



CMETB QUALITY REPORTING 2020
REVIEW OF PROGRESS FOR 2019 &
QUALITY ASSURANCE PRIORITIES 2020/21

Document last updated 27/03/2020

1.0 Introduction

This Quality Assurance Improvement Plan represents the outcomes and improvement activities identified for CMETB following the completion of the Executive Self-Evaluation process, 2018. The plan was designed for the two-year period January 2018-December 2019. This evaluation considers the progress made against these objectives while also outlining the Quality Assurance improvement priorities for 2020/21.

The CMETB approach to the Quality Improvement Plan is the development of a progress monitoring system, where measurable performance indicators and key result areas, both qualitative and quantitative, are developed and monitored on an ongoing basis through the CMETB Governance structure. The new Governance structure which comprises a FET Management and Quality Council supported by a Quality Assurance Subgroup and a Programme Development and Implementation subgroup was first introduced in January 2019. A key responsibility of these structures is to manage performance against the delivery of the Quality Assurance Improvement Plan as it is linked to the CMETB FET strategic objectives.

From the initial baseline assessment derived from the ESER, information and data are systematically collected to ensure that outputs are in line with strategic objectives. This data is reviewed on a quarterly basis as part of the aforementioned CMETB Governance processes. In this context, this plan has been designed with due consideration of core statutory quality assurance guidelines and their requirement of enforced separation of responsibilities whilst ensuring sufficient oversight of education and training activities.

CMETB acknowledges that a successful Quality Assurance system will be *“efficient, well communicated and integrated into the normal activities of the provider”* (QQI Core Statutory Quality Assurance Guidelines, April 2016/QG1-V2, p2). These reference points are continuously considered and reviewed in CMETB activity on an ongoing basis.

In order to ensure we embed a quality culture with the CMETB, the oversight groups recognize that the totality of the CMETB teaching and learning community must be working in a coherent and cohesive way towards implementing the quality agenda. The supporting structure advocate that *“quality is accepted as a responsibility for all to improve on”*. In this context, the assignment of specific quality assurance responsibilities is based on the *“subsidiary principle”* i.e. that QA matters ought to be handled by the lowest, or least centralized, competent authority

Policies, procedures and supporting processes are being developed and considered in line with quality assurance *“feedback and feed forward paths”* to maximise communications and transparency. Microsoft TEAMS has evolved into an important communication medium and administrative support system in this regard.

It is a recognised requirement that a *“balanced, holistic, organization wide approach is taken to quality assurance where continuous improvement is key and where procedures are integrated into the normal activities of the ETB”*. ⁽¹⁾ These parameters underpin the management of Quality Assurance in CMETB and have been found to support the success of the Quality Improvement Plan to date.

2.0 Key Areas of focus prioritised by the ETB for quality improvement activities in 2019

The five priority areas for focus identified through this plan for 2019 were

1. Development of integrated policies and procedures with a view to integrating all policies and procedures under a CMETB framework.
2. Embedding, Reviewing and enhancing the new FET QA governance structures
3. Integrated planning, implementation and management of CMETB programme related activities
4. Improving the use of management information tools
5. Staff and Stakeholder consultation and communication to deliver on going quality, relevant curriculum.

For reference, these are identified in the first column of the tables detailed in Appendix 1 of this document. They are then aligned to FET Strategic Goals and broken down into Key Performance Indicators in the plan. These were further subdivided into key result areas and details with respect to timelines, responsibilities and measurement provided as best estimates as to how this plan would be executed.

In the main, CMETB is satisfied with progress made to date on this plan. Work has commenced in each of the priority areas. It is acknowledged that some of the timelines and priorities have moved as CMETB adjusted to business priorities in 2019. Any areas that have yet to be completed will move to form the basis of the 2020/21 plan.

As per QQI guidelines, the following traffic lighting system has been applied to the review of progress in the appended plan ([See Appendix 1](#)).

Status	Update	Revised Timescale
Complete	Description of the actions completed.	N/A
On Track	Description of the actions taken to date.	N/A
Delayed	Description of the actions taken to date and the factors/challenges contributing to the delay.	Required
Not Started	Reason work on the activity has not commenced	Required

3.0 Main Quality Assurance Improvement achievements in 2019.

Having reviewed the QIP, the CMETB FET Management and Quality Council identified the following key areas of achievement in 2019.

3.1 Embedding Governance Structures

The initial Governance and Quality Management review carried out in 2018 showed that CMETB had *“quite a developed series of governance units that are reporting into the FET Director”*. (2) This was considered positive on a number of levels and provided a very sound building block for further development.

The review of previous governance and quality management conducted in early 2018 highlighted a need for separation of responsibility for developing and approving documentation, in order for good governance to be satisfied. As a result, the pre-existing subunits of governance in the form of the working groups were re-orientated and reconfigured to support the principles of good governance. The

resultant structure is one of a FET Management and Quality Council which has two subunits of governance – Quality Assurance and Programme Planning Development and Implementation. See [Appendix 2 for structure](#). Provision in terms of additional resourcing has been made for working groups to feed these structures, as and when required.

The introduction of an oversight unit of governance with linked sub-units of governance also required the revisiting of responsibilities and associated terms of reference for existing units. This was to ensure a pipeline of information from the centre to CMETB and back out to the services. This type of review of the whole system has assisted with transparency and also an appraisal of communication in particular how the connections are being made to CMETB. [The Terms of Reference for these groups are available in Appendix 3.](#)

2019 saw the operational introduction of these new structures together with their associated terms of reference. A timetable with the schedule of the meetings of these groups was issued in December 2018 and rollout commenced in January 2019. The timetable was divided into periods which were worked back from QBS submission dates. This ensured alignment of centre led External Evaluations, Results Approval Reporting, review and consolidation of results at CMETB level by Quality Assurance Subgroups and final submission of results to the FET Management & Quality Council for ratification. [Appendix 4 Schedule of Meetings.](#)

In addition, a review of the governance structures was undertaken in early March 2020, just over a year after inception and the overwhelming feedback from the personnel involved in these structures was that they found that the system was working well and facilitating clear and comprehensive communications through the structures and from the structures to the wider CMETB FET community. The detail of this review will feed the Inaugural Self Evaluation process, 2020

3.2 Communications

Communications, both feed forward and feedback, are a key tenet of CMETB's approach to quality improvement. Over the lifetime of this plan, it has taken a number of key forms:

IT Infrastructure to support effective communications: In order to support the governance structure as developed and to provide timely access to information to those participating in associated meetings, CMETB has developed a TEAMS platform for each governance group where all information is uploaded in advance of meetings. Access is restricted to nominated team members. Service updates are commenced in the PDI Subgroup and automatically feed the order of business in the QA Subgroup and FET Management & Quality Council Meetings to avoid duplication and facilitate efficiencies in information preparation and sharing.

