

**PROGRAMMES AND AWARDS EXECUTIVE COMMITTEE (PAEC)**

**Thursday 7 April 2022 at 9:30am**

**via Microsoft Teams**

Note of the 59th meeting of the QQI Programmes and Awards Executive Committee held via Microsoft Teams, at 9:30am on **Thursday 7 April 2022.**

**Present:**

Dr Pdraig Walsh (Chairperson)  
Ms Angela Lambkin  
Ms Barbara Kelly  
Dr Jim Murray  
Dr John O'Connor  
Ms Marie Gould  
Ms Mary Grennan

**In attendance:**

Ms Therese Masterson (Key Executive)  
Ms Janet Cawley (Secretary)  
Ms Alex Keyes  
Ms Laura McNamee  
Ms Marie Mattimoe  
Mr Walter Balfe  
Ms Andrea Durnin  
Ms Michelle Gallagher (Item 5.3.1)  
Ms Orlaith O'Loughlin (Item 5.4.1)  
Dr Bryan Maguire (Item 5.4.1)

The Chair informed the Committee that this was Marie Gould's final PAEC meeting and thanked Marie for her excellent contribution to the Committee during her term of office.

**1. APPROVAL OF AGENDA AND POTENTIAL CONFLICTS OF INTEREST**

The Chair informed the Committee that there were two additional items on the agenda - SOLAS (extension of validation period) which would be dealt with under 6.2.1 and NCI (follow up on recommendations and conditions in panel report) which would be dealt with under 7.1.

**2. MINUTES OF MEETING OF 10 FEBRUARY 2022**

**2.1** The Minutes of the PAEC Meeting held on 10 February 2022 were approved by the Committee.

**3. MATTERS ARISING**

Any 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 10 February 2022**

The Committee APPROVED the Note of the PAEC Meeting of 10 February 2022 for publication on the QQI website.

#### **4.2 Report for the Board on the Meeting of 10 February 2022**

The Committee NOTED the Report for the Board on the PAEC Meeting of 10 February 2022.

### **5. PROGRAMME VALIDATION APPLICATIONS**

#### **5.1 Further Education and Training (FET) Programmes**

##### **5.1.1 Limerick and Clare Education and Training Board (ETB)**

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

5.1.1.1 PG24861, Food Science, Level 5, Major Award, 120 FET Credits, CAS Award (*ETB Sharing of Validated Programmes*)

##### **5.1.2 Dorset College**

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

5.1.2.1 PG24641, Level 5 Specific Purpose Certificate in International Foundation Studies, Level 5, Special Purpose Award, 120 FET Credits (*Non-CAS*)

##### **5.1.3 Kilkenny and Carlow ETB**

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

5.1.3.1 PG24831, Level 4 Specific Purpose Certificate in Environmental Sustainability Awareness, Level 4, Special Purpose Award, 5 FET Credits (*Non-CAS, Microcredential*)

##### **5.1.4 Cork ETB**

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

5.1.4.1 PG24837, Level 4 Specific Purpose Certificate in Environmental Sustainability Awareness, Level 4, Special Purpose Award, 5 FET Credits (*Non-CAS, Microcredential*)

##### **5.1.5 Dublin and Dún Laoghaire ETB**

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

5.1.5.1 PG24840, Level 4 Specific Purpose Certificate in Environmental Sustainability Awareness, Level 4, Special Purpose Award, 5 FET Credits (*Non-CAS, Microcredential*)

##### **5.1.6 Kildare and Wicklow ETB**

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

5.1.6.1 PG24841, Level 4 Specific Purpose Certificate in Environmental Sustainability Awareness, Level 4, Special Purpose Award, 5 FET Credits (*Non-CAS, Microcredential*)

#### 5.1.7 **Mayo, Sligo and Leitrim ETB**

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

5.1.7.1 PG24834, Level 4 Specific Purpose Certificate in Environmental Sustainability Awareness, Level 4, Special Purpose Award, 5 FET Credits (*Non-CAS, Microcredential*)

