



etbi
Education & Training
Boards Ireland
Boird Oideachais &
Oiliúna Éireann



QQI
Quality and Qualifications Ireland
Dearbhú Cáilíochta agus Cáilíochtaí Éireann

ETBI QQI Collaborative FET Forum WORK PLAN: November 2014 – April 2015

Background and Purpose	<p>The ETBI QQI FET Forum is the coherent coordinating structure through which ETBI, the ETBs and QQI will work collaboratively on a range of operational, developmental and strategic matters. The Forum provides the structured mechanism for engagement, information sharing, communication and collaboration between QQI and the ETBs.</p>
Scope and Timelines	<p>This work plan sets out the key activities that have been agreed by the Forum for the period: [<i>November 2014-April 2015</i>]. It is envisaged a 6 month rolling work plan will be agreed by the Forum.</p> <p>The work plan is organised by specific operational, strategic and developmental topics with associated activities, responsibility and timelines. The main focus of the Work Plan will be an ETB sector Quality Assurance Framework, as this is the mechanism that QQI will re-engage with obligatory providers such as ETBs.</p> <p>It is acknowledged that the ETB sector now comprises of 16 ETBs as well as the range of FE programme providers within each ETB, it now includes Training Centres. The QA Framework will encompass existing QA systems as well as developing new integrated systems, using relevant IT Information Systems.</p>
Implementation	<p>ETBI {with support from FESS} and QQI will take responsibility for co-ordinating the implementation of the work plan. Individual ETBs and ETB representatives to the Forum may have specific responsibility for implementation of tasks within the work-plan. Additional sub-working groups of the Forum may be established as appropriate to achieve the planned actions.</p>
Monitoring and Review	<p>The work plan will be monitored at the monthly meeting by the Forum members and amended/updated as appropriate.</p>

Topic 1: FORUM AND ETB SECTOR OPERATING PRINCIPLES {PROTOCOLS}		
ACTIVITY 1	ADMINISTRATION AND COMMUNICATION	
Action(s)	Timeline	Responsibility
<ul style="list-style-type: none"> ▪ Forum to issue a sectoral wide communicate with an update on what is happening, what is planned and what ETBs need to be doing. ▪ Communicate to be sent to CEs, EOs, AEOS, VTOS, etc. ▪ A 6 monthly schedule of meetings and timeline to be agreed in advance ▪ Meeting secretariat and operations to be agreed: <ul style="list-style-type: none"> ✓ Meeting Notes ✓ Posting information on ETBI website 	<p>By the end of November</p> <p>Quarterly</p> <p>18 November Meeting</p> <p>18 November Meeting</p>	<ul style="list-style-type: none"> ▪ ETBI and FESS t ▪ ETBs and ETBI to circulate ▪ Forum representative ▪ FESS will note meeting and liaise with ETBI and QQI. ETBI to circulate to FET Forum members and post to website.
ACTIVITY 2	COLLABORATION AND SHARING GOOD PRACTICE	
Action(s)	Timeline	Responsibility
<ul style="list-style-type: none"> ▪ Establish and agree a protocol set of principles for collaboration and sharing of practice ▪ Proposed set of protocols to go to CES for agreement ▪ Explore different sectoral and cross sectoral stakeholder inputs and what forum representatives might want from them, including opportunity for seminar/colloquium 	<p>Draft Principles for agreement at for January Meeting</p> <p>TBC</p> <p>Proposal for January meeting</p>	<p>Sub-Working Group</p> <p>ETBI</p> <p>Sub-Working Group</p>