Related to communications via TEAMS are the CMETB TEL and CPD activities which have explored alternative ways to communicate with learners for example via LinkedIn and Moodle training.

Strategic Performance Agreement: A key communications tool for CMETB since 2018 has been the development of its Strategic Performance Agreement with SOLAS. This published report sets out the strategic vision for CMETB, segments the target markets in terms of full time and part time education and training and sets out a range of qualitative and quantitative targets for engagement both at macro and micro level.

This has been a very useful document in focusing the efforts of FET Services and Centres and assisting with articulating priorities both internally and externally. This is measured through a Management Information System which extracts data from PLSS, the SOLAS learner database. This data is used as key performance measurement data at the PDI Subgroup level. This data is then transferred to the QA

Subgroup where it is further cross referenced with QQI validation reports in order to effectively manage and audit programme validation and certification data. Any variant in system data is proactively reported to QQI. Three such review sessions have taken place to date – May 2019, December 2019, and February 2020.

National FET Learner Regional Event: In March 2019, CMETB in collaboration with Aontas conducted primary research into learner experience of Adult Education in CMETB. The research focused on two thematic areas:

1. What was the learners experience entering Further Education and Training
2. How has your Further Education and Training Programme met your needs as learner.

58 learners participated in this event. Overall learner satisfaction on courses was high with 54 out of 58 respondents selecting 'strongly agree' or 'agree' to the satisfaction with CMETB provision statement. The most common barriers to learning captured through the survey were transport costs and technology skills. For further information see appendix 5. The success of this first forum has prompted CMETB to engage broader and deeper with learners within FET. To this end, CMETB has circulated a FET wide learner survey to which it received 421 responses before the questionnaire was closed on the 12th March 2020. At this point 166 of these learners have opted in to participating in a Learner Forum Focus Group which had originally been planned to take place in the Errigal Hotel on the 31st March 2020. This was to represent an opportunity for CMETB to explore in more depth the findings of the learner survey. Out of this group of participants it was hoped to invite representation onto a Learner Advisory Network (LAN) to provide ongoing learner advice to areas of particular interest or concern to our student cohorts across FET. The measures that had to be taken with regard to the Corona virus has this initiative on hold for the moment.

3.2 Programme Development and Approval

At a national level, the development of the Original Equipment Manufacturing Apprenticeship commanded significant time and resources in 2018 and 2019. After a long and very involved process with a disparate range of stakeholders, the programme received confirmation on the 25th September 2018 that its validation had been approved by PAEC. The apprenticeship was launched successfully on the 14th January 2019, achieving significant national media coverage in the process. CMETB believes the successful validation and launch of this programme has added significantly to promoting apprenticeships as a desirable and highly credible mode of education and training delivery.

The OEM Apprenticeship programme commenced in October 2019 with 10 learners. The off the job element of stage one has been completed with learners undertaking examinations and assessment before re-joining their companies. They are currently working on the job and completing work-based assessments under the guidance of their workplace mentor and their supervising tutor. The workplace mentors have received two days training in order to support them in this important role.

This validation also represented a significant achievement for CMETB, not least because it was only the fourth ETB to have a national apprenticeship validated and the first ETB without a training centre to achieve such validation. This apprenticeship challenged the programme development process and the development of Quality Assurance procedures to ensure that they were suitable for engagement with collaborating providers at a national level.

At local level, CMETB held six Programme Proposal Committee Meetings (PPC) and six Programme Approval Committee meetings (PAC) in the last 24 months. This process has resulted in the introduction of 25 new programmes including 14 nationally validated QQI awards to the CMETB suite of programmes

and a further 19 modules including those from other providers coming to the meetings for approval and/or acknowledgement.

Contained in these figures are a number of traineeships and workforce development initiatives. Furthermore, CMETB has introduced an innovative Youthreach PLC Access programme which is a supportive, bridging programme that eases the transition of Youthreach learners into the PLC setting.

These processes have significantly supported the governance processes and strengthened due diligence with regard to programme introduction while going some way to negating oversupply of certain provision in the region. In addition, the programmes introduced are clearly focused on progression be it to employment, further study, active inclusion, lifelong learning, meeting key skills gaps or new modes of delivery.

3.3 Learner Supports

An essential focus of the Quality Improvement Plan has been the development of a system that is learner centred and inclusive across the diversity of FET provision at CMETB.

Reasonable Accommodation: When applying for admission to CMETB programmes, learners are encouraged to disclose any special needs so reasonable accommodation measures can be put in place to support the individual's specific learning requirements. The specific needs and supports required are considered in light of these disclosures. An area of particular need identified was that of numeracy. In 2018 CMETB successfully developed a numeracy workbook for electrical apprentices which has been adopted across a number of ETBs as best practice. This teaching aid has significantly assisted learner engagement with the subject and improved learner performance.

In addition, CMETB was part of an ETB working group which developed a learner [“Handbook for Referencing”](#) (hyp) and an [“Academic Writing Guide”](#) (hyp). These are visually impactful publications which take the learner through the process of referencing by source, in an interactive, intuitive and engaging way. They also guide the learner as to how to develop their academic writing skills in plain speak. These support tools are available to all our learners and have been very well received by our learners at Levels 5 and 6.

CMETB has also become the first ETB commissioned by SOLAS to conduct a sector wide primary research project. This research focused on the development of good practice guidelines and toolkit for *“Initial and Ongoing Assessment of English Language Competency of Migrant Workers”* at NFQ levels 1-4. This research piece has recently been completed and submitted to SOLAS for review and comment. Early indications are that this will move to an operational phase by the end of 2020.