#### 5.1.8 **Limerick and Clare ETB**

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

5.1.8.1 PG24836, Level 4 Specific Purpose Certificate in Environmental Sustainability Awareness, Level 4, Special Purpose Award, 5 FET Credits (*Non-CAS, Microcredential*)

## 5.2 **Higher Education and Training Programmes – Programme Validation**

No Business

## 5.3 **Devolution of Responsibility for Validation Sub-Processes**

### 5.3.1 **IICP College**

The Committee NOTED the Explanatory Memorandum and documentation circulated. IICP College submitted draft quality assurance procedures for programme validation and a draft Memorandum of Agreement between QQI and IICP College in respect of their application for devolution of responsibility for validation sub-processes.

The application included the following information to meet the criteria for devolution of responsibility for validation sub-processes:

- a) Rationale for seeking devolved responsibility along with a self-evaluation against the three criteria set out in *QQI (2018) Devolution of Responsibility for arranging (Programme Validation Related) Independent Evaluation Reports at QQI's request: OPERATIONAL PROCEDURES*.
- b) Draft Memorandum of Agreement between QQI and IICP College.
- c) Procedures for undertaking the validation sub-processes for which responsibility is sought (i.e. the relevant quality assurance procedures)

The Committee APPROVED the application for Devolution of Responsibility for Validation Sub-Processes and AGREED to delegate responsibility to the QQI executive for approval of any amendments required.

## 5.4 **Validation of Research Degree Programmes**

#### 5.4.1 Letterkenny Institute of Technology

The Committee NOTED the documentation circulated.

The Committee NOTED the application by Letterkenny Institute of Technology (prior to the establishment of Atlantic Technological University (ATU)) for validation of the following programme:

PG24631, Doctor of Business Administration, Level 10

Following discussion, the Committee AGREED that it was *ultra vires* to consider this application for validation. The Committee FURTHER AGREED that the panel report should be sent to ATU.

#### 5.5 Apprenticeship Programmes

No Business

### 6. REVALIDATION

#### 6.1 Application for Extension of Validation Period

##### 6.1.1 The Open Training College

The Committee NOTED the documentation circulated.

The Open Training College requested a one-year extension of validation to the following programmes:

PG22384, Bachelor of Arts (Honours) in Contemporary Disability Studies, Level 8, Major Award, 60 Credits **(September 2022)**

PG22410, Certificate in Current Issues in Social Care: Mental Health, Elder Care and Children, Level 8, Minor Award, 10 Credits **(August 2023)**

PG22415, Certificate in Supporting Individualised Living and Alternative Services, Level 8, Minor Award, 10 Credits **(August 2023)**

PG22383, Bachelor of Arts in Contemporary Disability Studies, Level 7, Major Award, 180 Credits **(September 2022)**

PG22407, Certificate in Quality and Risk in Service Delivery, Level 6, Special Purpose Award, 20 Credits **(August 2023)**

PG22408, Certificate in Supporting and Working with Families, Level 7, Special Purpose Award, 10 Credits **(August 2023)**

PG22409, Certificate in Autism, Wellbeing and Positive Behaviour Supports, Level 7, Special Purpose Award, 20 Credits **(August 2023)**

PG22411, Certificate in Exploring Disability, Level 6, Minor Award, 10 Credits **(August 2023)**

PG22414, Certificate in Active Inclusion, Level 7, Minor Award, 10 Credits **(August 2023)**

PG22416, Certificate in Empowerment and Advocacy, Level 6, Minor Award, 10 Credits **(August 2023)**

PG22419, Certificate in Focus on the Individual, Level 6, Minor Award, 15 Credits **(August 2023)**

The rationale for this request was to allow for the submission for validation of a new Level 8 major programme and to allow time to research and consider the future of the Level 7 programme and minor awards. In addition, the College has been involved in the approval process with CORU for The Open Training College's PG24094 Bachelor of Arts in Social Care. The result of this process will impact on any developments for the planned new Level 7 programme.

The executive will request a progress report from Open Training College for the PAEC meeting in June 2022.

