Dearbhu Cailrochta agus Cailiochta£ Eireann
Quality and Qualifications Ireland

APPROVALS AND REVIEWS COMMITTEE

Note of the first meeting of the QQI Approvals and Reviews Committee, held in QQI offices, 26/27 Denzille Lane, Dublin 2 on Monday 03 November 2014 at 11:00 a.m.

Present:	In attendance:
Professor Kevin Ryan (Chair}	Ms Colette Harrison (Key Executive}
Mr Maurice Buckley	Mr Kevin Henry (Recording Secretary)
Ms Una Buckley	Ms Claire Byrne (for the Informal meeting)
Mr Kevin Donoghue	Ms Karena Maguire
Dr Ann-Louise Gilligan	
Dr Martin Lyes	
Ms Marie Kehoe-O'Sullivan	
Ms Trish O'Brien	

Informal Meeting

Professor Kevin Ryan, Chair of the Approvals and Reviews Committee (ARC) welcomed the members to the first meeting of the ARC.

Ms Claire Byrne, Head of Corporate Services, joined the ARC to outline the Statutory Instrument which has given rise to an Appeals Process, from which Appeals Board/Panels may be constituted, and the possible circumstances under which appeals could arise.

Formal Meeting
1. TERMS OF REFERENCE, CODE OF PRACTICE
   1.1 Terms of Reference (ToR):
   The Committee NOTED the ToR for the ARC and indicated that it may be necessary to propose amendments in the light of the experience of the ARC and Board of QQI. The 2 year tenure as a member of the ARC was clarified. The Committee suggested that a phased introduction of new members would promote consistency and continuity.
   1.2 Code of Practice (CoP):
   The Committee APPROVED the CoP for the ARC, subject to the executive making amendments to clarify the following:
   - terminology used to describe the range of actions that ARC will be requested to perform;
   - note that members may submit an item of business for the agenda to the Key Executive not later than one week prior to each meeting.
   The members noted that further amendments may be required at a later date following experience through use of the CoP. It was agreed that the first three items on each agenda would be:
   - approval of the agenda;
   - adoption of the minutes of the previous meeting;
   - confirmation of no conflict of interest concerning the items of business on the agenda for that day.

2. POLICY AND PROCEDURES

2.1 Delegated Authority (DA):
The ARC was briefed by Karena Maguire, the Head of Quality Assurance Services (QAS), on the consultation and development process in relation to sectoral protocols for the extension of DA for the Institutes of Technology (IoTs). On the recommendation of the executive, the Committee APPROVED these protocols, to be adopted by the IoTs that already have DA to make awards, and may seek to have that DA extended to include:
- awarding of Masters by Research awards at NFQ level 9;
- awarding of programmes leading to Joint Awards

Furthermore, the ARC noted that an IoT may only apply to QQI for extension of DA under the "Policy and Criteria for the Delegation of Authority to the Institutes of Technology to make Higher Education and Training Awards (Including Joint Awards)" which was approved by the Board in April 2014, after the IoT's Academic Council has satisfied itself that it has established policies and procedures that accord with the relevant sectoral protocol. QQI will extend DA following receipt of a formal request from an IoT that demonstrates that the criteria for extension have been met by the requesting IoT.

3. QUALITY ASSURANCE PROCEDURES

3.1 <u>Cater Care Limited: Progress to Stage 2:</u>
Colette Harrison gave an overview of the evolving activities involved in Initial Access to Programme Validation. The Committee APPROVED the recommendation of the Quality and Capacity Evaluation Panel to approve the draft Quality Assurance procedures. This permits Cater Care Limited to progress to Stage 2 of the Initial Validation process.

4. SCHEDULE OF 2015 MEETINGS
The ARC was informed that it was not possible for the executive to set a schedule of meetings at this point. Planning for the implementation of the International Education Mark (IEM) is ongoing, and a significant proportion of the ARC's work will be directly associated with this activity. Notwithstanding this, the Committee AGREED 11:00 a.m., Monday 27 April 2015 as the time and date for their next meeting. The ARC NOTED that the remainder of their meetings for 2015 are likely to take place from August-December 2015 in order to deal with the activities associated with the roll-out of the IEM. A schedule of dates will be agreed at the next meeting.

5. ANY OTHER BUSINESS
As no matters arose under any other business the Chair closed the meeting.