3.4 Staff Development & Training

CMETB is committed to ensuring that all staff have access to [Professional Development](#) (PD) thereby enabling CMETB to grow as a professional organisation. This commitment to PD was translated into CMETB's PD strategy 2017-2019 which is firmly aligned to SOLAS' Professional Development Strategy 2017-2019. Members of staff have participated in a range of programmes including Change Management, People Management, TEL, Working with Adult Learners and e-college programmes such as Microsoft Office Specialist (MOS) programmes. In addition, CMETB has devised a policy and procedure to assist CMETB staff in accessing funding and support for certified (at or above NFQ level 6) Professional Development relevant to their post. ([Appendix 5](#))

Members of the Programme Development and Implementation (PDI) team have also devised an 8-hour workshop for [staff induction training](#) for both administrative and teaching staff. This induction situates all of the services within CMETB, deals with topics such as HR, Finance and Governance and takes the staff member through the journey of education and training provision from programme proposal to the ratification and submission of results. This was piloted in March 2020 with a mixture of new staff and established staff involved in mentoring practice. Management envisages the new programme being rolled out for the intake of new staff for the next academic year.

4.0 Barriers/Challenges encountered in implementing the actions outlined in the QIP

As with any new process, there were a number of barriers/challenges encountered in implementing the actions outlined in the CMETB Quality Improvement Plan. These have changed little since the start of the process. Some have evolved and in other instances CMETB has travelled a distance in alleviating their impact while others remain challenges outside our control and can only be mitigated through our risk management processes. These are summarised and included in the key cluster areas identified as follows:

4.1 Resources

4.1.1 Human Resources – Ensuring a sufficient and consistent complement of suitably qualified staff to deliver in key areas is an ongoing challenge for CMETB. This is exacerbated by restrictions on contracts, CID obligations, unattractive remuneration packages that require experienced professionals coming from outside the sector to start at the bottom of the relevant salary scale and delays in sanctioning suitably attractive posts and associated pay scales. Notwithstanding this a number of key new posts have been resourced including TEL Co-ordinator and Communications Officer which are noticeably contributing to the online agenda.

4.1.2 Programme Review and Development Team – CMETB through the evolving development of its MIS systems has identified a need to review its current offering and look to revise its current programme offering, in preparation for a FET wide programmatic review. This exercise in turn will lead into the new programme development phase. The resource requirement to engage in this process is prohibitive at current staffing levels.

4.1.3 Physical Resources - CMETB is one of 5 ETBs without a training centre. There is a significant process and associated timeline therefore, in planning, developing and implementing practical skills-based training programmes as they are all new to this ETB. In addition, there is a steep learning curve in delivering to the inherited, pre-existing TQAS system requirements while endeavouring to move to an integrated CMETB assessment process.

4.1.4 EA Panels - CMETB utilises a panel of External Authenticators (EAs), selected from the QQI approved panel of EAs or the SOLAS panel approved for use with training services apprenticeship delivery. Currently there is a significant challenge in finding appropriate EAs particularly in the context of not engaging the same EA for more than three consecutive assessment periods. ETBI has been leading out on the development of a new model for External Authentication in association with FESS and CMETB has been actively engaged in supporting this process and a new National EA panel is just going live. However, the process for payment for these contracts for services by shared services has

further complicated matters. As a result, CMETB has moved to introduce a new process for the engagement of Subject Matter Experts (SMEs) which incorporates HR, Finance and QA processes into one integrated procedure. This is currently being trialled.

4.1.5 Time – Correctly estimating the amount of time it takes to develop, communicate and embed new policies, procedures and processes has been an ongoing challenge across the organisation. This is further complicated by a number of requirements that tend not to be known at the outset of the planning process. The CMETB approach to managing slippage is to ensure it is on the agenda for QA Subgroup and FET Management & Quality Council Agenda meetings.

4.2 Change Management

4.2.1 Change management processes – “Change is the only constant” and the resourcing and management of the change process across PLC, Adult Education, Training Services etc. is not without its challenges. In addition, there is a significant timeline involved in reaching all personnel across all services in terms of providing suitable training and communications with respect to change and its implications. The management team has sought to equip change leaders with the requisite skills required to drive this process through a series of training and informal mentoring opportunities. FET Briefings and FET Meets have also played a significant part in the roll out of new processes and procedures.

4.2.2 Integration of Policies and Procedures – CMETB is currently operating across four legacy Quality Assurance procedures. Amalgamating these as part of the aforementioned change management process is challenging from a resource, time and communications perspective. Given the business priorities of 2018, this had not progressed as far as was originally envisaged. The team also tried a number of approaches to integrating procedures including benchmarking against CETB before it settled on using a cross functional QA working group to agree new integrated policies and procedures and disseminate these through their respective services. This has been a much slower process but is getting good buy in. Therefore, whilst pace is slower adoption is more sustained.

4.2.3 Contracted Training – The introduction of the new contracted trainer procurement framework has added a significant external challenge to an already complex process and is requiring significant resource and induction support as well as ongoing monitoring. The rotation of contractors on a number of occasions is utilising resources on administration rather than on delivery and this is impacting negatively on timelines.

4.3 Multiple Stakeholder Requirements

4.3.1 Multiple stakeholder reporting – CMETB has a number of stakeholders with their own individual reporting requirements. It is a particular challenge compiling a number of different reports, across a number of reporting platforms at very frequent intervals over the year. CMETB are looking at ways to *feed forward* and *feedback* out of reporting processes to make this process more streamlined. For example, Labour Market Justification is now mandatory in new Programme Proposal Committee (PPC) and Programme Approval Committee (PAC) forms which can then feed Labour Market Justification reporting to SOLAS.

4.3.2 Industry needs - Reacting to industry requirements and associated tight timelines is a specific challenge. Industry regularly have ‘urgent’ requirements for programme development that cannot be facilitated under current development and validation processes and procedures. In addition, many CAS awards require significant updating in order for them to be fit for purpose for today’s employer so managing the need for programmatic review as per 4.1.2 presents an ongoing challenge.

4.3.3 *Geographical location* – January 2020 saw the UK leave the EU and commit to full withdrawal by 31 December 2020. CMETB is particularly challenged given its border location. Brexit brings huge uncertainty for industry and indeed for learners, when making their choice regarding education location. It is yet unknown the impact Brexit will have on students enrolling from Northern Ireland.

Brexit has also brought additional changes in support infrastructure within and outside Ireland when it comes to the use of other certifying bodies and associated GDPR considerations.

4.4 Governance

4.4.1 *Meeting management* - Management of the number and type of meetings has been a challenge in terms of striking a balance between what is on the agenda, how often meetings are held, their duration and available resources for a quorum. CMETB has become more proficient in managing these but they continue to be under constant review. CMETB staff feel that considerable progress has been made in the planning and sequencing of meetings to manage resources and productivity.

4.4.2 *Cross Representation on Governance Groups* – Suitable external representation on boards is a challenge. It is difficult to find personnel with a range and depth of understanding of the sector in order to contribute to the meeting agenda. CMETB is monitoring this and introducing this resource on an incremental basis. For example, there are external chairs on both our Programme Proposal and Programme Approval Committees.

