

POLICIES AND STANDARDS COMMITTEE (PSC)

Monday 18th January, 2016 – 10:00a.m. to 11:00a.m.

Boardroom, QQI Offices, 26/27 Denzille Lane, Dublin 2

(Incorporeal)

Present: James Moore - Board Member and Committee Chair

Barbara Kelly – QQI Executive Member

Bryan Maguire - QQI Executive Member

Roisin Sweeney - QQI Key Executive

Contributed by telephone:

Ewart Keep - International Expert

Aidan Mulkeen - National Expert

Anne Marie Ryan - National Expert

In attendance:

Paul Brady – QQI Secretary

Karena Maguire, Head of Quality Projects, QQI (Item 6.1)

In opening the meeting the Chair welcomed the members of the PSC and QQI Executive in attendance.

The purpose of this Incorporeal meeting was to discuss the White paper on Statutory QA Guidelines – Apprenticeship.

1 Minutes of Meeting of the Policies and Standards Committee (PSC) of 11/12/2015

Minutes will be presented for approval at the next meeting of the PSC on 29th February, 2016.

2. Matters Arising from Minutes

No Business

3. Standards Determination

No Business

4. Policy Development

No Business

5. Green Papers

No Business

6. White Papers

Selected non-executive Committee members are requested to take a special interest in one or two documents and make a presentation to the meeting on these documents for the purpose of leading off the discussions. All members are still required to read and consider all the documents on the agenda.

The green/white paper presentations by Committee members include observations on

- Soundness of the case for a white/green paper
- Consistency with QQI's strategy and policy framework and
- Clarity of the green papers—will they lead to the important issues being aired during consultation
- Clarity of the draft policy, procedures and criteria in white papers—is this ready for recommendation to the Board now noting that minor changes may be made following public consultation
- Questions about the paper that warrant discussion at Committee

White Papers

6.1 White paper on Statutory QA Guidelines – Apprenticeship

The Committee NOTED the Statutory QA Guidelines - Apprenticeship presented. The Committee agreed that the Guidelines were comprehensive but noted these topic specific guidelines need to be read in conjunction with the Core Statutory QA Guidelines. The committee noted that although the Guidelines were thorough they were not restrictive to allow for flexibility with regard to regulation. The committee noted that the Guidelines had been informed by the practical knowledge and quality assurance gaps identified during the recent validation process for five existing craft apprenticeships.

Following discussion the PSC AGREED to APPROVE the Statutory QA Guidelines - Apprenticeship which will be presented for public consultation. Following consultation they will come back to the Committee for approval.

7. Any Other Business

The Committee further AGREED that the 10th Meeting of the PSC will take place on 29th February, this will comprise two sessions with a morning meeting of induction for new members and the full meeting in the afternoon.

In closing the Chairman thanked the members of the Committee and the QQI Executive for their contributions and participation in the meeting.