

PROGRAMMES AND AWARDS EXECUTIVE COMMITTEE (PAEC)

Thursday 6 February 2020 at 9:30am

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

Note of the 44th 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 6 February 2020**.

Present:

Dr Pdraig Walsh (Chairperson)
Ms Andrina Wafer
Ms Angela Lambkin
Ms Barbara Kelly
Dr Bryan Maguire
Dr John O'Connor

In attendance:

Ms Therese Masterson (Key Executive)
Ms Janet Cawley (Secretary)
Ms Carmel Kelly
Mr Walter Balfe
Michelle Gallagher (Item 5.2 – Item 14)
Dr Deirdre Stritch (Item 6.1.2 – Item 14)
Mr Paul Lyons, Programmes and Awards Oversight Committee (PAOC)

Apologies:

Ms Marie Gould
Ms Róisín Sweeney

The Chairperson welcomed Paul Lyons, 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 5 DECEMBER 2019

2.1 The Minutes of the PAEC Meeting held on 5 December 2019 were approved by the Committee.

3. MATTERS ARISING FROM THE MINUTES OF MEETING OF 5 DECEMBER 2019

All 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 5 December 2019

The Committee APPROVED the Note of the PAEC Meeting of 5 December 2019, for publication on the QQI website.

4.2 Report for the Board on the Meeting of 5 December 2019

The Committee NOTED the Report for the Board on the PAEC Meeting of 5 December 2019.

5. PROGRAMME VALIDATION APPLICATIONS

5.1 Further Education and Training (FET) Programmes

5.1.1 Healthcare Training Solutions

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

5.1.1.1 PG24163, Intellectual Disability, Level 5, Minor Award, 15 Credits (CAS)

5.1.2 Midland Energy Training and Assessment Centre Ltd (METAC)

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

5.1.2.1 PG24145, Domestic Heat Pump Installation, Level 6, Special Purpose Award, 15 Credits (CAS)

5.1.3 Kilkenny and Carlow Education and Training Board

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

5.1.3.1 PG24253, Laboratory Techniques, Level 5, Major Award, 120 Credits (CAS)

5.1.4 An Cosán

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

5.1.4.1 PG24133, Business Administration for Digital Skills for work, Level 5, Major Award, 135 Credits (CAS)

5.2 Higher Education and Training Programmes – Programme Validation

5.2.1 A Named Provider

The Committee NOTED the documentation circulated. The Committee REFUSED the validation of one programme of a named provider:

The decision to refuse validation of the programme will be referred to the Programmes and Awards Oversight Committee (PAOC) for confirmation or referral back to the PAEC.

5.3 Devolution of Responsibility for Validation Sub-Processes

5.3.1 Griffith College

The Committee NOTED the Explanatory Memorandum and documentation circulated. In October 2019, Griffith College forwarded draft quality assurance procedures for programme validation and a draft Memorandum of Agreement between QQI and Griffith College 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.

The scope of devolved responsibility is limited to taught programmes up to NFQ Level 9 excluding:

- a. Programmes organised in collaboration with other providers (Collaborative programmes)
- b. Apprenticeship programmes
- c. Transnational programmes
- d. Programmes leading to joint awards
- e. Research Masters programmes

QQI will continue to manage all aspects of programme validation in areas (a) to (e) listed above.

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 National College of Ireland

The Committee NOTED the documentation circulated.

National College of Ireland (NCI) advised that they are seeking an extension of validation for a number of specific programmes as a number of issues arose during the programme review process. The issues were outlined by the provider in the documentation provided.

The Committee APPROVED the request to extend the last intake date for the following programmes for one year. All eight programmes currently have a last intake date of September 2019. Six are single intake programmes, two programmes have two intakes.