4.5 Communications

4.5.1 *GDPR* - The scope of GDPR which came into effect on the 28th May 2018 is far reaching and the full extent of implications for the sector in terms of access to personal data, what constitutes personal data, timelines for responses to request for data are still being worked through as differing scenarios arise. The appointment of a Data Protection Officer for CMETB has assisted greatly with these changes.

4.5.2 *Multiple stakeholder Communications* – there is a significant challenge in reaching all stakeholders with the correct communications medium. An example is the parents of second level students who are key determinants in their children's choice of progression. More often than not, they are best accessed through third parties, for example, career guidance teachers, so that a dedicated resource is required to liaise with these groups on behalf of the sector.

4.5.3 *Volume of information* – The team at CMETB finds the level and detail of information circulated and to be assimilated, of real challenge. The team continues to look at ways of breaking this information into key points for dissemination. The quarterly FET Briefings play a key facilitating role in this regard.

5.0 Key areas of focus for quality improvement activity in 2020/21

As detailed earlier, the original Quality Improvement Plan submitted by CMETB was a two year plan. This worked well for CMETB in terms of continuity and the rolling of activity that, in particular, knows no end point but is the subject of continuous improvement. The plan therefore for the next period is a 2 year rolling plan also. The key areas identified for focus are as follows:

- 5.1 Development of integrated policies and procedures with a view to integrating all policies and procedures under a CMETB framework.
- 5.2 Embedding TEL in CMETB teaching and management activity
- 5.3 Programme review/audit using integrated MIS tools

5.4 Development of learner voice through CMETB processes

5.5 Inaugural review.

In addition, CMETB will continue to enhance activity in areas previously targeted including:

5.6 Embedding, reviewing and enhancing the new FET QA governance structures

5.7 Integrated planning, implementation and management of CMETB programme related activities

5.8 Staff and Stakeholder consultation and communication to deliver on going quality, relevant curriculum.

References:

(1) Core Statutory Quality Assurance Guidelines developed by QQI for use by all providers. April 2016/ QQI – V2. Section 1-3 Embedding a Quality Culture, Page 8-9.

(2) O'Brien, Dr Trish, Report on Governance & Quality Management Questionnaire for CMETB, 23.01.2018, page 2

March 2020

Review of Progress (Appendix 1)

Priority Area Reference	Quality Improvement Objective/Desired Outcome	Key Result Areas as identified in ESER	Responsible Person(s)	Timeline	Measure/Benchmark [how will you know it was achieved]	¹ Status/Update	Revised Timeline
	Strategic Goal 1 – Skills for the Economy						
5 Consultation and communication	KPI 1 - Current FET Provision is in line with skills for the economy	KRA 1: Continue to monitor and ensure that CMETB FET Strategy is in line with national FET Strategy and reflects the overall CMETB Strategy	FET Director and FET Planning Committee <i>(FET Mgt. and Quality Council from March 2019)</i>	Quarterly	Assessment of CMETB activity quarterly against national and regional requirements with an annual review	1. Workforce Development Officer in place to ensure alignment with national and regional requirements. 2. Occupational Skills Profiles conducted to ensure sufficient requirement for proposed programmes. 3. Continuous liaison with Regional skills forum; 5. Responses captured in SPAs 6. Labour Market	N/A

¹ Colour coded to indicate progress. i.e. **Green** complete, **Yellow** on track, **Orange** delayed or **Red** not started.

						Justification data to be compiled by 31/12/2019 for submission to SOLAS.	
5 Consultation and communication	KPI 2- FET Provision reflects employer-based profile and industry standards	KRA 2: Continue a process of extensive internal and external consultation with regard to the development of ongoing strategy	CE FET Director Director of Organisational Supports	Quarter 4, 2019	The development of a new CMETB Strategic Plan 2020 – 2025 (including FET Strategy) which demonstrates wide internal and external consultation underpinning its Strategic Goals.	1.FET Breakfast Briefings to inform staff of strategy 2.Work groups in place to deliver on SPA 3.Student Council in MI and CI; MI and CI Learners on Board of Management NLN representative on CMETB Board 5.Strategic Planning team in place to develop 2020-2024 plan with an April 2020 deadline for completion.	Commenced activity in the form of FET Meet (28th May 2019) to assist with planning. SMT now engaged in FET Strategic Planning 2020-2024 with a view to having a new plan by June 2020.

¹ Colour coded to indicate progress. i.e. **Green** complete, **Yellow** on track, **Orange** delayed or **Red** not started.

<p>5 Consultation and communication</p>		<p>KRA 3: Formulate a service wide plan to increase learner and employer involvement in programme development and delivery</p>	<p>FET Director & PDI Subgroup formerly known as FET Planning & Workforce Development subgroup <i>(from 2019 – PDI subgroup)</i></p>	<p>Devise plan in Quarter 2, 2018 and implement from Quarter 3, 2018</p>	<p>Sharing of CMETB plan mapping learner and employer involvement in the development and delivery of programmes.</p>	<p>1.Learner and employer involvement in OEM Apprenticeship Development 2.Self-evaluation process to elicit learner and employer feedback; 3.Learner input to Traineeship Steering Committee; 4.Employer information feed to PPC 5.Student Councils in MI and CI 6.Learner representative introduced to the board of CMETB</p>	<p>Formal plan yet to be developed; Individualised activity underway. Revised timeline quarter 2, 2020</p>
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¹ Colour coded to indicate progress. i.e. **Green** complete, **Yellow** on track, **Orange** delayed or **Red** not started.

