

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

**Thursday 19 July 2018 at 9:30am**

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

Note of the thirty-fifth meeting of the QQI Programmes and Awards Executive Committee held in the Boardroom, QQI, 26-27 Denzille Lane, Dublin 2, at 9:30am on **Thursday 19 July 2018**.

### **Present:**

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

### **In attendance:**

Ms Therese Masterson (Key Executive)  
Ms Janet Cawley (Secretary)  
Dr Peter Cullen  
Mr Walter Balfe  
Ms Ann Graves  
Ms Andrea Boland  
Ms Alex Keyes (Item 5.5)

### **Apologies:**

Dr Deirdre Stritch (Maternity Leave)

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

The Committee noted the Executive's request to withdraw consideration of West Offaly Training's application in Item 5.1.1 on the Agenda.

There were no conflicts of interest declared at the meeting.

## **2. MINUTES OF MEETINGS**

**2.1** The Minutes of the PAEC Meeting held on 20 June 2018 were approved by the Committee.

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

### **3.1 IICP Education and Training Limited**

At a previous meeting of the Committee, a query was raised regarding whether compensation was allowed for placement elements in the Master of Arts in Integrative Child and Adolescent Psychotherapy, Level 9, and the Postgraduate Diploma in Arts in Integrative Child and Adolescent Psychotherapy, Level 9. IICP has subsequently confirmed that learners cannot pass the programmes (by compensation or any other means) unless they pass the clinical requirements.

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

### **4.1 Note of Meeting of 20 June 2018**

The Committee APPROVED the Note of the PAEC Meeting of 20 June for publication on the QQI website.

## **4.2 Report for the Board on the meeting of 20 June 2018**

The Committee NOTED the Report for the Board on the PAEC Meeting of 20 June.

## **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.

After considering the Programme Evaluation Reports, the Committee APPROVED the recommendations in respect of the validation of the programmes listed in the documentation except for West Offaly Training (see Item 1, Approval of Agenda and Potential Conflicts of Interest).

#### **FET Programme Validation Applications Refusals**

The committee agreed with the recommendation to REFUSE 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.

#### **5.1.2 FET Programme Evaluation Reports**

The Committee NOTED the FET Programme Evaluation Reports circulated.

#### **5.1.3 Maths for STEM – Limerick and Clare Education and Training Board**

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

- Maths for STEM, Level 5, 30 Credits

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

#### **5.2.1 Carlow College**

Please note that Item 6.2.1.1 was considered before this item.

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:

5.2.1.1 Bachelor of Arts in English and History, Level 7, Major Award, 180 Credits (Exit Award)

5.2.1.2 Bachelor of Arts in Arts and Humanities, Level 7, Major Award, 180 Credits (Exit Award)

#### **5.2.2 The Open Training College**

Please note that Item 6.2.2.1 was considered before this item.

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 Certificate in the Manager as Coach and Mentor, Level 7, Minor Award, 15 Credits
- Certificate in Leadership and the Learning Organisation, Level 7, Minor Award, 10 Credits
- Certificate in Human Resource Management and Supervision, Level 6, Minor Award, 20 Credits
- Certificate in Managing for Regulation and Inspection, Level 6, Minor Award, 10 Credits
- Certificate in Managing Service Quality and Safeguarding, Level 6, Minor Award, 10 Credits
- Certificate in Key Management Skills, Level 6, Minor Award, 10 Credits
- Certificate in Essential Employment Law, Level 6, Minor Award, 15 Credits

### 5.2.3 Griffith College

Please note that Item 6.2.3.1 was considered before this item.

The Committee NOTED the Explanatory Memorandum and documentation circulated. The Committee APPROVED the validation of the programmes below for five years from September 2018 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 Bachelor of Arts in Fashion Design, Level 7, Major Award, 180 Credits (Exit Award)
- 5.2.3.2 Certificate in Art and Design, Level 6, Minor Award, 60 Credits

## 5.3 Devolution of Responsibility for Validation sub-processes

### 5.3.1 National College of Ireland

The Committee NOTED the Explanatory Memorandum and documentation circulated. In June 2018, National College of Ireland forwarded draft quality assurance procedures for programme validation and a draft Memorandum of Agreement between QQI and the National College of Ireland in respect of their application for devolution of responsibility for validation sub-processes.

