

PROGRAMMES AND AWARDS EXECUTIVE COMMITTEE (PAEC)

**Wednesday 10 September 2014 at 9am
Boardroom, QQI Offices, 26-27 Denzille Lane, Dublin 2**

Note of the seventh meeting of the QQI Programmes and Awards Executive Committee held in QQI offices, 26/27 Denzille Lane, Dublin 2 on **Wednesday 10 September 2014 at 9am**

PRESENT:

Chairperson: Dr Pdraig Walsh

Committee: Dr Rhona Dempsey
Ms Colette Harrison
Ms Orla Lynch
Dr Bryan Maguire
Ms Karena Maguire
Ms Trish O'Brien
Ms Mary Sheridan

In attendance:

Ms Therese Masterson (Key Executive)
Ms Deirdre Miller (Secretary)
Ms Angela Lambkin
Ms Róisín Sweeney
Mr Walter Balfe (Items 4.4, 11)
Ms Ann Graves (Item 9)

1. MINUTES OF THE MEETING OF 11 July 2014

The minutes of the PAEC Meeting held on 11 July 2014 were CONFIRMED and SIGNED.

2. MATTERS ARISING FROM THE MINUTES

2.1 Update on Programme Validations

The Committee NOTED the documentation tabled (see Appendix 1) referring to Item 4 which was circulated at the previous meeting. This document contained an update on programmes whose validation has been finalised since the last meeting e.g. PEL has been fulfilled or fees have been paid. These requirements have now been satisfied.

3. NOTE OF THE MEETING, REPORT FOR THE BOARD, TERMS OF REFERENCE

3.1 Note of Meeting of 11 July 2014

The committee APPROVED the Note of the PAEC Meeting of 11 July 2014, for publication on the QQI website.

3.2 Report for the Board on the meeting of 11 July 2014

The committee NOTED the report for the Board of the PAEC Meeting of 11 July 2014.

4. PROGRAMME VALIDATION APPLICATIONS

4.1. Further Education and Training (FET) Programmes

4.1.1 FET Programme Validation applications

The Committee NOTED the documentation (See Appendix 2) and the detailed verbal report Presented.

The Committee APPROVED the recommendations in respect of the validation of the programmes listed in Appendix 2 subject to confirmation of arrangements for Protection of Enrolled Learners (PEL) and fees being paid to QQI.

4.1.2 FET Summary Reports

The committee NOTED the documentation and the detailed verbal report presented.

4.2. Higher Education and Training Programmes – Programme Validation

4.2.1 Griffith College Dublin

The Committee NOTED the documentation.

At its meeting on 11 July 2014, the PAEC agreed an express approval process for a limited number of minor awards which are required in order to provide reasonable accommodation for international learners affected by the recent closure of a number of private colleges. The express approval process was made available to Griffith College Dublin and Dublin Business School who presented the following programmes for validation under this arrangement:

4.2.1.2 Certificate in Business, Level 6 Minor Award - 60 Credits; associated Major Award *Bachelor of Arts (Honours) in Business*

4.2.1.3 Certificate in General Business, Level 6 Minor Award - 60 Credits; associated Major Award *Higher Certificate in Business*

The Committee APPROVED the validation of the above programmes for two years for two intakes, in September 2014 and September 2015.

4.3. Devolution of Responsibility for Validation sub-processes

4.3.1 The Committee considered the Paper on Devolution of Responsibility for Validation Sub-Processes prepared by the Executive. This paper includes a review of the Devolution of Responsibility process and the feedback from providers on their experiences.

The Committee AGREED to the proposed extension of devolved responsibility for validation sub-process to Griffith College Dublin and National College of Ireland to include the following circumstances:

- I. With existing collaborative partners where the provider already has a collaborative agreement in place and for programmes in existing areas (e.g. Griffith and Windmill Lane).
- II. With existing transnational partners for the provision for existing programmes in the same transnational destination
- III. New centres of an existing provider for delivery of existing programmes in jurisdictions already approved

The Committee NOTED it was not possible to agree to extend the devolved responsibility to include joint awards under current policy and legislative requirements.