<p>5 Consultation and communication</p>		<p>KRA 4: Disseminate learnings and best practice from engagement with stakeholders and collaborating partners</p>	<p>FET Director in association with FET Planning, Integration and Co-ordination Committee; Workforce Development Committee <i>(to be Programme PDI subgroup from March 2019)</i></p>	<p>Reviewed Quarterly from Quarter 2</p>	<p>Live, up to date group on share point or Teams monitoring and sharing information on interactions at service level with businesses</p>	<p>1.DEASP Briefing 2.SOLAS Briefings 3.FET staff briefings 4. TEAMS Group 5. Case study space to be created in subgroups to capture best practice by Qtr. 1 2020</p>	<p>N/A Key sharing activity is now briefings at meetings and on TEAMS</p>
<p>5 Consultation and communication</p>		<p>KRA 5: Review processes and methods of sharing external and internal evaluation information at CMETB Level. Devise an action plan in relation to the findings of these evaluations.</p>	<p>CE FET Director SMT <i>(now FET Mgt. and Quality Council)</i></p>	<p>December 2018 and annually thereafter</p>	<p>Devise action plan for implementation and include a review of suitable communications media.</p>	<p>1.Internal evaluations to be shared through new Governance structures. 2. EA Evaluations shared internally through subgroups 3QI Reports shared internally through subgroups Aontas Evaluation completed and shared with staff March 2019</p>	<p>June 2020 for inclusion into FET Strategy</p>

<p>5 Consultation and communication</p>	<p>KPI 3 - Introduction of new programmes and associated QA procedures for the development of new apprenticeships</p>	<p>KRA 6: Development of new apprenticeships for validation and associated QA Procedures: OEM HGV</p>	<p>CE FET Director Training Manager Director of QA CSG</p>	<p>2018 2019</p>	<p>Programmes validated and open for recruitment</p>	<p>OEM Programme validated 25/09/2018. IProgramme launched Jan 14th 2019 and CMETB in the process of operationalising same HGV Apprenticeship on hold CMETB Collaborating partner on ATI Apprenticeship; Commis Chef Apprenticeship and Hairdressing Apprenticeship</p>	<p>N/A</p>
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¹ Colour coded to indicate progress. i.e. **Green** complete, **Yellow** on track, **Orange** delayed or **Red** not started.

<p>5 Consultation and communication</p>		<p>KRA 7: Integration of learnings from apprenticeship programmes and feedback from other work-based learning into general programme development practices</p>	<p>CE FET Director Training Manager Director of QA QA, Active Inclusion and Reporting sub committee <i>(to be Programme PDI subgroup from March 2019)</i></p>	<p>Quarterly - Ongoing</p>	<p>Agenda item at Training Services meeting; Agenda item at Teaching, Learning & Assessment meetings Numbers of new programmes developed.</p>	<p>Steering committees of Apprenticeship Programmes receive this information.i.e. ATI and Commis Chef. Information now brought formally to governance meetings.</p> <p>New programmes developed include five new traineeships in a variety of disciplines. Nos of new programmes developed tracked via annual PAC. PAC data comparisons.</p>	<p>Tabled as an agenda item on PDI subgroup and reported to FET Mgt. and Quality Councilfrom quarter 2, 2019</p> <p>CMETB presented Benefits and Challenges of developing an Apprenticeship at the QQI Apprenticeship Event in Dublin Castle on the 8th April 2019.</p>
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¹ Colour coded to indicate progress. i.e. **Green** complete, **Yellow** on track, **Orange** delayed or **Red** not started.

	Quality Improvement Objective/Desired Outcome	Key Result Areas as identified in ESER	Responsible Person(s)	Timeline	Measure/Benchmark <i>[how will you know it was achieved]</i>	² Status/Update	Revised Timeline
	Strategic Goal 2 – Active inclusion, literacy and numeracy strategy						
3 Integrated Policies & Procedures	KPI 1 – Review, develop and implement a QQI approved RPL system	KRA 8: Review ETBI co-ordinated RPL strategy with a view to adopting it, or a localised version, across CMETB	FET Director Director of QA Directors of Service NAIREC PD Co-ordinator QA subgroup FET Mgt. and Quality Council	Quarter 4, 2018	Review, adopt and implement ETBI developed RPL strategy in line with Goggin, O Leary and Sheridan Report, Sept 2017	RPL strategy adopted at CMETB level, May 2018 Adopted at centre level Oct 2019 Process for convening panel and associated documentation in place Three RPL requests processed.	Process for convening panel by Sept 2019 Training to be organise Qtr1, 2020 – decided to do this with panels as they convene for the moment.

¹Colour coded to indicate progress. i.e. **Green** complete, **Yellow** on track, **Orange** delayed or **Red** not started.

<p>4 Planning and management of programmes & 2 MIS Tools</p>	<p>KPI 2- Support and enable staff through CPD</p>	<p>KRA 9: Development and roll out of CMETB PD strategy</p>	<p>FET Director FET Co-ordinator Heads of Service</p>	<p>Quarter 1-ongoing</p>	<p>Published programme of PD opportunities Numbers of staff availing of PD reported on a Quarterly basis to Teaching, Learning & Assessment Committee <i>(To be Programme PDI subgroup under new structures for March 2019)</i></p>	<p>Programmes through FESS and CMETB made available to staff</p> <p>Quarterly reporting delivered from PD co-ordinator through PDI committee and at FET Briefings</p> <p>ICT TEL Action Group set up to review competencies, CPD in TEL and resources available from SOLAS and elsewhere and how best CMETB can utilise these.</p> <p>Policy and procedure for accessing funding and supports for CPD in place, Quarter 1, 2019</p>	<p>N/A</p>
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	Quality Improvement Objective/Desired Outcome	Key Result Areas as identified in ESER	Responsible Person(s)	Timeline	Measure/Benchmark <i>[how will you know it was achieved]</i>	³ Status/Update	Revised Timeline
	Strategic Goal 3 – Quality Provision						
3 Integrated Policies & Procedures	KPI 1 – Integration of existing 4 QA Agreements into one overarching agreement	KRA 10: Develop a process for the streamlining of QA agreements	Director of FET Engage outside consultant Director of QA <i>(FET Mgt. and Quality Council from March 2019)</i>	Commence Quarter 2, 2018	Plan for Integration of QA Agreements into 1 CMETB Total Quality Management Framework	Process of planning agreed February 2019. Reconsidered in light of feedback from other ETBs who are further along the integration process	To be reviewed in association with QA Subgroup
3 Integrated Policies & Procedures		KRA 11: Commence the integration of policies and procedures on a policy by policy and procedure by procedure basis across all services	FET Director External Consultant Director of QA Heads of Services	Commence Quarter 2. Complete by Quarter 3, 2019	All new policies and procedures applying to the CMETB Total Quality Assurance Framework developed and published on a public website.	Procedures * 9 approved at CMETB level; 8 adopted at service level	This is a much larger piece of work than initially anticipated. It is envisaged that all of these policies will be agreed at service level by quarter 2, 2020 and that

