

PROGRAMMES AND AWARDS EXECUTIVE COMMITTEE (PAEC)

Monday 4 September 2017 at 9.30am

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

Note of the twenty-eight meeting of the QQI Programmes and Awards Executive Committee held in the Boardroom, QQI, 26-27 Denzille Lane, Dublin 2 on **Monday 4 September at 9.30am**

Present:

Dr Pdraig Walsh (Chairperson)
Ms Angela Lambkin
Ms Karena Maguire
Mr John O'Connor
Ms Andrina Wafer

In attendance:

Ms Therese Masterson (Key Executive)
Dr Peter Cullen
Ms Alex Keys (for Item 4.6.1.1)
Paul Lyons (Programme and Awards Oversight Committee)

Apologies:

Dr Bryan Maguire
Ms Barbara Kelly
Ms Róisín Sweeney
Dr Deirdre Stritch (Maternity Leave)

At the outset of the meeting the Chairperson welcomed Paul Lyons as an observer at the meeting. Paul is a member of the Programmes and Awards Oversight Committee (PAOC).

1. MINUTES OF MEETINGS

1.1 The Minutes of the PAEC Meeting held on 19 July 2017 were approved by the Committee.

2. MATTERS ARISING FROM THE MINUTES

Minutes of the PAEC Meeting of 19 July 2017

2.1 SOLAS

The Committee noted that the Executive met with SOLAS in relation to addressing the minimum intended programme learning outcomes (MIPLOS). The special conditions of validation in relation to these SOLAS Craft Apprenticeship programmes must be discharged within six months; SOLAS has committed to address them by the end of December 2017. A schedule for reengagement has also been agreed.

3. NOTE OF THE MEETING, REPORT FOR THE BOARD

3.1 Note of Meeting of 19 July 2017

The Committee APPROVED the Note of the PAEC Meeting of 19 July 2017, for publication on the QQI website.

3.2 Report for the Board on the meeting of 19 July 2017

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

4. PROGRAMME VALIDATION APPLICATIONS

4.1 Further Education and Training (FET) Programmes

4.1.1 FET Programme Validation Applications

The Committee NOTED the documentation circulated and the detailed verbal report presented.

The Committee APPROVED the recommendations in respect of the validation of the programmes listed in the documentation.

FET Programme Validation Applications Refusals

The committee agreed with the recommendation to REFUSE validation of three programmes from three providers. The decision to refuse validation will be referred to the Programmes and Awards Oversight Committee (PAOC) for confirmation or referral back to the PAEC.

The Committee NOTED that it is intended that the new Validation Policy will be introduced for Further Education and Training programmes from 1 December 2017. However, following the pilot validation process, the ETBs expressed concerns about implementation and a longer transition may be required to enable these to be addressed. A QQI/ETB working group is to be established.

4.1.2 FET Programme Evaluation Reports (Positive)

The Committee NOTED the FET Programme Evaluation Reports circulated.

4.1.3 FET Programme Evaluation Reports (Negative)

The Committee NOTED the FET Programme Evaluation Reports circulated.

4.2 Higher Education and Training Programmes - Programme Validation

4.2.1 Dublin Business School

The Committee NOTED the documentation circulated. The Committee APPROVED the validation of the following programmes for five years from September 2017 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:

4.2.1.1 Diploma in Big Data for Business, Level 7, Special Purpose Award, 60 Credits
(Springboard)

4.2.1.4 Certificate in Cloud Platform Development, Level 7, Special Purpose Award, 40 Credits
(Springboard)

4.2.2 A Provider

The Committee NOTED the documentation circulated.

The Committee REFUSED the validation of four programmes from one 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.

The Executive clarified that conditions that are prerequisite by nature are complied with before PAEC meetings unless otherwise stated by the Validation Unit. QQI will monitor implementation of other special conditions.