The Committee NOTED that the changes agreed do not require an amendment to the policies on devolved responsibility and core validation, but will require an amendment to the Memorandum of Agreement. The new MOA for devolved responsibility will include templates from the QQI validation project.

4.4. Validation of Research Degree Programmes

4.4.1 Update on IT Tralee Research Programmes Validation

The Committee NOTED the documentation and the verbal report presented.

The Committee ENDORSED the executive's recommendation to publicly confirm on the QQI website, that IT Tralee has fully implemented the recommendations of the review panel's report.

The Committee NOTED that that the corrigenda notification had not yet been added. It REQUESTED the Executive to write to the President of IT Tralee to formally advise the College that QQI will revoke the award unless the corrigenda notification had been inserted as required within a defined period.

4.5 Springboard Approvals

No Business

4.6 Initial Validation (under legacy process)

These submissions will result in the successful completion of the initial access of Dublin Institute of Design and International College for Personal and Professional Development (ICPPD) as providers of QQI programmes completed under the HET legacy policy and process. These will be submitted for approval to the QQI Board.

4.6.1 Dublin Institute of Design

The Committee NOTED the documentation and the verbal report presented. The Committee APPROVED the validation of the following programmes for five years from September 2014.

- Bachelor of Arts in Interior Design (Level 7), 180 Credits
- Bachelor of Arts in Graphic Design (Level 7), 180 Credits

This validation is subject to the Executive confirming that Dublin institute of Design has met the following conditions:

- PEL arrangements are in place
- A MAC lab has been installed and ground floor improvements have been completed

4.6.2 International College for Personal and Professional Development (ICPPD)

The Committee NOTED the documentation 1 and the verbal report presented.

The Committee APPROVED the validation of the following programmes for five years from September 2014:

- Bachelor of Arts in Holistic Counselling and Psychotherapy (Level 7), 180 credits

- Certificate in Holistic Counselling and Psychotherapy (Level 6), 30 credits

The approval is subject to the executive confirming that the ICPPD has:

- PEL arrangements in place
- an operational Virtual Learning Environment (VLE)

5. Revalidation

No Business

6. QA FOR COLLABORATIVE AND TRANSNATIONAL PROVISION AND JOINT AWARDING

No Business

7. DELEGATED AUTHORITY

No Business

8. RECOGNITION

No Business

9. ROUTINE STANDARDS ACTIVITIES UPDATE

9.1 FSG - tracking of adjustments to published standards

The Committee NOTED the documentation and AGREED the adjustments to published standards listed.

9.2 FSG - activity report

The Committee NOTED the verbal report and the activity report.

10. CHANGE OF LEGACY HETAC AND FETAC REGISTRATION PROVIDER STATUS

No Business

11. REFERRAL OF ITEMS TO THE PROGRAMMES AND AWARDS OVERSIGHT COMMITTEE

- 11.1 The Committee NOTED the documentation and the verbal report on the Programmes and Awards Oversight Committee (PAOC) meeting of 25 August 2014. The Committee further NOTED the unanimous decision of the PAOC to uphold the PAEC's decision in relation to IBAT College. The QQI executive has confirmed the outcome of the PAOC meeting with the college.

