



**etbi**  
Education & Training  
Boards Ireland  
Boird Oideachais &  
Oiliúna Éireann



**QQI**  
Quality and Qualifications Ireland  
Dearbhú Cállochta agus Cállochtaí Éireann

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

<b>Background and Purpose</b>	<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>
<b>Scope and Timelines</b>	<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>
<b>Implementation</b>	<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>
<b>Monitoring and Review</b>	<p>The work plan will be monitored at the monthly meeting by the Forum members and amended/updated as appropriate.</p>

<b>Topic 1: FORUM AND ETB SECTOR OPERATING PRINCIPLES {PROTOCOLS}</b>		
<b>ACTIVITY 1</b>	<b>ADMINISTRATION AND COMMUNICATION</b>	
<b>Action(s)</b>	<b>Timeline</b>	<b>Responsibility</b>
<ul style="list-style-type: none"> <li>▪ A second communique to be developed with updates on working groups, feasibility study process and outcome for circulation to CEs, EOs, AEOS, VTOS, etc.</li> </ul>	April/May	<ul style="list-style-type: none"> <li>▪ ETBI and FESS</li> </ul>
<b>ACTIVITY 2</b>	<b>COLLABORATION AND SHARING GOOD PRACTICE</b>	
<b>Action(s)</b>	<b>Timeline</b>	<b>Responsibility</b>
<ul style="list-style-type: none"> <li>▪ Establish and agree a protocol set of principles for collaboration and sharing of practice</li> <li>▪ Proposed set of protocols to go to CES for agreement</li> <li>▪ Explore different sectorial and cross sectorial stakeholder inputs and what forum representatives might want from them, including opportunity for seminar/colloquium</li> </ul>	TBC	Sub-Working Group
	TBC	ETBI
	Reschedule - TBC	Sub-Working Group
<b>TOPIC 2: Establishment of QA GUIDELINES for the ETBs</b>		
<b>ACTIVITY 1</b>	<b>Consultation Process and Feedback on Revised Draft Guidelines</b>	
<b>Action(s)</b>	<b>Timeline</b>	<b>Responsibility</b>
<ul style="list-style-type: none"> <li>▪ Revised draft guidelines to be circulated for consultation</li> <li>▪ Process for coordination of feedback on revised draft</li> </ul>	TBC	QQI
	TBC	Forum, ETBI, FESS
<b>Activity 2</b>	<b>New QA Guidelines to be Agreed and Published</b>	
<b>Action(s)</b>	<b>Timeline</b>	<b>Responsibility</b>
<ul style="list-style-type: none"> <li>▪ New QA Guidelines agreed with QQI and circulated within the sector</li> </ul>	TBC	QQI, ETBI , Forum, ETBs

<b>ACTIVITY 3</b>		<b>SELF-EVALUATION PROCESS</b>	
<b>Action(s)</b>	<b>Timeline</b>	<b>Responsibility</b>	
<ul style="list-style-type: none"> <li>▪ Development of plan and resources for the self-evaluation process:</li> <li>➤ Clarifying the scope</li> <li>➤ Development of templates and guidelines</li> <li>➤ Information and Data collection</li> <li>➤ Development of common mission statements and policies</li> </ul>	<p>TBC [ 2015]</p> <p>Working Group to be convened in [TBA]</p>	<p>Forum Members</p> <p>Focussed Working Group, ETBI and FESS</p>	
<b>TOPIC 3: OPERATIONAL REQUIREMENTS/ISSUES ARISING</b>			
<b>ACTIVITY 1</b>		<b>EA PANEL [PILOT PROJECT GROUP]</b>	
<b>Action(s)</b>	<b>Timeline</b>	<b>Responsibility</b>	
<ul style="list-style-type: none"> <li>▪ Update from pilot working group on activity to be circulated to Forum members</li> <li>▪ Next steps</li> </ul>	<p>Completed (February Meeting)</p> <p>TBC</p>	<p>WWETB</p>	
<b>Activity 2:</b>		<b>Protection for Enrolled Learners</b>	
<b>Action(s)</b>	<b>Timeline</b>	<b>Responsibility</b>	
<ul style="list-style-type: none"> <li>▪ Protocols and communicate to be developed and issued</li> <li>▪ Individual ETBs to clarify their policy on providing PFEL arrangements for other providers</li> </ul>	<p>TBC</p> <p>TBC</p>	<p>FESS and ETBI</p> <p>Individual ETB – Forum Representative</p>	
<b>Activity 3:</b>		<b>Coordination of national Programme Development Process</b>	
<b>Action(s)</b>	<b>Timeline</b>	<b>Responsibility</b>	
<ul style="list-style-type: none"> <li>▪ Document the ETBI/CEEQA National Programme Development Process</li> </ul>	<p>May</p>	<p>FESS</p> <p>Forum Members</p>	
<b>Activity 4:</b>		<b>Training Centre Transfer</b>	
<b>Action(s)</b>	<b>Timeline</b>	<b>Responsibility</b>	
<ul style="list-style-type: none"> <li>▪ Meeting to be organised with QQI and SOLAS to address operational issues within TC.</li> </ul>	<p>April/May 2015</p>	<p>QQI, ETB TC Representatives</p>	

<b>Activity 5:</b>	<b>Information and Communication</b>	
<b>Action(s)</b>	<b>Timeline</b>	<b>Responsibility</b>
<ul style="list-style-type: none"> <li>▪ QQI to update Forum on QQI developments</li> <li>▪ ETB representatives/focus group to meet with QQI information/communications staff to identify specific information/communication needs</li> </ul>	<p>Ongoing</p> <p>TBC</p>	<p>QQI Representatives</p> <p>QQI to co-ordinate</p>
<b>TOPIC 4: AWARDS AND STANDARDS</b>		
<b>Activity 1:</b>	<b>Recognition of other awards and proposed CAS exemptions</b>	
<b>Action(s)</b>	<b>Timeline</b>	<b>Responsibility</b>
<ul style="list-style-type: none"> <li>• FESS to meet with QQI Qualifications Section to discuss questions/issues arising and next steps</li> </ul> <p>[Phase 2] Steering Group: A Steering Group to be established to:</p> <ul style="list-style-type: none"> <li>➤ Develop a list of proposed exemptions for the CAS</li> <li>➤ Make recommendations to QQI on the list of exemptions</li> </ul>	<p>11 February 2015</p> <p>TBC</p>	<p>QQI and FESS</p> <p>QQI, FESS, Forum Members</p>
<b>Activity 2:</b>	<b>Review of Awards and Standards</b>	
<p>Review of Awards at Levels 1-3:</p> <ul style="list-style-type: none"> <li>• QQI to circulate brief</li> <li>• ETBs to nominate experts to Core and Vocational working groups through ETBI</li> </ul> <p>Awards and Standards Review Group:</p> <ul style="list-style-type: none"> <li>• Update to be given to Forum members</li> <li>• Awards and Standards Review Group meeting note to be circulated</li> </ul>	<p>February /April 2015</p> <p>April /May 2015</p>	<p>QQI ETBI</p> <p>QQI, ETBI Forum Members, other ETB representatives</p>
<b>Topic 5: EMPLOYER ENGAGEMENT</b>		
<b>Activity 1:</b>	<b>Establishment of a Working Group/Action</b>	

	Plan	
<ul style="list-style-type: none"> <li>▪ Briefing note for ETBs to seek nominees to establish a working group with QQI on employer engagement</li> <li>▪ ETBs to identify nominees for Employer Engagement Working Group</li> </ul>	TBC	QQI Head of Industry and External Partnerships
	TBC	ETBI, Forum Members, ETB representatives

Working Document