4.2.3 Griffith College

The Committee NOTED the documentation circulated. The Committee APPROVED the validation of the following programmes for five years from September 2017 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:

4.2.2.1 Bachelor of Arts (Honours) in Audio and Music Technology, Level 8, Major Award, 210 Credits
Certificate in Audio and Music Technology, Level 6, Minor Award, 60 Credits

4.2.2.2 Bachelor of Arts in Animation, Level 7, Major Award, 180 Credits
Certificate in Animation, Level 6, Minor Award, 60 Credits

4.3 Devolution of Responsibility for Validation sub-processes

No Business

4.4 Validation of Research Degree Programmes

No Business

4.5 Springboard Approvals

No Business

4.6 Apprenticeship Programmes

4.6.1 Fast Track to Information Technology

4.6.1.1 The Committee NOTED the explanatory memorandum circulated.

The Committee NOTED the documentation circulated. The Committee DEFERRED consideration of the programmes below until the next PAEC meeting pending clarification of outstanding quality assurance arrangements as follows:

- Signed Memorandums of Understanding (MOUs) between FIT and ETBs are required.
- Intakes/Capacity
- Award Titles need to be agreed
- FET Credits need to be rectified throughout the documentation
- Report on the reengagement process including the evaluation of the proposed quality assurance procedures for apprenticeship

4.6.1.2 Advanced Certificate ICT Associate Professional Network Engineer, Level 6, 240 FET Credits (application title)

4.6.1.3 Advanced Certificate ICT Associate Professional Software Development, Level 6, 230 FET Credits (application title)

4.6.2 A Provider

The Committee NOTED the documentation circulated as PAEC/A28/4.6.2.1. The Committee REFUSED the validation of one programme from one 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.

4.6.3 A Provider

The Committee NOTED the documentation circulated. The Committee REFUSED the validation of one programme from one 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. REVALIDATION

5.1.1 Griffith College

The Committee NOTED the documentation circulated. The Committee APPROVED the revalidation of the following programme for five years from September 2017 subject to proposed special conditions in the panel report and all the conditions from the 2016 validation policy listed in the proposed new Certificate of Validation:

5.1.1.1 Certificate in Dual Career Development (Sport), Level 7, Special Purpose Award, 20 Credits

6. QA FOR COLLABORATIVE AND TRANSNATIONAL PROVISION

No Business

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

No Business

8. ESTABLISHMENT OF QUALITY ASSURANCE PROCEDURES BY PREVIOUSLY ESTABLISHED UNIVERSITIES

No Business

9. EXTENSION OF DELEGATION OF AUTHORITY BY LEVEL/FIELD

No Business

10. ROUTINE STANDARDS ACTIVITIES UPDATE

No Business

11. REPORT FROM THE PROGRAMMES AND AWARDS OVERSIGHT COMMITTEE (PAOC)

The Committee NOTED the documentation circulated 1 and the decision made by the PAOC. At its incorporeal meeting of 28 July 2017 the PAOC confirmed the decision of the PAEC to refuse validation.

12. PROCEDURES

12.1 PROCEDURES FOR FURTHER EDUCATION PROGRAMME VALIDATION APPLICATIONS (For Advice)

The Committee NOTED the documentation circulated.

The Committee NOTED that from 1 December 2017 it is intended that all further education and training programmes will be validated in accordance with *Core Policies and Criteria for the Validation by QQI of Programmes of Education and Training (2016)*. The following draft materials have been drafted (by colleagues from the ETB sector at QQI's request) to assist further education and training providers prepare an application for validation under the 2016 policy:

- Tool to Support the Evaluation of a Programme by a Provider Against the QQI Validation Criteria
- Programme Descriptor Template
- Guidelines for Completing the Programme Descriptor Template

It is anticipated that the drafts will be used at the planned workshop for training validation evaluators on 5/6 October.

Following discussion, the Committee provided advice to the Executive including endeavouring to pilot the materials with ETBs and Private Providers.

12.2 ROLES AND RESPONSIBILITIES AND CODE OF CONDUCT FOR REVIEWERS AND EVALUATORS

The Committee NOTED the documentation circulated.

The working draft *Roles, Responsibilities and Code of Conduct for Reviews and Evaluators (2017)* was prepared to fulfil the needs of QQI when engaging reviewers and evaluators to participate in its quality assurance processes.

It is anticipated that the draft will be used at the planned workshops for training validation evaluators on 5/6 October.

The Executive will take on board the advice given by the Committee