

QUALITY ASSURANCE SUPPORT SERVICE NEWSLETTER



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

Welcome to the first edition of a new quarterly Quality Assurance Newsletter for Limerick and Clare Education and Training Board Further Education and Training Division.

This newsletter will provide regular updates on all Quality Assurance developments.

Included in this newsletter are updates on -

1. LCETB QA Support Service
2. QA StaffConnect site
3. QQI Initial Quality Dialogue Meeting
4. QA Implementation Group
5. Communities of Practice
6. Quality Assurance Professional Development
7. National Assessment Framework Procedures



LCETB Quality Improvement Plan details 17 discrete actions for 2018, in areas of Governance, Documentation, Programmes, Professional Development and Consistency of Assessment.



1. LCETB QUALITY ASSURANCE SUPPORT SERVICE

Based in Clonroad Campus, Ennis, the LCETB Further Education and Training Quality Assurance Support Service are responsible for managing the **development, implementation, evaluation and review of an effective, integrated Quality Assurance system for all LCETB Further Education and Training provision.**

The QA Support Service provides regional QA support to LCETB centres, colleges and schools, while also offering development and management support for cross-centre LCETB Quality Assurance processes.

The contact details for the QA Support Service are as follows –

Alan Hogan, Quality Assurance Officer, alan.hogan@lcetb.ie, 086-8586910

Hanorah Lyons, QA Support Officer (part-time programmes), hanorah.lyons@lcetb.ie,

Máire Lynch, QA Support Officer (PLC programmes), maire.lynch@lcetb.ie,

Patsy Hogan, QA Support Officer (full-time programmes), patsy.hogan@lcetb.ie.

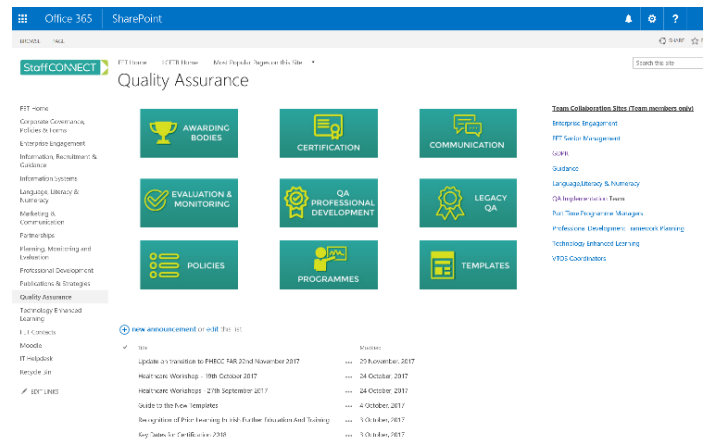
Úna Canavan, QA Support Service Administrator, una.canavan@lcetb.ie,

LCETB QA Support Service may be contacted via email at QA@LCETB.IE

QA Support Service facilitated the delivery of over 800 hours of Quality Assurance Professional Development training in 2017.

2. QA STAFFCONNECT SITE

- Looking for the most current version of a Module Descriptor?
- Need to download an Assessment Template?
- Looking for schedule and to book on upcoming QA PD courses?
- Want to know if there have been any updates you need to be aware of?
- Need to access current QA Policies?
- Need to input estimates for next certification period?
- Need to apply for a new programme to the programme group?



The LCETB QA Support Service StaffConnect site has been redesigned and is continually being updated with all the information you need!

3. QQI INITIAL QUALITY DIALOGUE MEETING



An Initial Quality Dialogue Meeting (IQDM) between QQI and LCETB took place on 15th November 2017. The IQDM provided an opportunity to consider a range of issues relating to the development of the quality assurance (QA) infrastructure that will clarify and define the relationship between QQI (as an external quality assurance and qualifications body) and the ETBs as they evolve. LCETB QA Officer Alan Hogan presented an Executive Self Evaluation Report (ESER) and Quality Improvement Plan (QIP) to LCETB Chief Executive George O'Callaghan and QQI Chief Executive Padraig Walsh (pictured) as well as other senior management of LCETB and QQI.