The Committee APPROVED the request to extend the last intake dates of the programmes listed above.

### **6.1.2 Dublin Business School**

The Committee NOTED the documentation circulated. Dublin Business College requested a one-year extension of validation to the following programme:

6.1.2.1 PG23256, Bachelor of Arts in Applied Social Care, Level 7, Major Award, 180 Credits

The rationale for the one-year extension was to align this programme with its sister programme, PG23941 Bachelor of Arts (Honours) in Applied Social Care, which is validated for a final intake in August 2024. The two programmes are identical across years 1–3 and as such it is considered desirable to undertake a review of both together. DBS is currently engaged in a process with CORU for recognition of both programmes on the Social Care Workers' Register. This process will conclude in late 2022/early 2023 and following this there will be a need to ensure on-going alignment of the two programmes for the purposes of meeting CORU proficiencies and standards.

The Committee APPROVED the request to extend the last intake date of the programme above to August 2024.

## **6.2 Applications for Revalidation**

### **6.2.1 Solas - Update report on Craft Apprenticeship Revalidation**

The Committee NOTED the documentation tabled at the meeting.

On 8 December 2021, the PAEC deferred a decision to extend validation of the following five craft apprenticeships:

- 6.1.2.1 PG22050, Advanced Certificate in Craft - Metal Fabrication, Level 6, Major Award, 240 FET Credits
- PG22046, Advanced Certificate in Craft - Electrical, Level 6, Major Award, 240 FET Credits
- PG22036, Advanced Certificate in Craft - Carpentry and Joinery, Level 6, Major Award, 240 FET Credits
- PG22025, Advanced Certificate in Craft - Heavy Vehicle Mechanics, Level 6, Major Award, 240 FET Credits
- PG22022, Advanced Certificate in Craft - Plumbing, Level 6, Major Award, 240 FET Credits

QQI sought further evidence in writing of the work being undertaken by SOLAS in relation to the revalidation submission. Subsequently, SOLAS submitted an update in relation to Craft Apprenticeships. At the February PAEC meeting the Committee agreed a further extension of validation until December 2022.

At a meeting with the QQI executive in April, SOLAS updated QQI on the revalidation of the five craft apprenticeship programmes projects currently underway.

SOLAS has indicated that they expect to have the review completed and revalidation applications submitted to QQI in the third quarter of 2022.

The executive will request a progress report from SOLAS for the PAEC meeting in June 2022.

## **6.3 Request for Modification of Validated Programmes**

### 6.3.1 Carlow College, St Patricks

The Committee NOTED the documentation circulated.

Carlow College requested four modifications to the following two programmes:

PG23978, Bachelor of Arts (Honours) in Arts and Humanities  
PG23979, Bachelor of Arts in Arts and Humanities, *Exit Award*

Most of the requested modifications relate to recent module updates on cross-programme modules, i.e., modules which are included in several validated programmes.

The Committee APPROVED the modifications to the programmes as requested by Carlow College, St Patricks.

### 6.3.2 International College for Personal and Professional Development

The Committee NOTED the documentation circulated.

International College for Personal and Professional Development requested two modifications to the following programme:

PG24126 BA (Hons) in Holistic Counselling and Psychotherapy, Level 8 Major Award.

- i) To include a delivery venue in Dublin.
- ii) To add an additional cohort to reflect the new venue.

The Committee APPROVED the modifications to the programme as requested by International College for Personal and Professional Development.

## 7. FOLLOW-UP ON PAEC RECOMMENDATIONS AND CONDITIONS IN PANEL REPORTS

### 7.1 Update on the follow-up of conditions of validation

QQI is required to follow up on any special conditions of validation identified by an evaluation panel. The special conditions of validation that require follow-up are any conditions that have yet to be met at the time of the PAEC meeting at which the relevant application for validation is being considered, or those conditions that are ongoing in nature and will require explicit monitoring for the period for which the programme has been validated.