The Committee APPROVED the Application for Devolution of Responsibility for Validation Sub-Processes and AGREED to delegate responsibility to the Executive for approval of any amendments required.

## 5.4 Validation of Research Degree Programmes

No Business

## 5.5 Apprenticeship Programmes

### 5.5.1 City of Dublin 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 Auctioneering and Property Services, Level 6, Major Award, 240 FET Credits

The Committee NOTED that there was one remaining issue which was what a repeat module grade should be capped at. The Committee ADVISED that repeat module grades should not be capped.

## 6. REVALIDATION

### 6.1 Application for Extension of Validation Period

#### 6.1.1 Irish Payroll Association

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 Certificate in Payroll Techniques, Level 6, Special Purpose Award, 10 Credits
- Certificate in Payroll Management, Level 6, Special Purpose Award, 20 Credits
- Certificate in VAT Techniques, Level 6, Special Purpose Award, 10 Credits

#### 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:

- 6.1.2.1 Bachelor of Arts (Honours) in Journalism and Visual Media, Level 8, Major Award, 180 Credits
- Bachelor of Arts in Journalism, Level 7, Major Award, 180 Credits
- Bachelor of Arts in Photographic Media, Level 7, Major Award, 180 Credits
- Certificate in Photography, Level 6, Minor Award, 60 Credits

#### 6.1.3 National College of Ireland

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:

- 6.1.3.1 Certificate in Workplace Adjudication, Level 8, Special Purpose Award, 20 Credits

### 6.2 Revalidation

The Committee NOTED the note of the meeting of 17 July on the programme review process between QQI and Higher Education Colleges Association (HECA) representatives which was tabled at the meeting.

#### 6.2.1 Carlow 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 Bachelor of Arts (Honours) in Social, Political and Community Studies, Level 8, Major Award, 240 Credits
- Bachelor of Arts in Social, Political and Community Studies, Level 7, Major Award, 180 Credits (Exit Award)
- Higher Certificate in Arts in Social, Political and Community Studies, Level 6, Major Award, 120 Credits (Exit Award)
- Bachelor of Arts in Applied Social Studies (Professional Social Care), Level 7, Major Award, 180 Credits

Bachelor of Arts (Honours) in Applied Social Studies (Professional Social Care), Level 8, Major Award, 60 Credits  
Master of Arts (Leadership in Therapeutic Child and Social Care), Level 9, Major Award, 90 Credits  
Bachelor of Arts in Arts and Humanities, Level 7, Major Award, 180 Credits  
Bachelor of Arts (Honours) in English and History, Level 8, Major Award, 240 Credits  
Bachelor of Arts (Honours) in Arts and Humanities, Level 8, Major Award, 240 Credits

### 6.2.2 The Open Training 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 Arts in Applied Management (Human Services), Level 7, Major Award, 180 Credits
- Higher Certificate in Arts in Applied Management (Human Services), Level 6, Major Award, 120 Credits
- Certificate in Applied Management (Human Services), Level 6, Minor Award, 60 Credits
- Certificate in Managing for a Positive Behavioural Culture, Level 7, Special Purpose Award, 20 Credits
- Certificate in Support Employment, Level 7, Special Purpose Award, 20 Credits
- Certificate in Facilitated Learning, Level 6, Minor Award, 10 Credits

### 6.2.3 Griffith College

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

- 6.2.3.1 Bachelor of Arts (Honours) in Fashion Design, Level 8, Major Award, 180 Credits
- Bachelor of Arts (Honours) in Interior Architecture, Level 8, Major Award, 180 Credits
- Bachelor of Arts in Interior Design, Level 7, Major Award, 180 Credits

The Committee NOTED that the Griffith College Programme Review Reports were not at the expected standard. The College will need to improve in this regard and the processes for programme review and preparation for revalidation should be a focus of the next institutional review.

#### **Revalidation Documentation provided to the Committee**

The Committee NOTED the large volume of documentation for revalidation and suggested that, in the future, all documentation should not be included in the portfolio of files. The Committee AGREED that a limited amount of documentation should be provided in the portfolio and suggested that a link to a shared file should be made available to the Committee for the remaining documentation.

