 and 2

The ESOL Level 1 and Level 2 programmes were brought forward following recommendation by the PGB to request differential validation.

**The FET Quality Council agreed** to recommend ESOL Levels 1 and 2 to the CEO for his final approval to seek differential validation for these programmes.

### 5. Wind Turbine Maintenance Technician Apprenticeship – Capstone Assessment

A modification to the validated WTMT apprenticeship programme was recommended by the National Programme Board (NPB) on 30<sup>th</sup> May 2024. The modification is the change of the research theme for the Capstone Assessment at the close of the apprenticeship programme. This would be a change from covering Solar Thermal and Solar PV to Offshore Wind Energy. The modification is recorded in the Module Revision Form and the Assessment Brief.

The NPB recommendation of the modification of the research theme for the Capstone Assessment was **approved by the FET Quality Council approved.**

#### Commis Chef Apprenticeship - Mentor Qualifications

A modification to the Commis Chef apprenticeship programme was recommended by the National Programme Board (NPB). At present the mentor qualification requirement is 'Qualification at NFQ Level 6 mapped to ISCED 1013 Hotel Restaurants and Catering, plus a minimum of 3 years experience in a senior chef role'.

The FET Quality Council members discussed the NPB proposal and recommended the below:

Qualification at NFQ Level 6 or equivalent (ISCED 1013) Hotel Restaurants and Catering and 3 years verified experience in senior chef role

**OR**

For those who do not hold the qualification above, a minimum of 5 years verified experience in senior chef role

The modification to the proposed requirement of the mentor qualifications which was recommended by the NPB but amended by the FET Quality Council was **approved by the FET Quality Council**.

#### **Commis Chef Apprenticeship - Review of QA Documentation**

A table was presented showing the current Transition Quality Assurance System (TQAS) documents and the recommended Kerry ETB Quality Assurance (QA) assessment templates for the Commis Chef apprenticeship programme.

**The FET Quality Council approved** the recommendation to replace the TQAS documents with the Kerry ETB assessment documentation and retain the content of three of the TQAS forms but to re-name and re-logo them to have consistency with all assessment documentation.

#### **6. To Note**

##### **Extension of validation period for WTMT Apprenticeship programme to April 2025 (+12 months)**

The **FET Quality Council noted** the extension of the validation period for the WTMT Apprenticeship programme which is now April 2025, an extension for a 12-month period.

##### **Kerry ETB Annual Quality Action Plan 2024**

Kerry ETB Annual Quality Action Plan for 2024 was shared. The **FET Quality Council noted** the Kerry ETB Annual Quality Action Plan 2024.

## **Kerry ETB FET Quality Council Meeting**

**25<sup>th</sup> July 2024**

**MS Teams, Online**

**11:00 am – 11:30 am**

**Present:** Mr. Brendan Tuohy, Chairperson  
Ms. Aoife McCormack, Adult Education Officer, Quality Assurance Manager  
Mr. Kevin Fay, Adult Education Officer, FET Centres  
Mr. Con O’Sullivan, Kerry College Monavalley Campus, Campus Manager  
Mr. Stephen Goulding, Principal of Kerry College, Clash Road, Denny Street, and Listowel Campuses  
Ms. Elaine O’Connor, Adult Education Officer, Kerry College Admissions Unit  
Ms. Jenny Conroy, Quality Assurance Manager, ETBI Representative

**In Attendance:** Ms. Blaithín O’Mahony, Administrative Support, Quality Assurance Unit  
Ms. Aodhnait Carroll, Kerry College Killorglin Campus, Campus Manager  
Ms. Bríd Walsh, Further Education Standards Officer

**Apologies:** Mr. Michael Vaughan, Vaughan Lodge Hotel, Industry Representative  
Ms. Mary Jo Staunton, Kerry College Monavalley Campus, Medical Secretary Traineeship, Instructor  
Mr. Owen O’Donnell, Director of FET  
Mr. John Skinner, Kerry College Denny Street, Deputy Principal  
Ms. Shivaun Shanahan, Adult Education Officer, Youthreach and VTOS  
Ms. Aoife Comiskey Clifford, Curriculum Development Officer

