

## Quality Assurance Information Note 2 – December 2014

### Priorities for 2015

1. **Business Continuity-maintaining current systems, processes and standards of provision.**
  - A process of re-engagement of ETB's with QQI around QA is almost in place. Realistically the timescale of development to full implementation of a new QA agreement and associated procedures is 2 to 3 years.
  - Until we have in place robust, agreed processes and procedures; **It is critical in the intervening time that all current Quality Assurance policies, practices and procedures are maintained as per existing QA structures.** These are – Clare AES, Limerick City AES, Limerick County AES, LCFE, each Clare PLC school, TQAS.
  
2. **Rollout of LCETB Programme Delivery, Development and Validation Policy**
  - In 2014 LCETB signed a regularisation agreement with QQI which treats the service as one entity around programme validation.
  - A new policy around Delivery, Development and Validation Policy was developed to reflect the new structure around validation.
  - Members of the LCETB Development Team will lead the rollout and communication of this process to all centre managers and staff in 2015.
  
3. **QA Re-engagement and the Self Evaluation Process**
  - The Self-Evaluation process as listed below will require input from all centres and programmes across LCETB. The detail of this process will be developed in consultation with managers and staff
  - Currently there are differences in policies, procedures practices and across the ETB related to QA e.g. Staff training, handbooks, styles of briefs, marking schemes, IV procedures, integrated EA practice, Level 3 and 4 Programme and Module Descriptors, etc,
  - In 2015 current policies, practices and procedures will be mapped for the entire ETB service to inform our self evaluation process.
  
4. **Structures and Systems of Managing Quality Assurance**
  - The current local structures which manage and support QA will continue to operate ensuring robust QA process are in place in centres. Where identified, supports to strengthen these structures may be required. The QA officer will work closely with all Centres to ensure that all current QA procedures and process remain robust and fit for purpose.
  - The QA Development Officer in collaboration with FET Senior Management Team, programme managers, other members of the R&D Team and wider staff will lead up the development of a new LCETB wide QA agreement over the coming years. 2015 will see the following take place
    - Establishment of a cross service QA network of QA personnel, QQI Co-ordinators and Training Standards Officers.
    - Ongoing communication of information to all staff around developments relating to QA re-engagement.
    - Consultation with LCETB centre managers and staff to put in place a clear timeframe and schedule of work around self evaluation process and the re-negotiation of QQI QA.
    - Development and implementation of any new/interim LCETB wide QA processes and procedures such as the programme validation process above.
    - Participation in QQI/ETB Feasibility Study and continued representation of LCETB at national fora.
  - The QA Officer will also provide centres/programmes with any direction/review/monitoring needed around the assessment and certification processes.

*Towards a Quality Assurance Framework for Education & Training Boards: Quality Assurance Guidelines*

A strategy has been agreed for the development and establishment of quality assurance guidelines and approval of QA procedures for the ETBs.

<b>Task</b>	<b>Responsibility</b>	<b>Timeline</b>
Develop Draft QA Guidelines	QQI	Complete
Draft Guidelines agreed for consultation with ETBI/FET Forum	QQI	Complete
External Advisors to conduct feasibility study on draft guidelines	Joint QQI/ETB	Jan 2015
Report on feasibility of draft guidelines	QQI	Feb 2015
Revisions of Draft Guidelines following consideration within ETBs and QQI	QQI	Feb 2015
QA Guidelines for ETB Sector established	QQI	Mar 2015
ETBs use Guidelines to conduct self evaluation	ETB	TBD
Each ETB publishes Self Evaluation report	ETB	TBD
External Panels conduct Reviews using ETBs Self Evaluation Reports. - Visits, Reports and Recommendations	QQI	TBD
Each ETB produces an Improvement Plan to address External Panel Report	ETB	TBD
Future engagement with each ETB based on that ETB's Improvement Plan	QQI	TBD
System Enhancement Programme of corporate and programme level quality assurance processes.	ETB	TBD
Delegation of Authority to ETBs		

LCETB are working closely with QQI and ETBI (ETBI is the national representative association for Ireland's 16 ETBs).

A consultative QQI/ETBI Further Education and Training (FET) Forum has been established. This ETBI QQI Collaborative FET Forum is the co-ordinating structure through which ETBI, the 16 ETBs and QQI will work collaboratively on a range of operational, developmental and strategic matters in relation to Qualifications and Quality Assurance. It provides a framework and mechanism through which representatives from these bodies can work together and share information.

**Alan Hogan**  
**Quality Assurance Development Officer**  
**Limerick and Clare Education and Training Board (LCETB)**  
**Adult and Community Education Centre, Clonroad, Ennis, County Clare.**

**Email – [alan.hogan@lcetb.ie](mailto:alan.hogan@lcetb.ie)**  
**Website - <http://www.lcfet.ie/>**  
**FET Talk Blog - <http://fetupdate.wordpress.com/>**  
**Office Phone– 065-6897656**  
**Mobile – 086-8586910**