

PROGRAMMES AND AWARDS EXECUTIVE COMMITTEE (PAEC)

Thursday 7 February 2019 at 9:30am

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

Note of the 38th 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 7 February 2019**.

Present:	In attendance:
Dr Pdraig Walsh (Chairperson)	Ms Therese Masterson (Key Executive)
Ms Barbara Kelly	Ms Janet Cawley (Secretary)
Ms Carmel Kelly	Mr Walter Balfe
Dr Deirdre Stritch	Ms Ann Graves
Dr Bryan Maguire	Ms Gina Quinn, Programmes and Awards Oversight Committee (left meeting for item 5.3.1)
Dr John O'Connor	

Apologies:

Ms Angela Lambkin
Ms Róisín Sweeney

The Chairperson welcomed Ms Gina Quinn, a member of the Programmes and Awards Oversight Committee as an observer at the meeting.

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.

2. MINUTES OF MEETING OF 20 DECEMBER 2018

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

3. MATTERS ARISING FROM THE MINUTES OF MEETING OF 20 DECEMBER 2018

3.1 Farm Advisory Services Ltd

At the PAEC meeting of 20 December 2018, the Committee AGREED to pause two programme applications submitted by Farm Advisory Services Ltd, Farming Level 6 and Agriculture Level 5 and get independent third-party advice on farm requirements for Level 5 and Level 6 agriculture awards. The reports were to be set aside until criteria are agreed.

The Executive informed the Committee that an independent expert has been engaged to look at agricultural award standards and will look at all the award specifications that Farm Advisory Services Ltd offer from a Health and Safety perspective for a working farm as opposed to a dedicated training farm and report back to QQI.

The Committee AGREED that the Executive should decide whether the independent expert needs to visit the farms involved to check compliance with agricultural award standards.

3.2 ICD Business School

At the PAEC meeting of 20 December 2018, the Committee APPROVED the request to extend the last intake date for the following programmes to February 2019:

- Bachelor of Arts (Honours) in Accounting and Finance
- Bachelor of Arts (Honours) in Business
- Master of Arts in Accounting and Finance

At the December meeting, the Committee ADVISED the Executive to engage with the provider and gather monitoring data on the programmes concerned.

The Executive informed the Committee that it had received data from ICD and discussed same. ICD Business School undertook to send QQI further information which the Executive will review and update the PAEC on.

3.3 SOLAS

The Committee NOTED that SOLAS has submitted its QA procedures which are currently being screened by the Executive.

All other 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 20 December 2018

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

4.2 Report for the Board on the meeting of 20 December 2018

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

5. PROGRAMME VALIDATION APPLICATIONS

5.1 Further Education and Training (FET) Programmes

5.1.1 A Named Provider

The Committee NOTED the documentation circulated and the detailed report presented. The Committee agreed with the recommendation to REFUSE validation of one programme from 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 Barrow Consultancy and Training

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

5.1.2.1 Healthcare Support (Blended Learning), Level 5, Major Award, 120 Credits

The Committee noted that this was the first further education validation application approved, leading to a Common Awards System (CAS) major award, submitted under the new policy.

5.2 Higher Education and Training Programmes - Programme Validation

5.2.1 Dublin Business School

The Committee NOTED the 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 Social Care, Level 8, Major Award, 240 Credits

The Committee noted that Social Care workers also need to be registered with CORU, the body for regulating Health and Social Care professionals.

5.3 Devolution of Responsibility for Validation sub-processes

Gina Quin left the meeting for item 5.3.1

5.3.1 National College of Ireland

The Committee NOTED the 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:

5.3.1.1 Certificate in Technology – Enhanced Learning, Level 7, Special Purpose Award, 30 Credits

5.3.1.2 Certificate in Learning and Technology, Level 6, Special Purpose Award, 10 Credits

The Committee noted that the recommended special conditions of validation included in the report have all been met.

5.4 Validation of Research Degree Programmes

No Business

5.5 Apprenticeship Programmes

No Business

6. REVALIDATION

6.1 Application for Extension of Validation Period

6.1.1 Hibernia College

The Committee NOTED the documentation circulated.

The timelines for approval of these programmes with the Teaching Council are synchronised with QQI validation and programme review periods i.e. they are approved for five years. Both programmes are due for review with QQI and the Teaching Council during 2019. The Teaching Council has informed all providers of Professional Master in Education programmes that it is extending the approval period for the programmes for one year, as the Teaching Council is reviewing and revising its programme approval and re-approval processes. For this reason, Hibernia College is seeking from QQI, a one-year extension to the validation period for both programmes. The College is requesting that QQI waive the fee for the extension as the matter is outside of their control.

The Committee APPROVED the request to extend the last intake date for the following programmes to September 2019:

6.1.1.1 Professional Master of Education in Primary Education, Level 9, Major Award, 120 Credits

The Committee declined the request to waive the fee. The Committee advised the Executive to meet with the Teaching Council.