### **1. Minutes of the Previous Meeting**

The minutes of the previous meeting were taken as read and **approved by the FET Quality Council.**

### **2. Result Reports**

The result reports from the following campuses/ centres recommended by the Quality Assurance Governance Board were presented and **approved by the FET Quality Council.**

- Kerry College Clash Campus
- Kerry College Listowel Campus
- Kerry College Killorglin Campus
- Kerry College Monavalley Campus
- Kerry ETB Commis Chef Apprenticeship
- Kerry ETB O’Connell FET Centre
- Kerry ETB Tech Amergin FET Centre
- Kerry ETB Tralee ABE Centre
- Kerry ETB Listowel ABE Centre
- Kerry ETB Castleisland ABE Centre

- Kerry ETB Killarney and Killorglin ABE Centre
- Kerry ETB Killarney Youthreach
- Kerry ETB Listowel Youthreach
- Kerry ETB Tralee Youthreach

## Kerry ETB FET Quality Council Meeting

3<sup>rd</sup> October 2024

Kerry ETB Boardroom, Head Office

11:00 am – 1:00 pm

**Present:**

- Mr. Brendan Tuohy, Chairperson
- Mr. Owen O'Donnell, Director of FET
- Mr. Kevin Fay, Adult Education Officer, FET Centres
- Mr. Con O'Sullivan, Kerry College Monavalley Campus, Campus Manager
- Mr. John Skinner, Kerry College Denny Street, Deputy Principal
- Ms. Aoife McCormack, Adult Education Officer, Quality Assurance Manager
- Ms. Shivaun Shanahan, Adult Education Officer, Youthreach and VTOS
- Mr. Stephen Goulding, Principal of Kerry College, Clash Road, Denny Street, and Listowel Campuses
- Ms. Elaine O'Connor, Adult Education Officer, Kerry College Admissions Unit
- Ms. Jenny Conroy, Quality Assurance Manager, ETBI Representative
- Ms. Mary Jo Staunton, Kerry College Monavalley Campus, Medical Secretary Traineeship, Instructor

**In Attendance:**

- Ms. Aoife Comiskey Clifford, Curriculum Development Officer
- Ms. Blaithín O'Mahony, Administrative Support, Quality Assurance Unit (Minute taker)
- Ms. Mallory Higgins, National Programme Coordinator Commis Chef Apprenticeship Programme
- Ms. Kasia Lyko, National Programme Coordinator WTMT Apprenticeship Programme

**Apologies:** Mr. Michael Vaughan, Vaughan Lodge Hotel, Industry Representative

### 1. Minutes of the Previous Meeting

The minutes of the previous meeting were taken as read and **approved by the FET Quality Council.**

### 2. Result Reports

The result reports from the following campuses/ centres recommended by the Quality Assurance Governance Board were presented and **approved by the FET Quality Council.**

- Kerry College Monavalley Campus
- Kerry ETB Commis Chef Apprenticeship
- Kerry College Clash Campus
- Kerry College Listowel Campus

### 3. Procedure Review

The 6.11 Internal Verification procedure and 6.12 External Authentication procedure were both updated to reflect increasing digital submission of assessment and to provide guidance on online internal verification and external authentication processes following consultation processes. These procedures were **approved by the FET Quality Council** and will then be recommended to the CEO for final approval. These procedures will come into effect on 1<sup>st</sup> January 2025.

### 4. Kerry ETB Blended Learning Courses 2024

The PGB meeting which took place on 22.08.24 approved the addition of the following modules to Kerry ETB FET Centres for blended learning in 2024 with synchronous delivery. The PGB has recommended these blended learning courses to the FET Quality Council for approval.

Kerry ETB O'Connell FET Centre

- Training Delivery and Evaluation 6N3326
- Child Development 5N1764
- Special Needs Assisting 6N1957

Kerry ETB An Tóchar FET Centre

- Training Delivery and Evaluation 6N3326

The addition of these modules to the Blended Learning 2024 list was **approved by the FET Quality Council**.

