PROGRAMMES AND AWARDS EXECUTIVE COMMITTEE (PAEC)

Wednesday 8 December 2021 at 9:30am

via Microsoft Teams

Draft note of the 57th meeting of the QQI Programmes and Awards Executive Committee held via Microsoft Teams, at 9:30am on **Wednesday 8 December 2021.**

Present:
Dr Padraig 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

The Chairperson thanked Bryan Maguire and Andrina Wafer (former members of the Committee) for their contribution to the Committee during their terms of office.

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

2. **MINUTES OF MEETING OF 19 OCTOBER 2021**

    2.1 The Minutes of the PAEC Meeting held on 19 October 2021 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 19 October 2021

    The Committee APPROVED the Note of the PAEC Meeting of 19 October 2021 for publication on the QQI website.

    4.2 Report for the Board on the Meeting of 19 October 2021

    The Committee NOTED the Report for the Board on the PAEC Meeting of 19 October 2021.

4.3 Membership of the Programmes and Awards Executive Committee

The Committee NOTED the Membership of the Programmes and Awards Executive Committee.

The Committee NOTED that, at its meeting on 26 November 2021, the Board approved the appointment of **Jim Murray** (replacing Bryan Maguire) and **Mary Grennan** (replacing Andrina Wafer) to the Committee. The Committee further NOTED that Jim Murray has been appointed for a period of two years and that Mary Grennan has been appointed for a period of three years.

4.4 Revised PAEC Terms of Reference (26 November 2021)

The Committee NOTED the Revised PAEC Terms of Reference approved by the Board on 26 November 2021.

5. PROGRAMME VALIDATION APPLICATIONS

5.1 Further Education and Training (FET) Programmes

5.1.1 **Property Health Check**

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

5.1.1.1 PG24683, Building Energy Rating Assessment (Dwellings), Level 6, Minor Award, 15 FET Credits, *CAS Award*

5.1.2 **Urrús**

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

5.1.2.1 PG24588, Community Representatives Training, Level 5, Minor Award, 15 FET Credits, *CAS Award*

5.1.3 **Kildare and Wicklow ETB**

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

5.1.3.1 PG24486, National Tour Guiding, Level 6, Special Purpose Award, 45 FET Credits, *CAS Award*, *ETB Sharing of Validated Programmes*

5.1.4 **Laois and Offaly ETB**

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

PG24713, Health Services Supervisory Management Skills, Level 6, Major Award, 120 FET Credits, *CAS Award*, ETB *Sharing of Validated Programmes*

5.1.5 **City of Dublin 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 PG24761, Domestic Gas Safety, Level 6, Supplemental Award, 15 FET Credits, *CAS Award*, *ETB Sharing of Validated Programmes*

5.1.6 Kilkenny and Carlow ETB

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

5.1.6.1 PG24628, Lowland Leadership, Level 5, Specific Purpose Award, 15 FET Credits

5.1.6.2 PG24640, Stand-up Paddle Boarding Instructional Skills, Level 5, Specific Purpose Award, 15 FET Credits

5.1.7 Limerick and Clare ETB

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

5.1.7.1 PG24489, Certificate in Handling F-Gas in Mobile Airconditioning Systems in Certain Motor Vehicles, Level 5, Specific Purpose Award, 5 FET Credits

5.1.7.2 PG24598, Certificate in F-Gas Handling in Large RACHPT&T Systems Category 1, Level 5, Specific Purpose Award, 10 FET Credits

5.2 Higher Education and Training Programmes – Programme Validation

5.2.1 National College of Ireland

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

5.2.1.1 PG24737, Certificate in Workplace Adjudication, Level 8, Special Purpose Award, 20 Credits

5.2.2 Sport Ireland

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

5.2.2.1 PG24650, Certificate in Sports Coach Development, Level 7, Special Purpose Award, 45 Credits

5.2.3 CCT College

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

5.2.3.1 PG24629, Master of Arts in International Business, Level 9, Major Award, 90 Credits
PG24630, Postgraduate Diploma in Arts in International Business, Level 9, Major Award, 60 Credits, *Exit Award*

5.2.4 **Saint Nicholas Montessori College Ireland (Differential Validation)**

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

5.2.4.1 PG24468, Bachelor of Education (Honours) in Montessori Education (Early Years), Level 8, Major Award, 240 Credits

