

PROGRAMMES AND AWARDS EXECUTIVE COMMITTEE (PAEC)

Tuesday 25 September 2018 at 9:30am

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

Note of the thirty-sixth meeting of the QQI Programmes and Awards Executive Committee held in the Boardroom, QQI, 26-27 Denzille Lane, Dublin 2, at 9:30am on **Tuesday 25 September 2018**.

Present:

Dr Pdraig Walsh (Chairperson)
Ms Barbara Kelly
Ms Carmel Kelly
Ms Angela Lambkin
Dr Bryan Maguire
Dr John O'Connor
Dr Deirdre Stritch
Ms Róisín Sweeney

In attendance:

Ms Therese Masterson (Key Executive)
Ms Janet Cawley (Secretary)
Dr Peter Cullen
Ms Ann Graves
Ms Andrea Boland (Item 5.2.1.1-Item 18)
Ms Mairead Boland (Item 5.2-5.5)
Ms Alex Keyes (Item 5.5)

Apologies:

None

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.

Tabled Documents:

There were two tabled documents presented for approval at the meeting and were considered under item 5.1.5:

- PG23968 - Commercial Scuba Diving Operations
- PG23986 - Surface Supplied Diving Operations

2. MINUTES OF MEETINGS

2.1 The Minutes of the PAEC Meeting held on 19 July 2018 were approved by the Committee.

3. MATTERS ARISING FROM THE MINUTES

All 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 19 July 2018

The Committee APPROVED the Note of the PAEC Meeting of 19 July, for publication on the QQI website.

4.2 Report for the Board on the meeting of 19 July 2018

The Committee NOTED the Report for the Board on the PAEC Meeting of 19 July.

5. PROGRAMME VALIDATION APPLICATIONS

5.1 Further Education and Training (FET) Programmes

5.1.1 HCT Learning

The Committee NOTED the Explanatory Memorandum and documentation circulated. The Committee APPROVED the validation of the programmes below for five years subject to any special conditions of validation, and all the conditions from the current validation policy listed in the proposed Certificates of Validation:

- 5.1.1.1 Brick and Block Laying, Level 3, Minor Award, 5 Credits
- 5.1.1.2 Plastering, Level 3, Minor Award, 5 Credits
- 5.1.1.3 Painting and Decorating, Level 3, Minor Award, 5 Credits
- 5.1.1.4 Floor and Wall Tiling, Level 3, Minor Award, 5 Credits
- 5.1.1.5 Communications, Level 4, Minor Award, 15 Credits
- 5.1.1.6 Laying Kerbs, Flags and Paviers, Level 4, Minor Award, 10 Credits
- 5.1.1.7 Work Experience, Level 4, Minor Award, 15 Credits
- 5.1.1.8 Home Repair and Maintenance, Level 4, Minor Award, 15 Credits
- 5.1.1.9 Communications, Level 5, Minor Award, 15 Credits
- 5.1.1.10 Work Experience, Level 5, Minor Award, 15 Credits
- 5.1.1.11 Agricultural Mechanics, Level 5, Minor Award, 10 Credits
- 5.1.1.12 Chainsaw Operations Level 5, Minor Award, 5 Credits
- 5.1.1.13 Felling and Processing of Small Trees, Level 5, Minor Award, 5 Credits
- 5.1.1.14 Boom Sprayer Pesticide Application, Level 5, Minor Award, 5 Credits

The Committee noted the large amount of repeated recommendations in the HCT reports. This QA issue will be investigated during reengagement which takes place in October of this year.

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 Broadcasting, Level 6, Major Award, 120 Credits

5.1.4 Maths for STEM – Limerick and Clare Education and Training Board

The Committee NOTED the documentation circulated. The Committee AGREED to the change in relation to the validation of the following programme:

5.1.4.1 Maths for STEM, Level 5, Special Purpose, 30 Credits

5.1.5 **Bord Iascaigh Mhara (BIM) – (Tabled documents)**

The Committee NOTED the TABLED documentation circulated. The Committee APPROVED the validation of the programmes 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:

5.1.5.1 Commercial Scuba Diving Operations, Level 6, Special Purpose, 20 Credits

5.1.5.2 Surface Supplied Diving Operations, Level 6, Special Purpose, 15 Credits

Refusals

The Committee AGREED with the recommendation to refuse validation of two FET programmes. These decisions to refuse validation will be referred to the Programmes and Awards Oversight Committee (PAOC) for confirmation or referral back to the PAEC.