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							procedures will be introduced and adopted incrementally from then on through to December 2020
3 Integrated Policies & Procedures		KRA 12: Review QA procedures and policies with respect to Training Services	Training Manager QA Officer	Commence Quarter 1, 2018	New agreed CMETB Training Services Quality Framework and Plan	Not yet commenced	This work will be predicated on the success of KRA 11, Quarter 3, 2020
3 Integrated Policies & Procedures		KRA 13: Ensure all non QQI certification delivered in FET Centres is mapped into CMETB Total Quality Assurance Framework	Heads of Centre QA Officer Director of QA QA, Active Inclusion and Reporting Committee (QA Subgroup from March 2019)	Commence Quarter 2, 2018	Identify all non QQI Quality Agreements Review and agree an integration plan	City and Guilds invited to provide IQA training which will assist with this process	This process will be delayed until the substantive part of the ETB integration work is completed. Quarter 4, 2020

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	Quality Improvement Objective/Desired Outcome	Key Result Areas as identified in ESER	Responsible Person(s)	Timeline	Measure/Benchmark <i>[how will you know it was achieved]</i>	⁴ Status/Update	Revised Timeline
	Strategic Goal 3 – Quality Provision						
4 Planning and management of programmes	KPI 2- Completion of an ESE Report and the development of A Quality Improvement Plan	KRA 14: Draw out QA specific risks in order to ensure they are considered and integrated into the CMETB agreed Quality Improvement Plan as it evolves	FET Director Heads of Services Director of QA	Quarter 2, 2018 Ongoing	Identification of QA related risks and their inclusion on CMETB FET risk register	Quality assurance risk now considered as part of the FET Management and Quality Council meetings since January 2019	N/A
4 Planning and management of programmes		KRA 15: Development and implementation of a TEL Strategy to support Quality Delivery	FET Co-ordinator Heads of Services Teaching, Learning & Assessment Committee <i>(To be replaced by Programme PDI subgroup)</i>	Quarter 4, 2018 Ongoing	CMETB TEL Strategy published Implementation plan devised and monitored quarterly thereafter	TEL co-ordinator in place and development of 2020-24 delivery plan under way; TEL delivery as part of PD underway in Word, Moodle etc. TEL strategy written and to be launched March 2020	N/A

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	Quality Improvement Objective/Desired Outcome	Key Result Areas as identified in ESER	Responsible Person(s)	Timeline	Measure/Benchmark <i>[how will you know it was achieved]</i>	⁵ Status/Update	Revised Timeline
	Strategic Goal 4 – Integrated Planning, Management & Funding						
4 Planning and management of programmes	KPI 1 – Revise overall FET provision and work towards eliminating duplication & overlap	KRA 16: Quantitative metrics to be used to inform Programme Proposal Committee decisions	Director of QA Heads of Services External Evaluators	Quarter 1, 2018	Quantitative Metrics on programmes being sent to PPC for consideration;	Sourced and implemented a new quantitative tool as used in Lithuania under the auspices of SKVC. (Centre for Quality Assessment in Higher Education) PPC and PAC forms revised and updated January 2020	N/A
5 Consultation and communication & 4		KRA 17: Review of evidence in support of PPC to include more external subject matter	Heads of Services representing those making a proposal	Quarter 2, 2018	Evidence of employer/student engagement in proposals/presented at PPC meetings	Letters of support from companies often included in PPC submissions;	Quarter 3, 2020

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Planning and management of programmes		experts/employers' endorsements				OSPs required for Traineeship consideration; To be reviewed progressed further	
4 Planning and management of programmes		KRA 18: Consolidation of findings from RAP meetings for review centrally	QA Officer Heads of Service <i>(QA Subgroup FET Mgt. & Quality Council)</i>	Quarter 2, 2018 and ongoing	CMETB common RAP template to be developed and used across all services.	RAP reports at QA Subgroup and submitted for ratification at CMETB FET Management & Quality Council Meetings since June 2019	April 2019 – revised to June 2019
4 Planning and management of programmes		KRA 19: Continued consolidation of findings from EA reports and the development of a process of shared learnings	QA Officer Heads of Services <i>(QA Subgroup FET Mgt. & Quality Council)</i>	Quarter 1, 2018	Consolidated finding to be shared at QA Active Inclusion and Reporting Committee meetings on a Quarterly basis <i>(From January 2019 to be QA subgroup)</i>	This was delayed but was presented in Oct 2019 as part of the QA Subgroup. It was agreed at subgroup and Quality Council Level and forms part of CMETB Terms of Reference for Governance structures	Annually

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	Quality Improvement Objective/Desired Outcome	Key Result Areas as identified in ESER	Responsible Person(s)	Timeline	Measure/Benchmark <i>[how will you know it was achieved]</i>	⁶ Status/Update	Revised Timeline
	Strategic Goal 4 – Integrated Planning, Management & Funding						
4 Planning and management of programmes		KRA 20: Conduct a review of EA panels in conjunction with integrated ETBI processes	QA Officer Heads of Service	Quarter 3, 2018	Updated panel by subject Supplemented with additional expertise as appropriate	1.Feedback provided to ETBI 2. CMETB QA representation on national panel. 3.Briefings completed Training scheduled and completed with FESS 4. Staff trained as EAs 5. Staff trained as super users for National Database Management EA employment process agreed with HR	January 2020 waiting for panel to go live

¹ This could be colour coded to indicate progress. i.e. **Green** complete, **Yellow** on track, **Orange** delayed or **Red** not started.

<p>4 Planning and management of programmes</p>		<p>KRA 21: Continue to develop the process and grounds for appeal across CMETB</p>	<p>Directors of Services Director of QA TSO ETBI working group</p>	<p>Quarter 3 2018</p>	<p>Review Grounds of Appeal in conjunction with ETBI published guideline and work to implement in new academic year.</p>	<p>Process in place and working well.</p>	<p>N/A</p>
<p>4 Planning and management of programmes</p>		<p>KRA 22: Review the key elements informing the learner experience. Identify three priorities and devise an integrated CMETB approach to same</p>	<p>FET Director Teaching, Learning and Assessment working group <i>(QA Subgroup from March 2019)</i></p>	<p>Quarter 1, 2019</p>	<p>Top three priorities to be identified via survey monkey; Integrated approach to responding to top three priorities published and associated action plan agreed.</p>	<p>CMETB had 59 learners contribute to National Further Education and Learner Forum (NFLF) on 25th March. This detail will assist with identifying priorities.</p> <p>CMETB has won the SOLAS tender to develop Good Practice Guidelines for Initial Assessment of English Language Competency for Migrant Learners</p>	<p>Quarter 3 2019</p> <p>Quarter 4, 2019</p>