5.2.5 **Griffith College**

The Committee NOTED the documentation circulated and the detailed reports presented. The Committee APPROVED the validation of the following programmes:

5.2.5.1 PG24658, Certificate in Workplace Mentoring, Level 7, Special Purpose Award, 5 Credits (*Microcredential Process)*

5.2.5.2 PG24662, Bachelor of Arts (Hons) in Film, TV and Screen Media Production, Level 8, Major Award, 180 Credits
PG24667, Certificate in Film, TV and Screen Media Production, Level 6, Minor Award, 60 credits *(Exit Award)*
PG24668, Certificate in Live TV and Broadcast, Level 8, Minor Award, 20 credits
PG24669, Certificate in Visual Effects for Screen and Virtual Reality, Level 8, Minor Award, 15 credits
PG24670, Certificate in Digital Cinematography and Image Grading, Level 8, Minor Award, 20 credits
PG24673, Bachelor of Arts in Film, TV and Screen Media Production, Level 7, Major Award, 180 Credits
PG24674, Higher Certificate in Arts in Film, TV and Screen Media Production, Level 6, Major Award, 120 Credits *(Exit Award)*
PG24675, Certificate in TV Production and Design Practice, Level 6, Special Purpose Award, 60 credits
PG24676, Certificate in Screen Media Production for Small to Medium Enterprises, Level 6, Minor Award, 25 credits
PG24677, Certificate in Screen Production, Level 6, Minor Award, 10 credits

5.2.5.3 PG24695, Bachelor of Arts (Honours) in Procurement and Supply Chain Management, Level 8, Major Award, 180 Credits
PG24696, Certificate in Procurement and Supply Chain Management, Level 6, Minor Award, 30 Credits
PG24697, Diploma in Procurement and Supply Chain Management, Level 7, Minor Award, 60 Credits
PG24698, Certificate in Public Procurement, Level 8, Minor Award, 10 Credits
PG24699, Certificate in Sustainability and the Circular Economy, Level 8, Minor Award, 5 Credits
PG24700, Certificate in Intelligent Technologies in Procurement and Supply Chain 4.0, Level 8, Minor Award, 5 Credits

5.3 Devolution of Responsibility for Validation Sub-Processes
No Business

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 Galway Business School

The Committee NOTED the documentation circulated.

In November 2021, Galway Business School requested a one-year extension of validation for the programme stated below to allow a September 2022 intake, which would facilitate continuity of provision for the programme and allow them to prepare for revalidation.

6.1.1.1 PG22708, Bachelor of Business (Honours) with International Business, Level 8, Major Award, 60 Credits

Galway Business School indicated that because of the pandemic, there were less resources to conduct programme revalidation in the academic year 2021/2022 than planned.

The Committee APPROVED the request to extend the last intake date of the programme to August 2023.

6.1.2 City of Dublin ETB

The Committee NOTED the documentation circulated.

In October 2021, City of Dublin Education and Training Board (CDETB) requested a one-year extension of validation for the programme below.

6.1.2.1 PG23904, Advanced Certificate in Auctioneering and Property Services, Level 6, Major Award, 240 FET Credits (Apprenticeship).

Due to the current pandemic, City of Dublin ETB indicated that they had to divert significant QA resources to manage the continuity arrangements for on and off the job delivery of the Advanced Certificate in Auctioneering and Property Services. An extension of validation would assist CDETB putting in place additional arrangements to implement the process of programme review and revalidation.

The Committee APPROVED the request to extend the last intake date of the programme to August 2023.

6.1.3 Limerick and Clare ETB

The Committee NOTED the documentation circulated.

In November 2021, Limerick and Clare ETB (LCETB) requested a one-year extension of validation for the programme below.

6.1.3.1 PG24113, Advanced Certificate in Hairdressing, Level 6, Major Award, 225 FET Credits (Apprenticeship)

Due to the current pandemic, LCETB indicated that they had to divert significant QA resources to manage the continuity arrangements for online delivery of the Advanced Certificate in Hairdressing. LCETB requested an extension for the programme until December 2022 to allow for an active intake through the calendar year 2022. LCLETB expects to complete the programme review in the latter months of 2022.