TOPIC 2: Establishment of QA GUIDELINES for the ETBs		
ACTIVITY 1	Consultation Process and Feedback on Draft Guidelines	
Action(s)	Timeline	Responsibility
<ul style="list-style-type: none"> ▪ Each ETB to review the draft guidelines [internal focus group] against current collate feedback and circulate to Forum through nominee ▪ Consultative questions to be devised to assist ETBs in reviewing and feeding back on the guidelines ▪ Comparative Analysis, between existing and new guidelines to be completed ▪ Survey devised for collating overall feedback to be collated for QQI 	<p>January meeting</p> <p>December 2014</p> <p>December 2014</p> <p>December 2014</p>	<p>ETB Forum representatives to co-ordinate within each ETB</p> <p>Working Group and FESS</p> <p>FESS</p> <p>FESS</p>
ACTIVITY 2	FEASIBILITY STUDY	
Action(s)	Timeline	Responsibility
<ul style="list-style-type: none"> ▪ Terms of Reference for feasibility study to be reviewed by Forum ▪ External advisors to brief Forum members on outcome/report of process 	<p>Meeting 18 November</p> <p>Meeting February 2015</p>	<p>Forum Members</p> <p>QQI</p>
ACTIVITY 3	SELF-EVALUATION PROCESS	
Action(s)	Timeline	Responsibility
<ul style="list-style-type: none"> ▪ Development of resources for the self-evaluation process: <ul style="list-style-type: none"> ➢ Clarifying the scope ➢ Development of templates and guidelines ➢ Information and Data collection ➢ Development of common mission statements and policies 	<p>Feb/March 2015</p> <p>Working Group to be convened in January</p>	<p>Forum Members:</p> <p>Focussed Working Group, ETBI and FESS</p>

TOPIC 3: OPERATIONAL REQUIREMENTS/ISSUES ARISING		
ACTIVITY 1	EA PANEL [PILOT PROJECT GROUP]	
Action(s)	Timeline	Responsibility
<ul style="list-style-type: none"> ▪ Update from pilot working group on activity and issues arising ▪ Next steps 	February meeting	Representatives of EA pilot project group
Activity 2:	Protection for Enrolled Learners –	
Action(s)	Timeline	Responsibility
<ul style="list-style-type: none"> ▪ Protocols and communicate to be developed and issued 	TBC	FESS and ETBI
<ul style="list-style-type: none"> ▪ Individual ETBs to clarify their policy on providing PFEL arrangements for other providers 	TBC	Individual ETB – Forum Representative
Activity 3:	Coordination of national Programme Development Process	
Action(s)	Timeline	Responsibility
Document and capture the learning from the ETBI/CEEEOA National Programme Development Initiative	January 2015	FESS
Activity 4:	Training Centre Transfer	
Action(s)	Timeline	Responsibility
<ul style="list-style-type: none"> ▪ Identification and mapping of ongoing operational issues [i.e. programme availability] 	January 2015	QQI to arrange meeting with small group of Training Centre Representatives from ETBs
Activity 5:	Information and Communication: Process for ensuring updated information	
Action(s)	Timeline	Responsibility
<ul style="list-style-type: none"> ▪ QQI to update Forum on QQI developments 	Ongoing	QQI Representatives
<ul style="list-style-type: none"> ▪ ETB representatives/focus group to meet with QQI information/communications staff to identify specific information/communication needs 	December 2014	QQI to co-ordinate

TOPIC 4: AWARDS AND STANDARDS		
Activity 1:	Recognition of other awards and proposed CAS exemptions	
<ul style="list-style-type: none"> ▪ QQI to identify operational and development activities arising ▪ FESS to meet with QQI awards and standards team to scope out work required with regards to information requirements for recognition within the framework of awards of certain awarding bodies for purposes of Section 48 of 2012 Act. This work will be conducted in two phases. <p>Phase 1 led by FESS:</p> <ul style="list-style-type: none"> ➤ Review the information returned to QQI by the 9 ETBs ➤ Liaise with the 7 ETBs that did not return any information ➤ Assist those ETBs having difficulties making a return <p>Phase 2 [Steering Group]:</p> <ul style="list-style-type: none"> ➤ Develop a list of proposed exemptions for the CAS ➤ Make recommendations to QQI on the list of exemptions 	Meeting 18 November	QQI [Peter Cullen]
	November 2014	QQI and FESS
	December 2014	FESS
	TBC	Steering Group led by ETBI [members to be confirmed]
Topic 5: EMPLOYER ENGAGEMENT		
Activity 1:	Update and Proposed Actions to Identified	
<ul style="list-style-type: none"> ▪ Briefing to Forum representatives on QQI Guidelines and developments on employer engagement 	Meeting 13 January	QQI Head of Industry and External Partnerships