### 5. Kerry ETB FET Quality Council response to Wind Turbine Maintenance Technician Apprenticeship Programme Review Report

The FET Quality Council considered the WTMT Apprenticeship Review Report. The **FET Quality Council approved** the findings of the report and information will be fed forward from the FET Quality Council to help with the review and planned Mock Panel which will take place in November 2024.

### 6. Apprenticeship Updates

#### Update on Wind Turbine Maintenance Technician Apprenticeship Programme

The National Programme Coordinator for the WTMT Apprenticeship Programme updated the FET Quality Council on the WTMT Apprenticeship. The **FET Quality Council noted the update**.

#### Update on Commis Chef Apprenticeship Programme

The National Programme Coordinator for the Commis Chef Apprenticeship Programme updated the FET Quality Council on the Commis Chef Apprenticeship Programme. The **FET Quality Council noted the update**.

## 7. To Note

### **Kerry ETB Annual Quality Action Plan 2024 - Quarter 2 update**

The Kerry ETB Annual Quality Action Plan 2024 quarter two update was shared. The **FET Quality Council noted** the updates.

### **Learner Handbook 2024-2025**

The **FET Quality Council noted** the Learner Handbook for 2024-2025 which can be found on the Kerry ETB website.

### **QQI Processes for Approval of Blended and Fully Online Learning**

QQI are currently developing an application process for approval of providers QA procedures for blended and fully online learning leading to a QQI award. The gap analysis will be reviewed at the next PGB meeting in October. The **FET Quality Council noted this update.**

### **CAS Module Update Process (ETBs)**

An update was given by the QA Manager on the CAS Module update process which is at very early stages and is part of the national process guided by ETBI. Kerry ETB are partnered with Tipperary ETB and have been given four modules and must review learning outcomes, assessment techniques, UDL and the overall content.



## **Kerry ETB FET Quality Council Meeting**

**5<sup>th</sup> December 2024**

**Kerry ETB Boardroom, Head Office**

**11:00 am – 1:00 pm**

**Present:**

- Mr. Brendan Tuohy, Chairperson
- Mr. Owen O'Donnell, Director of FET
- Mr. Kevin Fay, Adult Education Officer, FET Centres
- Mr. Con O'Sullivan, Kerry College Monavalley Campus, Campus Manager
- Ms. Aoife McCormack, Adult Education Officer, Quality Assurance Manager
- Mr. Stephen Goulding, Principal of Kerry College, Clash Road, Denny Street, and Listowel Campuses
- Ms. Elaine O'Connor, Adult Education Officer, Kerry College Admissions Unit
- Ms. Jenny Conroy, Quality Assurance Manager, ETBI Representative
- Ms. Mary Jo Staunton, Kerry College Monavalley Campus, Medical Secretary Traineeship, Instructor
- Mr. Michael Vaughan, Vaughan Lodge Hotel, Industry Representative

**In Attendance:**

- Ms. Bríd Walsh, Further Education Standards Officer
- Ms. Aoife Comiskey Clifford, Curriculum Development Officer
- Ms. Blaithín O'Mahony, Administrative Support, Quality Assurance Unit (Minute taker)
- Ms. Mallory Higgins, National Programme Coordinator Commis Chef Apprenticeship Programme
- Ms. Kasia Lyko, National Programme Coordinator WTMT Apprenticeship Programme
- Ms. Karolina Wrobel, Quality Assurance Unit
- Ms. Helena Houlihan, Learner Representative

**Apologies:**

- Ms. Shivaun Shanahan, Adult Education Officer, Youthreach and VTOS
- Mr. John Skinner, Kerry College Denny Street, Deputy Principal

### **1. Minutes of the Previous Meeting**

The minutes of the previous meeting were taken as read and **approved by the FET Quality Council.**

### **2. Result Reports**

The result reports from the following campuses/ centres recommended by the Quality Assurance Governance Board were presented and **approved by the FET Quality Council.**

- Kerry College Killorglin Campus
- Kerry College Monavalley Campus
- Kerry College National Learning Network
- Kerry ETB Commis Chef Apprenticeship
- Kerry Youth Provision Skills Centre
- Kerry ETB Outreach

➤ Kerry ETB O'Connell FET Centre

### 3. 6.13 Results Approval Procedure (RAP)

The 6.13 Results Approval Procedure was recommended by the QAGB to the FET Quality Council for final approval. The main changes within the document were the additions of the Result Report Template and the Continuous Improvement Plan (CIP).