APPENDIX 1

Post PAEC PEL Validation 09/09/2014

The Learning Institute	PG11660	Early Childhood Care and Education	Early Childhood Care and Education	PFL Accepted	Validated	12-Dec-13	09-Jul-14
Laois County Childcare Committee Ltd	PG20617	Early Childhood Care and Education	Early Childhood Care and Education	PFL Accepted	Validated	11-Jul-14	21-Jul-14
Laois County Childcare Committee Ltd	PG20825	Early Childhood Care and Education	Early Childhood Care and Education	PFL Accepted	Validated	11-Jul-14	21-Jul-14
Irish Health Care Training	PG19345	HealthCare Support	Healthcare Support	PFL Accepted	Validated	04-Jun-14	16-Jul-14
Roscommon Support Group (RSG) Flexible Learning College	PG19304	Healthcare Support	Healthcare Support	PFL Accepted	Validated	05-Feb-14	21-Jul-14
PORTOBELLO INSTITUTE	PG20945	5M4468 Community Health Services	Community Health Services	PFL Accepted	Validated	11-Jul-14	14-Jul-14
PORTOBELLO INSTITUTE	PG20946	Community Care	Community Care	PFL Accepted	Validated	11-Jul-14	14-Jul-14
PORTOBELLO INSTITUTE	PG20959	Management Skills for the ECCE Setting	Management	PFL Accepted	Validated	11-Jul-14	14-Jul-14
PORTOBELLO INSTITUTE	PG20960	Contact Centre Customer Service/Business Development Skills	Business	PFL Accepted	Validated	11-Jul-14	14-Jul-14
PORTOBELLO INSTITUTE	PG20947	Health Services Supervisory Management Skills	Health Services Supervisory Management Skills	PFL Accepted	Validated	11-Jul-14	14-Jul-14

APPENDIX 2

Validation Process: Programmes for Approval (PAA OWN PROGRAMMES)

Provider Name	Programme Code	Programme Name	Leading to Award	Credits	PAEC Recommendation	PEL Status
No Applications						

Validation Process: Shared Programmes for Approval

Provider Name	Programme Code	Programme Name	Leading to Award	Credits	PAEC Recommendation	PEL Status
Congress Centres Network Central Office	PG17322	Union Organising Skills Level 5. Component Specification Number 5N532	Level 5 Certificate Trade Union Studies 5M5165	120 FE Credits	Recommend to Validate Recommend for Approval	PEL Does Not Apply
	PG17471	Contact Centre Skills	CCL5 Contact Centre Skills 5N1361	120 FE Credits	Recommend to Validate Recommend for Approval	PEL Does Not Apply
Dorset College - PF00003	PG18862	Health Services Supervisory Management	Level 6 Certificate Health Services Supervisory Management Skills 6M4978	120 FE Credits	Recommend to Validate	PEL Agreed

Validation Process: Use a Shared Programme

Provider Name	Programme Code	Programme Name	Leading to Award	Credits	PAEC RECOMMENDATION	PEL STATUS
Garbally College - PA00717	PG21057	General Learning	Level 3 Certificate in General Learning 3M0874	60 FE Credits	Recommend to Validate	PEL Does Not Apply
Mandate - PN00704	PG21033	Training and Development	Training and Development 6S3372	30 FE Credits	Recommend to Validate	PEL Does Not Apply
St Itas Special School - 18936K	PG21077	Learning Skills for life	Level 2 Certificate General Learning P2GLO	20 FE Credits	Recommend to Validate	PEL Does Not Apply

Validation Process: Major

Provider Name	Programme Code	Programme Name	Leading to Award	Credits	PAEC Recommendation	PEL Status
Wexford Local Development - 42420J	PG17664	General Learning	Level 4 Certificate General Learning 4M2010	90 FE Credits	Recommend to Validate	PEL Does Not Apply
Forus Training	PG18807	Healthcare Support	Level 5 Certificate Healthcare Support 5M4339	120 FE Credits	Recommend to Validate	PFL Agreed

Validation Process: Non Major

Provider Name	Programme Code	Programme Name	Leading to Award	Credits	PAEC Recommendation	PEL Status
Ballybeg Community Development Project	PG20654*	Working in communities	CCL5 Community Development Practice 5N0777 CCL5 Personal Effectiveness 5N1390 CCL5 Working with Groups 5N2707	45 FE Credits	Recommend to Validate	PEL Does Not Apply
Catherine Treanor Safety Health and Environmental Services Ltd	PG19384	Infection Prevention and Control	CCL5 Infection Prevention and Control 5N3734	15 FE Credits	Recommend to Validate	PEL Does Not Apply
	PG19386	food Safety and HACCP	CCL5 Food Safety and HACCP 5N5266	15 FE Credits	Recommend to Validate	PEL Does Not Apply
	PG19388	Food Hygiene	CCL5 Food Hygiene 5N2749	15 FE Credits	Recommend to Validate	PEL Does Not Apply
ECO-UNESCO	PG20412*	Sustainable Development	CCL5 Sustainable Development 5N5905	15 FE Credits	Recommend to Validate	PEL Under Consideration
	PG20416*	Work Experience	CCL5 Work Experience 5N1356	15 FE Credits	Recommend to Validate	PEL Under Consideration
Enviro Safety Consultancy Ltd	PG20659*	Electrical Principles	CCLS Electrical Principles 6N2049	15 FE Credits	Recommend to Validate	PEL Under Consideration
Greater Heights Ltd	PG19024	Supervisory Skills - 6N2104	CCL6 Supervisory Skills 6N2104	15 FE Credits	Recommend to Validate	PEL Does Not Apply
Education and Training Focus	PG19016	Gerontology	CCL6 Gerontology 6N3748	15 FE Credits	Recommend to Validate	PEL Does Not Apply
Irish Security Training Association	PG20673*	Safety & Health at Work	CCL4 Door Security Procedures 4N1114 CCL4 Guarding Skills	35 FE Credits	Recommend to Validate	PEL Does Not Apply

