



Limerick and Clare Education and Training Board



Bord Oideachais & Oiliúna
LUIMNIGH & AN CHLÁIR
LIMERICK & CLARE
Education & Training Board

QUALITY IMPROVEMENT PLAN

FOR

OCTOBER 2017 TO DECEMBER 2018



Introduction

This Quality Assurance Improvement Plan represents the outcomes and improvement activities identified for Limerick and Clare Education and Training Board (LCETB) following an Executive Self-Evaluation process and report conducted. The plan is for the period October 2017 - December 2018.

Process for Approving the Plan

- Following completion of the Executive Self-Evaluation Report (ESE) by the LCETB QA Officer, a meeting was scheduled with the ETB Senior Management team on 2nd October 2017 to review the ESE, consider the recommendations and commence drafting the QIP.
- A draft QIP was finalised, and the planned outcomes and actions were reviewed and approved by the Director of Further Education & Training.
- The approved ESE Report and QIP were submitted to QQI on 6th October 2017.

Implementation and Monitoring

- The LCETB Quality Assurance Officer will monitor the completion of the QIP, in collaboration with the LCETB QA Support Service, the LCETB Development Team, and LCETB FET Senior Managers.
- Implementation of the plan is monitored by means of subsequent reporting through the QA Implementation Group reporting to the LCETB FET Steering Group.
- The QIP will be monitored on a quarterly basis by the FET Steering Group, progress updates against the planned outcomes and activities will be provided by the QA Officer.

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Quality Improvement Objective/Desired Outcome	Key Tasks/Activities	Responsible Person(s)	Timeline	Measure/Benchmark <i>[how will you know it was achieved]</i>	¹ Status/Update
Effective, managed, monitored, documented and resourced Quality Assurance Governance and Management system and structure appropriate to the scale and breadth of provision in LCETB's FET Division.	Implement updated Quality Assurance Governance structures, as recommended through ETBI Quality Enhancement Governance Initiative.	LCETB QA Officer, LCETB FET Director	January 2018	<ul style="list-style-type: none"> Updated Terms of Reference documentation for FET Steering Group, QA Implementation Group, QA Working Groups. Develop processes and procedures related to LCETB City & Guilds SuperCentre Provider registration, aligned to existing QA Governance and Management system. 	
Procedures for the assessment of learners to ensure fairness, consistency and fitness-for-purpose and monitoring at centre level and LCETB level.	Continued development of specific initiatives focussed on ensuring consistency of assessment.	LCETB QA Officer, LCETB QA Support Service.	December 2018	<ul style="list-style-type: none"> Development of Marking Seminars and LCETB exemplars of assessment materials in programme thematic areas. Develop process for analysis of QA critical indicators. Implement Assessment Procedures as developed by National Assessment Working Group. Implementation of updated External Authentication panel as developed by ETBI quality enhancement process. 	

¹ This could be colour coded to indicate progress. i.e. **Green** on track, **Amber** in progress or **Red** at risk/not completed.

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<p>Staff members have access to support and opportunities for development based on a systematic approach to the identification of their continuing professional training and development needs.</p>	<p>Review of FET staff Quality Assurance Professional Development systems and mechanisms.</p>	<p>LCETB QA Officer, LCETB QA Support Service, FET Professional Development Officer.</p>	<p>September 2018</p>	<ul style="list-style-type: none"> • Automatic system for new staff recruitment for QA induction Training. • Formalised tutor mentor process, trained tutors as mentor to new tutors, with roles and responsibilities agreed. • Developed online eLearning professional development courses for staff. • Competency matrix of existing staff to manage qualifications of staff to deliver programmes, both subject specific knowledge and core QA competencies. 	
<p>The quality assurance system is fully documented; there are robust, documented policies and associated procedures for the assurance of the quality and standards of provision.</p>	<p>Development of LCETB Quality Assurance policies, appropriate to all FET centres (including TQAS centres), with associated procedures relevant to the nature of provision.</p>	<p>LCETB QA Officer, LCETB QA Support Service.</p>	<p>September 2018</p>	<ul style="list-style-type: none"> • Development of single admissions policy and agreed procedures for learner admission across all LCETB centres. • Formalise communication policies and processes in relation to Quality Assurance. • From common set LCETB QA policies agree provision appropriate procedures across centres. • Development of LCETB RPL processes following on from learning from VISKA and defence forces projects. 	



<p>Develop QA systems and process to enable LCETB to design, develop, approve, monitor and review all FET programmes.</p>	<p>Review of LCETB programme policy and processes, including: policy and programme documentation update; documentation review process; review and consolidation of existing self-evaluation processes.</p>	<p>LCETB QA Officer, LCETB QA Support Service, FET Planning and Evaluation Development Officer.</p>	<p>December 2018</p>	<ul style="list-style-type: none"> • Updated LCETB Programme Development, Delivery and Validation policy following review of Programme Group function and process. • Begin process of consolidating multiple versions of programmes that exist at lower levels across LCETB regions. • Programme review cycle to be developed, formalise evaluation and review of validated programmes. • Development and implementation of learner feedback process, on an LCETB-wide systematic basis, as part of overall LCETB self-evaluation process. 	
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