The Committee APPROVED the request to extend the last intake date of the programme to December 2022.

6.1.4 SOLAS

The Committee NOTED the documentation circulated. In November 2021, SOLAS requested a one-year extension of validation for the following programmes:

6.1.4.1 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

In September 2015, the PAEC approved the validation of five Advanced Certificate Craft Awards: Carpentry and Joinery, Electrical, Heavy Vehicle Mechanics, Metal Fabrication and Plumbing, for five years until August 2020.

In June 2020, the PAEC agreed an 'extension of period of enrolment for validated programmes' by four months to 31 December 2020. This was granted in recognition of the current difficulties arising from the Coronavirus pandemic. In December 2020, the PAEC agreed a further extension of validation.

The Committee DEFERRED consideration of the request to extend the last intake date of the above programmes.

6.1.5 Fast Track into Information Technology

The Committee NOTED the documentation circulated.

In November 2021, Fast Track into Technology (FIT) requested a one-year extension of validation of the programmes below.

6.1.5.1 PG23422, Advanced Certificate in Computer Networking, Level 6, Major Award, 240 FET Credits (Apprenticeship)
PG23423, Advanced Certificate in Software Development, Level 6, Major Award, 230 FET Credits (Apprenticeship)

FIT indicated that due to the current pandemic they had to divert significant QA resources to manage the continuity arrangements for online delivery of the Advanced Certificate in Computer Networking and the Advanced Certificate in Software Development. FIT expect this resource requirement to continue for several months. FIT was planning to complete programme review, research and stakeholder engagement during this time. FIT indicated that with current resources they would not be able to complete the necessary activities to review and update the two named programmes.

FIT has requested an extension for both programmes until December 2022, to allow for an active intake through the calendar year. FIT expects to complete the programme review in the latter months of 2022.

The Committee APPROVED the request to extend the last intake date of the programme to December 2022.

6.1.6 Mayo, Sligo and Leitrim ETB

The Committee NOTED the documentation circulated.

In October 2021, Mayo, Sligo and Leitrim ETB (MSLETB) requested a one-year extension of validation for the Programme below:

6.1.6.1 PG23911, Certificate in Craft Butchery, Level 5, Major Award, 155 FET Credits (Apprenticeship)

MSLETB has indicated that due to the current pandemic it has had to divert significant QA resources to manage the continuity arrangements for online delivery of the Certificate in Butchery. MSLETB has requested an extension for the programme until December 2022, to allow for an active intake through the calendar year. MSLETB expects to complete the programme review in the latter months of 2022.

The Committee APPROVED the request to extend the last intake date of the programme above to December 2022.

6.1.7 Kerry ETB

The Committee NOTED the documentation circulated.

On 22 November 2021, Kerry Education and Training Board (KETB) informed QQI that an expert panel member had to withdraw from the programme review and revalidation panel that was to be held on 23 November 2021. The independent panel for the programme review had to be stood down. The panel will be re-established in January 2022.

Kerry ETB has requested an extension for the programme below until April 2022 which would allow for an active intake until April 2022. Kerry ETB indicated that they would have the review completed and revalidation applications submitted to QQI in early 2022.

6.1.7.1 PG23401, Advanced Certificate in Culinary Arts, Level 6, Major Award, 240 FET Credits (Apprenticeship)

The Committee APPROVED the request to extend the last intake date of the programme above to April 2022.

6.1.8 Hibernia College

The Committee NOTED the documentation circulated.

In November 2021, Hibernia College requested an extension of validation for the two programmes below:

6.1.8.1 PG21195, Professional Master of Education in Post Primary Education (PME), Level 9, Major Award, 120 Credits
PG21507, Professional Master of Education in Primary Education, Level 9, Major Award, 120 Credits

The Professional Master of Education in Primary Education and the Professional Master of Education in Post-Primary Education programmes are approved by the Teaching Council for the purposes of teaching in primary and post-primary schools respectively. The timelines for approval of these programmes with the Teaching Council were synchronised with QQI validation and programme review periods i.e., they are approved for five years. Both programmes were due for review with QQI and the Teaching Council during 2019. The Teaching Council has recently updated its schedule for review and accreditation of PME programmes, and Hibernia College is scheduled for this process in October 2022.