5.2 Higher Education and Training Programmes - Programme Validation

5.2.1 International College for Personal and Professional Development

The Committee NOTED the Explanatory Memorandum and documentation circulated. 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 Bachelor of Arts (Honours) in Holistic Counselling and Psychotherapy, Level 8, Major Award, 60 Credits (Exit Award)

The Committee noted that there were a lot of conditions and recommendations in the report. It was noted by the Committee that all the conditions have been satisfied and that the College is scheduled to reengage with QQI in quarter 2 of 2019.

5.2.2 Dublin Business School

The Committee NOTED the Explanatory Memorandum and documentation circulated. The Committee APPROVED the validation of the programmes 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:

5.2.2.1 Master of Science in Financial Technology, Level 9, Major Award, 90 Credits
Postgraduate Diploma in Science in Financial Technology, Level 9, Major Award, 60 Credits (Exit Award)

5.2.2.2 Higher Certificate in Arts in Sound Engineering and Music Production, Level 6, Major Award, 120 Credits
Certificate in Arts in Sound Engineering and Music Production, Level 6, Special Purpose Award, 60 Credits

5.2.2.3 Bachelor of Arts (Honours) in Audio Production and Music Project Management, Level 8, Major Award, 180 Credits

5.2.3 Public Affairs Ireland

The Committee NOTED the Explanatory Memorandum and documentation circulated. 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:

5.2.3.1 Certificate in Public Expenditure Management, Level 6, Special Purpose Award, 20 Credits

5.2.4 National College of Ireland

The Committee NOTED the Explanatory Memorandum and documentation circulated. The Committee APPROVED the validation of the programmes 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:

5.2.4.1 Certificate in Social Welfare Appeals, Level 8, Special Purpose Award, 15 Credits

5.2.4.2 Certificate in Social Welfare Decision Making, Level 7, Special Purpose Award, 15 Credits

5.2.4.3 Certificate in Social Protection Investigative Work, Level 7, Special Purpose Award, 15 Credits

5.2.4.4 Certificate in Managing Social Protection Services, Level 7, Special Purpose Award, 15 Credits

5.2.4.5 Certificate in Community Welfare Service Provision, Level 7, Special Purpose Award, 15 Credits

5.2.4.6 Certificate in Public Employment Services Provision, Level 7, Special Purpose Award, 15 Credits

5.2.4.7 Certificate in Social Protection Studies, Level 6, Special Purpose Award, 15 Credits

5.2.4.8 Bachelor of Arts (Honours) in Human Resource Management, Level 8, Major Award, 240 Credits – Differential Validation

5.2.4.9 Bachelor of Arts (Honours) in Marketing Practice, Level 8, Major Award, 240 Credits - Differential Validation

5.3 Devolution of Responsibility for Validation sub-processes

No Business

5.4 Validation of Research Degree Programmes

5.4.1 Institute of Technology Carlow

The Committee NOTED the Explanatory Memorandum and documentation circulated. 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:

5.4.1.1 Doctoral Research Degree Programme in Health Sciences (Rehabilitation and Health; Men's Health; Sport, Exercise and Health), Level 10, Major Award

5.5 Apprenticeship Programmes

5.5.1 Cavan and Monaghan Education and Training Board

The Committee NOTED the Explanatory Memorandum and documentation circulated. The Committee APPROVED the validation of the following programme for three years from September 2018, 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:

5.5.1.1 Advanced Certificate in Original Equipment Manufacturing, Level 6, Major Award, 240 FET Credits

5.5.2 Mayo Sligo and Leitrim Education and Training Board

The Committee NOTED the Explanatory Memorandum and documentation circulated. The Committee APPROVED the validation of the following programme for three years from September 2018, 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:

5.5.2.1 Certificate in Craft Butchery, Level 5, Major Award, 155 FET Credits

6. REVALIDATION

6.1 Application for Extension of Validation Period

6.1.1 ICD Business School

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

6.1.1.1 Bachelor of Arts (Honours) in Accounting and Finance, Level 8, Major Award, 180 Credits
Bachelor of Arts (Honours) in Business, Level 8, Major Award, 240 Credits
Master of Arts in Accounting and Finance, Level 9, Major Award, 90 Credits

The Committee noted that this was a further application of extension for the programmes. The Executive will contact ICD regarding QA issues and the delay in applying for revalidation.