			4N1118 CCL5 Safety and Health at Work 5N1794			
Irish Small and Medium Enterprises Association	PG20610*	Essential Management Skills	CCL6 Business Management 6N4310 CCL6 Communications 6N1950	30 FE Credits	Recommend to Validate	PEL Does Not Apply
Racing Academy and Centre of Education	PG210728*	Stable and Yard Routine Level 5	CCL5 Stable and Yard Routine 5N3355	30 FE Credits	Recommend to Validate	PEL Does Not Apply
Team LM	PG20582*	Handling and Distribution of Pesticides	CCL5 Handling and Distribution of Pesticides 5N2466	5 FE Credits	Recommend to Validate	PEL Does Not Apply
Techno Training	PG20480*	Programmable Logic Controllers	CCL6 Programmable Logic Controllers 6N5370	15 FE Credits	Recommend to Validate	PEL Does Not Apply
Leadership Management Ireland	PG18528	Leadership Through Effective Personal Productivity	CCL6 Leadership 6N2191	15 FE Credits	Recommend to Validate	PEL Does Not Apply
MCX Training and Development	PG20607*	Project Management	CCL6 Project Management 6N4090	30 FE Credits	Recommend to Validate	PEL Does Not Apply
Irish Institute of Sportsurfaces	PG20641*	Sports Surface Operations	Level 5 Special Purpose Certificate Sports Surface Operations 5S2771	45 FE Credits	Recommend to Validate	PEL Does Not Apply

Validation Process: Refused Validation

Provider Name	Programme Code	Programme Name	Leading to Award	Credits	PAEC Recommendation	PEL Status
Catherine Treanor Safety Health and Environmental Services Ltd	PG19387	Health and Safety at Work	CCL5 Safety and Health at Work 5N1794	15 FE Credits	Recommend to Refuse Validate	PEL Does Not Apply
Portobello Institute	PG18713	Marketing	Level 5 Certificate Marketing 5M2069	120 Credits	Recommend to Refuse Validation	PEL in place
(All Shared Programmes)	PG18414	Business Studies 5M2102	Level 5 Certificate Business Studies 5M2102	120 Credits	Recommend to Refuse Validation	PEL in place
	PG18023	5M5146 Sports, Recreation and Exercise	Level 5 Certificate Sports, Recreation and Exercise 5M5146	120 Credits	Recommend to Refuse Validation	PEL in place
	PG18714	Tourism with Business 5M5011	Level 5 Certificate Tourism with Business 5M5011	120 Credits	Recommend to Refuse Validation	PEL in place
	PG18103	Leisure Facility Supervisory Management 6M4749	Advanced Certificate Leisure Facility Supervisory Management 6M4749	120 Credits	Recommend to Refuse Validation	PEL in place
	PG18775	Tourism with Business 6M5012	Advanced Certificate Tourism with Business 6M5012	120 Credits	Recommend to Refuse Validation	PEL in place
	PG18108	Sports, Recreation and Exercise 6M5147	Advance Certificate Sports, Recreation and Tourism 6M5147	120 Credits	Recommend to Refuse Validation	PEL in place