						Survey of Learner experience with a view to developing a FET wide forum and Learner Advisory Network	To form part of the Evaluation process March 2020
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	Quality Improvement Objective/Desired Outcome	Key Result Areas as identified in ESER	Responsible Person(s)	Timeline	Measure/Benchmark <i>[how will you know it was achieved]</i>	⁷ Status/Update	Revised Timetable
	Strategic Goal 4 – Integrated Planning, Management & Funding						
3 Integrated Policies & Procedures & 2 MIS Tools	KPI 2- Manage data infrastructure to support programme provision, delivery, certification and communication	KRA 23: Conduct a review of how existing data sources may be effectively analysed to inform planning, monitoring, policy development etc.	FET Director PDI working group formerly the Teaching, Learning & Assessment Working Group	Formation of sub- Group Quarter 2 and implementation plan Quarter 4.	Identify key members of staff with systems knowledge; FET planning group to devise terms of reference for this subgroup.	PLSS advisory board formed and operating effectively. Data from PLSS is interrogated and reviewed at PDI meetings since 13th May 2019 and used to inform the FET Management & Strategic processes Integration of other systems to be reviewed	

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3 Integrated Policies & Procedures & 2 MIS Tools		KRA 24: Upload common CMETB policies and documentation as they are developed	CMETB Board CE FET Director Heads of Services	Ongoing from Quarter 2, 2018	Policies available and published on CMETB website	Existing procedures published New policies to be uploaded when agreed by all centres New website under review	Ongoing
3 Integrated Policies & Procedures		KRA 25: Review and establish new procedures and guidelines regarding the retention and storage of learner records in line with national policy and funding requirements	FET Director Heads of Services ETBI	Ongoing Quarter 3, 2018	Adoption of procedures devised by ETBI once published and revised annually and version controlled in line with same	ETBI Procedures adopted at CMETB level; Retention of Data from Applications policies updated by Fiona Nugent Ongoing issues with GDPR requirements. ETBI working group established to provide clarification on areas of ambiguity	Ongoing

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	Quality Improvement Objective/Desired Outcome	Key Result Areas as identified in ESER	Responsible Person(s)	Timeline	Measure/Benchmark <i>[how will you know it was achieved]</i>	⁸ Status/Update	Revised Timetable
	Strategic Goal 5 – Standing of FET						
1 Governance	KPI 1 –Assist with the integration of quality and governance processes across all FET service centres	KRA 26: Conduct a robust review of existing FET Governance structures and augment as appropriate	CE FET Director External Consultant Heads of Services	December 2018	Completed report with recommendations adopted as relevant.	Review conducted with Trish O Brien Suggest framework presented to SMT meeting	N/A
1 Governance		KRA 27: Where changes are made – update Terms of Reference accordingly	Director of FET External Consultant Heads of Services	Plus one month from adoption of new structures	Terms of Reference in line with Best practice published for each committee. Working group or entity within CMETB	Draft TORs developed and being implemented. Currently Under quarterly review at associated meetings	N/A
1 Governance		KRA 28: Identify clear lines of governance responsibility across all FET services	CE FET Director External Consultant	Quarter 1, 2019	Briefing delivered to all relevant staff on Governance and associated responsibility	Briefing delivered to 4 working groups associated with subgroups General briefing delivered to FET Briefing October 2018 Briefing at FET Meet May 2019;	N/A

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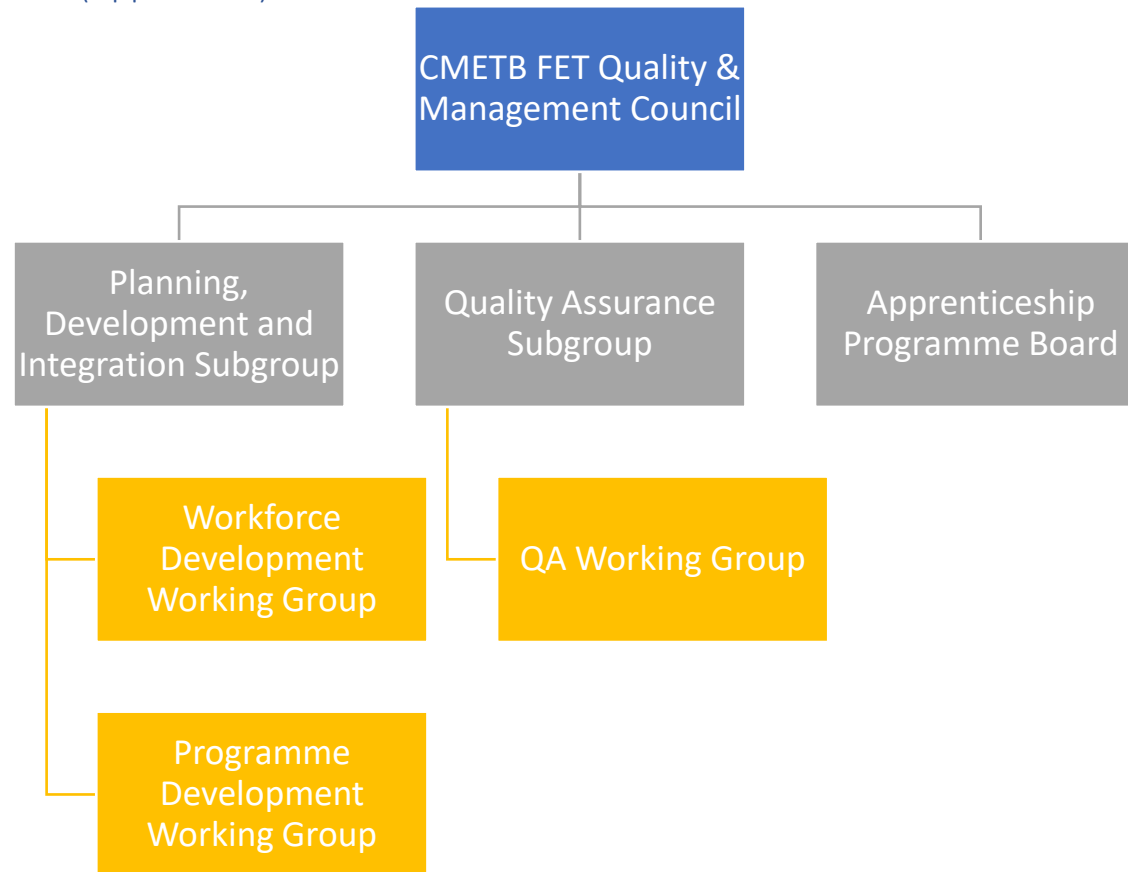
						Briefing at Oct FET Briefings to LTI; Briefing to Adult Ed tutors as part of PD Further briefings will be used to cascade the message across all services using media such as Staff Induction training.	Quarter 2, 2019 Ongoing
1 Governance		KRA 29: Conduct a review of membership of working groups and committees to ensure appropriate separation of roles and responsibilities	CE FET Director in consultation with Centre Managers/Directors	Quarter 1, 2019	Membership reviewed and amended as required in line with recommended best practice.	Completed and now operational for the FET Mgt. & QA Council, QA Subgroup and the Programme PDI Subgroup	N/A