6.1.2 Griffith College

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

6.1.1.1 Postgraduate Diploma in Business in International Business Management, Level 9, Major Award, 60 Credits
Master of Science in International Business Management, Level 9, Major Award, 90 Credits
Master of Business Administration in International Business, Level 9, Major Award, 90 Credits
Bachelor of Science (Honours) in Computing, Level 8, Major Award, 240 Credits
Bachelor of Science in Computing, Level 7, Major Award, 180 Credits
Higher Certificate in Science in Computing, Level 6, Major Award, 120 Credits (Exit award)
Higher Diploma in Science in Computing, Level 8, Major Award, 60 Credits
Higher Diploma in Science in Web Development, Level 8, Major Award, 90 Credits
Postgraduate Diploma in Science in Medical Device Technology and Business, Level 9, Major Award, 60 Credits

6.1.3 Irish Institute of Purchasing and Materials Management

The Committee NOTED the Explanatory Memorandum and documentation circulated. The Committee APPROVED the request to extend the last intake date for the following programmes to October 2018:

6.1.3.1 Bachelor of Business (Honours), Procurement and Supply Management, Level 8, Major Award, 60 Credits

Bachelor of Business in Procurement and Supply Management, Level 7, Major Award, 60 Credits
Higher Certificate in Business in Procurement, Level 6, Major Award, 120 Credits
Certificate in Purchasing Fundamentals, Level 6, Minor Award, 30 Credits
Certificate in Warehousing and Supply, Level 6, Minor Award, 35 Credits
Certificate in Public Procurement, Level 6, Minor Award, 30 Credits

6.2 Revalidation

6.2.1 Griffith College

The Committee NOTED the documentation circulated and APPROVED the revalidation of the following programmes for five years from September 2018:

6.2.1.1 Certificate in Marketing and Sales, Level 7, Special Purpose Award, 10 Credits
Certificate in Advanced Taxation Planning and Advice, Level 8, Special Purpose Award, 15 Credits
Certificate in Small and Medium Enterprise Management, Level 7, Special Purpose Award, 10 Credits

The Committee NOTED the documentation circulated and APPROVED the revalidation of the following programme for five years from September 2018:

6.2.1.2 Certificate in Legal Studies, Level 6, Special Purpose Award, 60 Credits

The Committee NOTED the documentation circulated and APPROVED the revalidation of the following programmes for five years from September 2018:

6.2.1.3 Bachelor of Arts (Honours) in Music Production, Level 8, Major Award, 210 Credits
Certificate in Music Production for Games, Level 6, Special Purpose Award, 60 Credits

The Committee noted that it was not apparent that there was an MOU between Griffith College and Pulse College, it should be mentioned in the Independent Evaluation Report (IER). The Executive will ensure that there will be a reference to collaborative agreements in all future reports.

6.2.2 Dorset College

The Committee NOTED the documentation circulated and APPROVED the revalidation of the following programmes for five years from September 2018:

6.2.2.1 Bachelor of Business (Honours) in International Business, Level 8, Major Award, 60 Credits
Bachelor of Business, Level 7, Major Award, 180 Credits
Higher Certificate in Business, Level 6, Major Award, 120 Credits (Exit Award)

6.2.3 Clanwilliam Institute

The Committee NOTED the documentation circulated and APPROVED the revalidation of the following programmes for five years from September 2018:

6.2.3.1 Master of Science in Systemic Psychotherapy, Level 9, Major Award, 120 Credits
Postgraduate Diploma in Science in Systemic Psychotherapy, Level 9, Major Award, 60 Credits (Exit Award)

7. FOLLOW-UP ON PAEC RECOMMENDATIONS AND CONDITIONS IN PANEL REPORTS

7.1 Update on the follow-up of conditions of validation

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 Business School**

The Committee NOTED the Explanatory Memorandum circulated. The Committee NOTED that there was one condition of approval requiring follow-up in relation to the programme listed below:

7.1.1.1 Bachelor of Arts in Applied Social Care Special Condition of Validation

Condition: DBS should appoint a designated liaison person to whom learners can turn when dealing with issues which may arise during the programme. This role may be fulfilled by an existing staff member and would fulfil Children First Guidelines (2017) in keeping with best practice in child protection.