A one-year extension to the QQI validation period for these programmes would enable Hibernia College to synchronise its QQI review and revalidation processes in line with the Teaching Council's reaccreditation processes.

The Committee APPROVED the request to extend the last intake date of the programmes above to August 2023.

6.2 Applications for Revalidation
No Business

6.3 Request for Modification of Validated Programmes
No Business

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

7.1 Update on the follow-up of conditions of validation

7.1.1 Holmes Institute Dublin

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.

In April 2021, the PAEC validated, with one condition, the two Holmes Institute Dublin programmes below:

PG24452 Bachelor of Arts (Honours) in Business
PG24453 Certificate in Business

The executive considers that the outstanding condition of validation which had been in place on these programmes has been met and that no further follow-up is required.

7.2 Update on the follow-up of conditions of QA Approval

    7.2.1 **Barrow Consultancy and Training**

        As part of its internal quality assurance procedures, the executive is required to follow up on any Conditions of QA Approval imposed by the Programmes and Awards Executive Committee.

        In February 2021, the PAEC approved the QA procedures of Barrow Consultancy and Training with two Conditions of QA Approval.

        In March 2021, Barrow Consultancy and Training confirmed that it had addressed condition 2 and had a plan in place to address condition 1 as required.

        The Committee NOTED that the executive now considers condition 1 to be met and that no further follow-up is required.

8. QA FOR COLLABORATIVE AND TRANSNATIONAL PROVISION
No Business

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

    RACE (Racing Academy and Centre of Education)
The Committee NOTED the documentation circulated. The Committee APPROVED the quality assurance procedures of RACE.

    A Named Provider
The Committee REFUSED TO APPROVE a named provider's application to extend its current scope of provision to include blended learning.

    Community Training and Education Centre
The Committee NOTED the documentation circulated. The Committee APPROVED WITH CONDITIONS the quality assurance procedures of Community Training and Education Centre.

    A Named Provider
The Committee REFUSED TO APPROVE WITH RECOMMENDATIONS (pending mandatory changes being made) a named provider's application to extend its current scope of provision to include blended learning. The named provider may submit revised procedures for approval within a six-month period of notification of this decision.

    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.

    County Roscommon Disability Support Group CLG
The Committee NOTED the documentation circulated. The Committee APPROVED WITH CONDITIONS the quality assurance procedures of County Roscommon Disability Support Group CLG.

    A Named Provider
The Committee REFUSED TO APPROVE WITH RECOMMENDATIONS (pending mandatory changes being made) a named provider's application to extend its current scope of provision to include blended learning. The named provider may submit revised procedures for approval within a six-month period of notification of this decision.

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 a named provider. The named provider may submit revised procedures for approval within a six-month period of notification of this decision.

A Named Provider

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

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.

MCX Training and Development

The Committee NOTED the documentation circulated. The Committee APPROVED WITH CONDITIONS the quality assurance procedures of MCX Training and Development.

9.3 Notification of Approval of Quality Assurance Procedures

9.3.1 **Notification of Approval of Quality Assurance Procedures of Marino Institute of Education by Trinity College Dublin**

The Committee NOTED the Approval of Quality Assurance Procedures of Marino Institute of Education by Trinity College Dublin.

10. ROUTINE STANDARDS ACTIVITIES UPDATE
No Business

11. CHANGE OF STATUS OF LEGACY HET AND FET PROVIDERS

11.1 Change of Status of Legacy HET and FET Providers

The Committee NOTED the documentation circulated. Five 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.

All providers listed below 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.

12. REPORT FROM THE PROGRAMMES AND AWARDS OVERSIGHT COMMITTEE (PAOC)
No Business

13. USE OF CERTIFIED CREDIT FOR EXEMPTION TOWARDS AN AWARD IN HET

13.1 Use of Certified Credit for Exemption Towards an Award in HET

The Committee NOTED the documentation circulated. An issue arose recently regarding a provider's query on the permissibility of granting exemptions to a learner working towards a Level 9 major award, based on modules already certified for that learner following a different programme with the same provider.

The Committee discussed the use of certified credit for exemption towards an award in higher education and training. The Committee agreed that further consideration of this issue by the executive is required.