#### 7.1.1 National College of Ireland

The Committee NOTED the documentation which included an update tabled at the meeting. In September 2021 the PAEC validated, with two conditions, the following programme from National College of Ireland:

PG24592, Certificate in P-Tech (Pathways in Technology), Level 6, Special Purpose Award, 10 Credits

The Committee NOTED that the final versions of the documents to address the conditions will be available to the PAEC on 9 June.

## 8. QA FOR COLLABORATIVE AND TRANSNATIONAL PROVISION

No Business

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

### 9.1.1 A Named Provider

The Committee NOTED the documentation circulated.

The Committee REFUSED TO APPROVE WITH RECOMMENDATIONS (pending mandatory changes being made) the quality assurance procedures of the named provider. The named provider may submit revised procedures for approval within a six-month period of notification of this decision.

### 9.1.2 A Named Provider

The Committee NOTED the documentation circulated.

The Committee REFUSED TO APPROVE WITH RECOMMENDATIONS (pending mandatory changes being made) the named provider's application to extend its current scope of provision from FET to HET QA Approval. The named provider may submit revised procedures for approval within a six-month period of notification of this decision.

### 9.1.3 Healthcare Training Solutions College of Further Education (1st Aid Services including Healthcare Training Solutions)

The Committee NOTED the documentation circulated.

The Committee APPROVED WITH CONDITIONS the core quality assurance procedures of Healthcare Training Solutions College of Further Education (1st Aid Services including Healthcare Training Solutions).

The Committee NOTED that the executive now considers the conditions to be met and that no further follow-up is required.

### 9.1.4 KARE

The Committee NOTED the documentation circulated.

The Committee APPROVED WITH CONDITIONS the core quality assurance procedures of KARE.

The Committee APPROVED WITH CONDITIONS the extension of scope of provision of KARE to include additional NFQ levels.

The Committee NOTED that the executive considers the conditions of QA approval numbers 2 and 3 to be met.

### 9.1.5 LEAP Leading Enterprises to Advanced Performance Limited

The Committee NOTED the documentation circulated.

The Committee APPROVED WITH CONDITIONS the core quality assurance procedures of LEAP Leading Enterprises to Advanced Performance Limited.

The Committee NOTED that the executive considers condition 1 of QA Approval to be met.

## **10. WITHDRAWAL OF BLENDED LEARNING QA APPROVAL APPLICATION**

### **10.1 County Roscommon Disability Support Group Ltd**

The Committee NOTED the documentation circulated.

In January 2022, County Roscommon Disability Support Group Ltd sent a letter, withdrawing its application to extend its current scope of provision to include blended learning.

The Committee NOTED the withdrawal of County Roscommon Disability Support Group Ltd's application to extend its current scope of provision to include blended learning.

## **11. ROUTINE STANDARDS ACTIVITIES UPDATE**

No Business

## **12. CHANGE OF STATUS OF LEGACY HET AND FET PROVIDERS**

### **12.1 Change of Status of Legacy HET and FET Providers**

The Committee NOTED the documentation circulated. Two providers were to have their QA Agreements rescinded and the validation of their programmes withdrawn due to voluntary decision by the providers not to reengage.

Both providers have been met virtually by QQI and have had the opportunity to agree a wind-down process to ensure that any programme in process and/or certification in process has been completed.

The Committee APPROVED the withdrawal of approval of the providers' quality assurance and withdrawal of validation of the associated programmes. The executive will send a registered letter of notification to each provider.

## **13. REPORT FROM THE PROGRAMMES AND AWARDS OVERSIGHT COMMITTEE (PAOC)**

No Business

## **14. PROCEDURE FOR VALIDATION OF PROGRAMMES SHARED AMONG ETBs**

### **14.1 Procedure for Validation of Programmes Shared Among ETBs**

The Committee NOTED the documentation circulated.

The Executive proposed a differential validation procedure for ETB programmes, where the curriculum was originally developed by another ETB(s), either singularly or collaboratively, and where the evaluation was focused on the provider-specific aspects only.

Following discussion, the PAEC APPROVED the proposed procedures pending a fuller agreement with ETBs as to how programmes will be shared and how the subsequent programme cycle will be managed.