**The FET Quality Council approved** the 6.13 Results Approval procedure. This will be recommended to the CEO for final approval.

### 4. Blended Learning: Kerry ETB Application to QQI

Currently blended learning is being delivered under the COVID-19 contingency measures by QQI until June 2025. Kerry ETB must seek to apply to QQI for approval in Kerry ETB provision for onsite and synchronous blended learning. An action plan and gap analysis must be completed.

**The FET Quality Council approved** the commencement on the process for the action plan and gap analysis that must be completed for QQI.

### 5. Terms of Reference

The PGB Terms of Reference were reviewed at the PGB meeting on 08.10.24 which reflected how business is completed by the PGB.

The PGB Terms of Reference were **approved by the FET Quality Council**.

### 6. FET Quality Council Meeting Dates 2025

The FET Quality Council meetings for 2025 were **noted by the FET Quality Council**.

### 7. Apprenticeship Updates

#### Wind Turbine Maintenance Technician Mock Panel Report

A Mock Panel took place for the review of the WTMT Apprenticeship programme on the 28<sup>th</sup> November 2024. A report was produced from this Mock Panel which is part of the self-evaluation review of the programme.

**The FET Quality Council noted** the WTMT Apprenticeship Mock Panel Report.

#### Update on Commis Chef Apprenticeship Programme

The National Programme Coordinator for the Commis Chef Apprenticeship Programme updated the FET Quality Council on the Commis Chef Apprenticeship Programme. The **FET Quality Council noted the update**.

#### Update on Wind Turbine Maintenance Technician Apprenticeship Programme

The National Programme Coordinator for the WTMT Apprenticeship Programme updated the FET Quality Council on the WTMT Apprenticeship. The **FET Quality Council noted the update**.

### 8. Learner Representative

A learner from Listowel Adult Literacy and Basic Education (ABE) Centre attended the FET Quality Council meeting and presented her experience at Kerry ETB. She mentioned she first started in the National Learning Network (NLN) in 2017 when she was 18 years old. She has

progressed from a Level 1 to Level 3 in her time in Kerry ETB. She hopes to progress further onto a Level 5 course in the future.

## 9. To Note

### Retention Statistics

The retention statistics were collated by the Admissions Manager and presented at the meeting.

The **FET Quality Council noted** this update on retention statistics.

### Kerry ETB Annual Quality Action Plan 2024 - Quarter 3 update

The **FET Quality Council noted** the update on quarter three of the Kerry ETB Annual Quality Action Plan 2024. The final plan will be presented at the first FET Quality Council meeting in February 2025 and the draft Kerry ETB Annual Quality Action Plan 2025 will be presented for approval.

### Themes from External Authentication Collated Report

The themes from the EA reports were shared. The **FET Quality Council noted** the themes from the EA reports.

### QQI Inactive ETB Programmes – Withdrawal Plan

QQI sent a notice regarding a withdrawal list of QQI programmes for ETBs. It was discussed that both PG23292 Angling Guiding and PG18321 Retail Management are the only two Kerry ETB programmes on the withdrawal list.

It was agreed at the previous PGB meeting that a case would be made to QQI to retain PG23292 Angling Guiding due to applications currently in for 2025. The QA Manager followed up on the request and received confirmation from QQI on 22<sup>nd</sup> November 2024 that PG23292 Angling Guiding will be retained as a programme for Kerry ETB. The **FET Quality Council noted** this update.