6.1.2 Saint Nicholas Montessori College Ireland

The Committee NOTED the documentation circulated.

Saint Nicholas Montessori College advised that they have initiated the re-engagement process and are currently developing two new Bachelor of Education programmes. Re-engagement is scheduled for quarter 2 in 2019. Due to capacity concerns regarding new validation, revalidation and re-engagement, Saint Nicholas Montessori College state that it would be beneficial to the College if the focus on re-engagement could be maintained for the remainder of the academic year and consequently, the timeline for programme review pushed back.

The Committee APPROVED the request to extend the last intake date for the following programme to September 2019 to facilitate the college's re-engagement process.

6.1.2.1 Higher Diploma in Arts in Early Years Montessori Education, Level 8, Major Award, 120 Credits

6.1.3 Dublin and Dun Laoghaire Education and Training Board

City of Dublin Education and Training Board

Kildare and Wicklow Education and Training Board

Limerick and Clare Education and Training Board

Cavan and Monaghan Education and Training Board

Cork Education and Training Board

Galway and Roscommon Education and Training Board

The Committee NOTED the documentation circulated.

On 19 July 2017, the PAEC approved the validation of the Advanced Certificate in Digital Media Production, which uses a shared curriculum, for two years. Seven Education and Training Boards were involved in the development of the programme, with DDLETB leading the curriculum development process. DDLETB made a request at a meeting of the QQI-ETBI Collaborative Working Group, that validation of the programme be extended to include a last intake date of September 2019 to allow the programme to be re-developed in line with the new sharable Programme and Curriculum Development and Validation processes, once they are finalised.

The Committee APPROVED the request to extend the last intake date for the following programme to September 2019:

6.1.3.1 Advanced Certificate in Digital Media Production, Level 6, Major Award, 120 Credits

6.1.4 Dorset College

The Committee NOTED the Explanatory Memorandum and documentation tabled at the meeting.

Dorset College forwarded a letter to QQI on 25 January 2019 stating that they had misinterpreted the condition on which the initial extension was approved and had assumed that the extension of validation approved on 11 April 2018 applied for a calendar year.

The Committee APPROVED the request to extend the last intake date for the programme to February 2019 on condition that, the provider brings the issue to its Academic Council. The Academic Council must submit a formal note to the PAEC confirming that it is aware of the issues leading to this extension and assuring the PAEC of the steps it is taking to ensure that a similar request for an extension will not arise in the future.

6.1.4.1 Bachelor of Science in Computing and Multimedia, Level 7, Major Award, 180 Credits

Dorset College will undertake its scheduled programmatic review of the above programme as soon as possible and will propose a plan for consideration by the PAEC on how the relevance of the current programme will be ensured for existing learners if a decision is made to retire it and apply for the validation of a new programme in its place.

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

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)

13.1 The Committee NOTED the documentation circulated. At its meeting on 6 December 2018, the PAOC reviewed the decisions of the PAEC meeting of the 25 September 2018, to refuse validation of programmes.

The PAOC CONFIRMED the decisions of the PAEC to refuse validation of those programmes.

The Committee NOTED the decisions of the PAOC.

14. PROGRAMME CHANGES – HIBERNIA COLLEGE

14.1 The Committee NOTED the documentation circulated. On 14 December 2018, Hibernia College emailed QQI advising that they had made changes to two programmes. On 17 January 2019, Hibernia wrote to QQI and forwarded a document outlining the changes and the rationale for same. The revised programme schedules were included in the document.

The Committee APPROVED the annual programme changes identified by Hibernia College. The Committee NOTED that the Certificates of Validation will need to be updated.

15. ADDITIONAL LEARNER INTAKE REQUEST – CCT COLLEGE DUBLIN

15.1 The Committee NOTED the documentation circulated. On 15 January 2019, CCT College Dublin emailed QQI enquiring about the requirement to allow a second intake of learners to be enrolled onto the Bachelor of Business (Honours) programme which was originally validated on 28 November 2016 for one annual intake (as their capacity has increased since it was initially validated). The programme is a 60-credit add-on degree. QQI advised CCT College Dublin that currently there is no process established for such requests and that an

application would have to be considered by the PAEC. QQI also advised that an application should include; a rationale for the additional intake, the implications of a second intake in terms of human and physical resources, evidence that it has been considered by the academic council, and the proposed changes to the current certificate of validation. On 24 January 2019, CCT College Dublin formally wrote to QQI with the requested information.

The Committee APPROVED CCT College Dublin to allow an additional intake of learners on to the Bachelor of Business (Honours) programme.

The Committee NOTED that an additional learner intake request is not covered by QQI's fee/charge schedule. The Executive is to consider whether such a fee or charge should be established.