## **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)**

No Business

## **10. EXTENSION OF DELEGATION OF AUTHORITY BY LEVEL/FIELD**

No Business

## **11. ROUTINE STANDARDS ACTIVITIES UPDATE**

### **11.1 Award Standards**

The Committee NOTED the documentation circulated. In June 2018, an independent panel evaluated a number of programmes that were submitted to QQI for validation by HCT Learning.

The Chair noted issues with the following awards:

Plastering, Floor and Wall Tiling and Painting and Decorating (3M0935). The titles of the level 3 or 4 programmes in these awards mirror those of standards-based apprenticeship programmes at level 6 and have the potential to cause significant confusion in the market place. Furthermore, some learning outcomes in the specifications appear to have significant health and safety implications. An example of this is a learning outcome in Home Repair and Maintenance level 4 (4N3774) that reads 'Fit and connect socket outlets, light switch and light fittings'. This is one of 24 learning outcomes covering electrical work, plumbing, tiling and painting in a 150-hour Level 4 programme. The Panel understands that since the specifications were developed there have been significant regulatory and practice changes and this has not been captured in amended specifications.

The Panel has requested that QQI conduct an urgent review of such component specifications with a view to making them more relevant and compliant with current regulations and practices.

The Executive acknowledged receipt of the documentation forwarded by the chair of the panel and has advised that they will look into the matter.

## **12. CHANGE OF REGISTRATION PROVIDER STATUS OF LEGACY HET AND FET PROVIDERS**

### **12.1 Change of Status of Legacy FET Providers – update**

The Committee NOTED the update circulated. In April 2018, the PAEC authorised the Executive to take specified actions in respect of 65 FET providers inactive in certification since 2015 or earlier. The Board will withdraw validation from the programmes of 27 providers at its next meeting. 18 providers have already had their provider status changed. Seven providers have resumed certification activity and 13 providers are being required to re-engage.

The Committee NOTED the actions taken by the Executive.

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

No Business

## **14. SPECIAL INTERNAL PROGRAMME REVIEW BY GRIFFITH COLLEGE OF MASTERS DEGREE PROGRAMMES**

The Committee NOTED the verbal update by the Executive. The Committee Noted that the Executive met with Griffith College to discuss the application and is expecting the review report to be submitted by the end of 2018.

## **15. STATUS OF POSTGRADUATE DIPLOMA IN ARTS IN JOURNALISM AND MEDIA COMMUNICATIONS**

### **15.1 Status of Postgraduate Diploma in Arts in Journalism and Media Communications – Griffith College**

The Committee NOTED the Explanatory Memorandum circulated. The Committee AGREED to retrospectively extend the validation period of the following programme to be the same as the associated Masters programme:

- Postgraduate Diploma in Arts in Journalism and Media Communications

## **16. DETERMINATION OF VALIDATION PROCESS TO BE FOLLOWED IN RESPECT OF DELIVERING A VALIDATED PROGRAMME IN NORTHERN IRELAND**

### **16.1 Gaelchultúr Teoranta**

The Committee NOTED the Explanatory Memorandum and documentation circulated. On 23 November 2016, Gaelchultúr met with QQI to discuss provision of its Certificate in Professional Irish programmes (NFQ levels 3-6) in Northern Ireland. The programme is mainly being run for public servants. There are two approaches to validating this programme:

- Take the programme as previously validated and focus on the differences (Differential Validation).
- Document the programme against the new criteria and consider the new transnational element.

The Committee AGREED to request the provider to make an application and that the Executive would conduct a differential validation without rewriting the curriculum and would focus on the transnational element.

## **17. UPDATE ON PROGRAMME VALIDATION POLICY IMPLEMENTATION**

### **17.1 Update on Programme Validation Policy Implementation**

The Committee NOTED the Explanatory Memorandum and documentation circulated as PAEC/A35/17.1. The document includes information on a number of areas that have been causing concern, such as reporting; credit for ab initio honours bachelor's degrees; upper limits on credit accumulation rates; resource parameters; programme revalidation in HET; programme revalidation in FET; application documentation bloat; possibility of moving towards adaptive approaches to evaluation applications. It was decided that the Executive will arrange a meeting of relevant staff to discuss and agree some quantitative indicators especially in the context of monitoring.