- 6.1.1.1 PG21802, Bachelor of Arts (Honours) in HRM Strategy and Practice, Level 8, Major Award, 180 Credits
- PG21810, Diploma in HRM Strategy and Practice, Level 7, Minor Award, 60 Credits (new date of last intake – September 2020)

PG21879, Master of Arts in Human Resource Management, Level 9, Major Award, 90 Credits
PG21880, Postgraduate Diploma in Arts in Human Resource Management, Level 9, Major Award, 60 Credits (new date of last intake – August 2021)
PG21951, Bachelor of Arts (Honours) in Accounting and Finance, Level 8, Major Award, 180 Credits (new date of last intake – September 2020)
PG21913, Master of Science in Finance, Level 9, Major Award, 90 Credits (new date of last intake – September 2020)
PG21753, Bachelor of Science (Honours) in Technology Management, Level 8, Major Award, 240 Credits (new date of last intake – September 2020)
PG21687, Higher Certificate in Science in Business Computing, Level 6, Major Award, 120 Credits (new date of last intake – August 2021)

6.1.2 Dublin Institute of Design

The Committee NOTED the documentation circulated.

Dublin Institute of Design (DID) advised that they are seeking an extension of validation, as engaging in reengagement, review and revalidation within the current timeframe would impose unrealistic demands on DID's resources.

The Committee APPROVED the request to extend the last intake date for the following programmes for one year. The programmes currently have a last intake date of September 2019:

- 6.1.2.1 PG21841, Bachelor of Arts in Graphic Design, Level 7, Major Award, 180 Credits
- PG21854, Bachelor of Arts in Interior Design, Level 7, Major Award, 180 Credits

6.2 Precedents for Granting Extensions of Validation Periods

The Committee NOTED the information relation to the extension to the duration of enrolments of programmes, granted by the PAEC during 2018 and 2019. The Committee NOTED the table which summarises the rationales for granting extensions during this timeframe, which the executive intends to maintain and update as necessary. This table will be useful to the PAEC when considering future extension applications and will help ensure consistency of decision-making by the PAEC regarding extension applications.

The Committee approved the maintenance of such a table by the Executive.

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)

9.1 IICP Education and Training Limited

The Committee NOTED the documentation circulated. The Committee APPROVED the quality assurance procedures of IICP Education and Training Limited.

9.2 A Named Provider

The Committee NOTED the documentation circulated. The Committee REFUSED to approve with recommendations the quality assurance procedures of a named provider (pending mandatory changes being made). The named provider may submit revised procedures for approval within a six-month period of notification of this decision.

9.3 ICD Business School

The Committee NOTED the documentation circulated. The Committee APPROVED the quality assurance procedures of ICD Business School.

9.4 Children's Therapy Centre Limited

The Committee NOTED the documentation circulated. The Committee APPROVED the quality assurance procedures of Children's Therapy Centre Limited.

9.5 National Adult Literacy Association (NALA)

The Committee NOTED the documentation circulated. The Committee APPROVED the quality assurance procedures of National Adult Literacy Association (NALA).

The Committee agreed that the executive should capture high level quantitative data on providers' staff (full-time and part-time) and learner figures to get a better understanding of the sector and to inform the further development of QQI policy and quality assurance guidelines.

The executive noted in general feedback that Chairs are increasingly opting to defer decisions in reengagement evaluations, often identifying a far greater number and extent of proposed changes to be addressed than was intended for a six-week period. This puts a lot of pressure on providers and risks the changes made being more superficial than substantive in nature. The executive proposed developing criteria and guidance on what would constitute a deferred decision. The PAEC requested further data on deferred decisions for the next meeting of the PAEC.

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)

No Business

14. THEMATIC ANALYSIS OF PROVIDER REENGAGEMENT (QA APPROVAL)

14.1 Thematic analysis of provider reengagement (QA Approval)

The Committee NOTED the documentation circulated. Since its Initiation, the reengagement process has taken applications from 43 voluntary providers of QQI awards (23 HET and 20 FET). The analysis will comprise document review, focus groups and individual interviews. QQI has commissioned an expert, Dr Orlaith McCaul, to conduct a thematic analysis of the process and findings. The project is scheduled to begin after this meeting of the PAEC. The findings will be presented to the Board in June.