Following this meeting, a formal request for approval of QA procedures is now being submitted to QQI, which will be presented to the next QQI Programme and Awards Executive Committee (PAEC) meeting on 7th February 2018. A formal letter will issue from QQI where approval of QA procedures is granted.

Limerick and Clare Education and Training Board announced as Co-ordinating Provider for development of new Level 6 National Professional Hairdressing Apprenticeship.

4. LCETB QUALITY ASSURANCE IMPLEMENTATION GROUP

In line with the establishment of LCETB Further Education and Training Development and Implementation groups, the LCETB QA Implementation Group is being re-established according to agreed processes.

Representatives from across the Further Education and Training provision have been requested from LCETB senior managers and membership of the group reflects all areas of provision.

The first meeting of the QA Implementation Group is scheduled for 24th January 2018 with the items on the agenda for consideration by the group to include -

- Role of Implementation Group and associated existing structures
- Plans and Priorities for 2018 - QQI Executive Self-Evaluation Report and Quality Improvement Plan
- Priority Projects and Working Group Actions
- Implementation of National Assessment Reference Framework and associated procedures

5. COMMUNITIES OF PRACTICE

In 2017 the QA Support Service organised community of practice workshops for teaching staff, so that they could come together to discuss and share ideas. The information gathered at these sessions will help with the development of a set of exemplar assessment briefs and marking schemes for the new Work

Experience modules and four Healthcare modules (Care Skills, Care Support, Care Provision and Practice and Care of the Older Person). The sessions proved very informative for both the QA Support Service and the teaching staff themselves. Further work is required, and we will keep you informed as it progresses.

6. QUALITY ASSURANCE PROFESSIONAL DEVELOPMENT

The QA Support Service are rolling out professional development training sessions. The tables below outline the dates and times for the following workshops; Assessing Learner Evidence, Internal Verification (IV) and QA Induction.

ASSESSING LEARNER EVIDENCE

In response to feedback received from attendees of these sessions in 2017, this training is now being offered with separate sessions for lower (1-3) and higher (4-6) levels on the NFQ.

LEVELS 1 - 3

Date	Time	Location
30/01/2018	10am – 1pm	Kilmallock Town Campus
01/02/2018	10am – 1pm	KRC
06/02/2018	10am – 1pm	Clonroad, Ennis

Levels 4 - 6

Date	Time	Location
08/02/2018	10am – 1pm	Kilmallock Town Campus
20/02/2018	10am – 1pm	KRC
22/02/2018	10am – 1pm	Clonroad, Ennis

INTERNAL VERIFICATION TRAINING

Train to become an Internal Verifier (IV) for your centre by completing this hands-on workshop. This training is beneficial for all teaching staff and will help further enhance your understanding of the requirements of the IV process.

Date	Time	Location
06/03/2018	10am – 1pm	Kilmallock Town Campus
13/03/2018	10am – 1pm	KRC
20/03/2018	10am – 1pm	Clonroad, Ennis

QA INDUCTION TRAINING

This will cover the role of the assessor, an overview of QQI and QA in LCETB, assessment standards, QQI module descriptors, LCETB assessment templates and supports.

Date	Time	Location
24/01/2018	10am – 12 pm	Clonroad Ennis
25/01/2018	2pm – 4pm	KRC

To book a place on the Assessing Learner Evidence and/or the Internal Verification workshops please visit the QA Eventbrite page. For QA Induction Training contact your programme manager.

7. NATIONAL ASSESSMENT FRAMEWORK PROCEDURES

An ETBI National Assessment Procedures Handbook Working Group is in the process of developing a new sectoral assessment handbook. The Working Group initially developed four draft assessment procedures and sought feedback directly from the ETB sector and other stakeholders through a consultation process. These four procedures have now been finalised following this consultation and include - Assessment Deadlines, Assessment Malpractice, Compassionate Consideration in Extenuating Circumstances and Reasonable Accommodation in Assessment.

Three further procedures have subsequently been developed and are open for consultation at the moment. These are - Secure Storage, Learner Assessment Appeals and Assessment Events.

All LCETB managers and QA personnel will have received notification on the consultation for these documents, with the consultation remaining open until 19th January 2018.