The Committee NOTED that the Executive considers that the condition has been satisfied and is now closed.

8. QA FOR COLLABORATIVE AND TRANSNATIONAL PROVISION

No Business

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

No Business

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 QQI AWARD CLASSIFICATION DISTRIBUTIONS FOR QQI HIGHER EDUCATION AND TRAINING AWARDS MADE BETWEEN 2012 AND 2017

The Committee NOTED the Explanatory Memorandum and documentation circulated.

The document Report on QQI Award Classification Distributions for QQI Higher Education and training Awards made between 2012 and 2017 analyses classification patterns for major awards by ISCED field, provider type, award type and provider (QQI awards only) based on QQI awards data for 2012-2017 and HEA data for 2016 for institutes of technology (IOTs), universities and colleges linked to universities.

The purpose of the report is to assist providers to track how they compare with others. More generally, these data will enable stakeholders to see how the proportions of learners with different classifications vary by institution and by field of learning. The Executive hopes to add data on the distributions of classifications of awards to the Infographics service in due course.

The Committee agreed that the Executive should send the report to providers for comment. However, it is not to be published yet.

15. DEVOLUTION OF RESPONSIBILITY FOR ARRANGING (PROGRAMME VALIDATION RELATED) INDEPENDENT EVALUATION REPORTS AT QQI'S REQUEST: OPERATIONAL PROCEDURES

15.1 Devolution of Responsibility for Arranging (Programme Validation Related) Independent Evaluation Reports at QQI's Request: Operational Procedures

The Committee NOTED the Explanatory Memorandum circulated.

The following three documents presented to the PAEC for advice are intended to act as templates for those providers who may be granted devolved responsibility for arranging (Programme Validation Related) Independent Evaluation Reports at QQI's request:

- Outline of approach to implementation of policy
- Memorandum of Agreement (MoA) template
- Schema for providers developing QA procedures for arranging (exercising) devolved responsibility

They are intended to replace the procedure entitled 'Devolution of Responsibility for Validation Sub-processes' dated 22 December 2015.

The Committee ADVISED the Executive to replace the procedure entitled 'Devolution of Responsibility for Sub-processes' with the three documents mentioned above.

16. VALIDATION MATTERS FOR NOTING BY PAEC

16.1 Paper on Embedded Programmes and Other Issues

The Committee NOTED the Explanatory Memorandum and documentation circulated. The Executive drafted a paper detailing a number of questions that had arisen in relation to the validation of programmes:

- the need for guidelines or new validation criteria to better regulate the provision of embedded programmes leading to QQI awards;
- the need for guidelines on teaching mixed-ability cohorts together, and on the marketing of articulated programmes;
- whether a minimum CAO points level should be set for three-year honours bachelor's degree programmes;
- whether QQI should interrogate credit allocations more rigorously at validation and programme review, and whether it would be useful to publish guidelines.

17. ROLES, RESPONSIBILITIES AND CODE OF CONDUCT FOR REVIEWERS AND EVALUATORS (2018)

17.1 Roles, Responsibilities and Code of Conduct for Reviewers and Evaluators (2018)

The Committee NOTED the documentation circulated. The Committee APPROVED the Roles, Responsibilities and Code of Conduct for Reviewers and Evaluators document and the amended 'Considerations for independent evaluators in QQI Validation Processes (including conflicts of interest matters)' document.

18. ETBI – QQI COLLABORATIVE WORKING GROUP ON VALIDATION

18.1 ETBI – QQI Collaborative Working Group on Validation

The Committee NOTED the documentation circulated. Five meetings have taken place since the establishment of the Working Group. The next meeting will take place on 29 November 2018. The Committee NOTED the Minutes of the meetings of 23 April 2018 and 29 August 2018.