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	Quality Improvement Objective/Desired Outcome	Key Result Areas as identified in ESER	Responsible Person(s)	Timeline	Measure/Benchmark <i>[how will you know it was achieved]</i>	⁹ Status/Update	
	Strategic Goal 5 – Standing of FET						
1 Governance		KRA 30: Develop integrated procedures for ETB level oversight, including non QQI certification	CE Director of FET External Consultant	Quarter 2, 2019	Set of procedures, developed, agreed and adopted.	Internal audit working group established and processes commenced Programmatic audit/review under way of QQI programmes and being internally audited against PLSS City & Guilds programmes tracked annually, and cross checked before programme commencement	This is a continuous process.

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New Governance Structures (Appendix 2)



Terms of Reference (Appendix 3)

CMETB FET QA GOVERNANCE - TERMS OF REFERENCE

Governance Unit	CMETB FET Quality Council
Document	Terms of Reference
Approved by/ Date	Chief Executive / xx yy zz
Version	1.1
Due for Review by	01 January 2019

PURPOSE OF CMETB'S FET QUALITY COUNCIL

The purpose of the FET Quality Council at CMETB is to oversee the planning, co-ordination, quality, development and improvement of all aspects of the further education and training offering of CMETB. It protects, maintains and develops the standards of education and training programmes and related activities. In doing so, the CMETB FET Quality Council is ensuring, as far as possible, that all learners receive an equivalent experience.

CMETB FET QUALITY COUNCIL TERMS OF REFERENCE

The Chief Executive (CE) of CMETB, supported by the SMT, has delegated certain governance responsibilities to the CMETB FET Quality Council, as detailed below. The CMETB FET Quality Council is accountable to the CE for carrying out its functions, regardless of whether it forms governance sub-groups or working groups to advance these tasks.

The CMETB FET Quality Council is responsible for the following:

Operational matters

- Agreeing its operating procedures
- Establishing one or more sub-groups of governance, as required, and delegating responsibilities to those groups through defined terms of reference. In the first instance, CMETB will establish a QA Subgroup and a Programme planning, development and implementation subgroup.
- Establishing ad-hoc working groups to assist it in fulfilling its functions, if required
- Receiving recommendations from sub-groups of governance on specified matters to inform its functions
- Receiving annual reports from sub-groups of governance on their activities
- Providing a CMETB FET Quality Council Annual Report to the CE, identifying key decisions and actions taken by the CMETB FET Quality Council and making any recommendations to the CE, as appropriate

- Participating in the review of its terms of reference and formally making recommendations to the CE for amendments and additions, if required
- Reviewing the outcomes of reviews of terms of reference by its sub-groups and making recommendations to the CE as appropriate
- Exercising any other functions, which may be formally delegated to it by the CE.

QA policies and procedures

- Approving the FET quality assurance policies and procedures of CMETB as recommended by the CMETB FET Quality Council Sub-Group (QA)
- Approving revisions to CMETB FET quality assurance policies and procedures as recommended by the CMETB FET Quality Council Sub-Group (QA)

Programme responsibilities

- Recommending proposals to the CE, as appropriate, for the development of new programmes that are consistent with the mission and strategy of CMETB, as recommended by the CMETB FET Programme planning, development & implementation subgroup)
- Approving programme documentation prior to its submission to the awarding body for validation, as recommended by the CMETB FET Programme planning, development & implementation subgroup)
- Making recommendations to the CE for the establishment of appropriate structures to support new or existing programmes
- Making recommendations for staff development where it is necessary or desirable for the improved delivery or development of programmes.

Monitoring and Review responsibilities

- Noting the annual schedule of reviews submitted by the CMETB FET Quality Assurance Sub-Group
- Approving programme and organisational review documentation prior to its submission to the awarding body
- Receiving reports from the CMETB FET Quality Assurance Sub-Group of progress against action plans arising from quality reviews
- Receiving observations arising from programme feedback reports and other internal and external stakeholder reports, as appropriate
- Escalating areas of risk associated with further education and training to the CE.

Assessment responsibilities

- Ratifying the agreement of persons to act as External Authenticators and External Examiners
- Noting assessment reports received by the CMETB FET Quality Assurance Sub-Group and confirming they are in line with agreed assessment processes and procedures
- Ratifying assessment results and final results presented by the QA Officer (or equivalent) prior to their submission to the awarding body for the purposes of certification.

Apprenticeship responsibilities

To fulfil the governance role for new apprenticeships as coordinating provider, the CMETB FET Quality Council will undertake the following responsibilities:

- Considering reports from the Consortium Steering Group established by the Apprenticeship Council on matters affecting apprenticeship programmes
- Considering reports from programme coordinators on the delivery of programmes
- Receiving named annual and biannual reports from the national Programme Board(s)
- Receiving reports from the ETBI new Apprenticeship QA Monitoring and Enhancement Panel
- Considering proposals from the National Programme Board(s) and from the Consortium Steering Group for new partnerships and for new members of partnerships
- Ensuring that the proposals received from the National Programme Board(s) and from the Consortium Steering Group for new partnerships conform to the requirements of the programme and that suitable Memorandums of Agreement are in place
- Fulfilling any reporting requirements to external authorities on apprenticeship activities.

MEMBERSHIP OF the CMETB FET QUALITY COUNCIL

Chair: The Chair is appointed by the Chief Executive and can be internal or external.

Secretary: CMETB Director of Quality Assurance, or equivalent staff member designated by the CE.

Ordinary Members:

- Normally, up to 6 staff members with relevant experience drawn from across CMETB, as the CE determines appropriate.
- 1 representative from the CMETB FET Quality Assurance Sub-Group and 1 from the CMETB FET Programme planning, development & implementation subgroup
- Where applicable, 2 representatives from the National Programme Board(s), one of which is from industry
- 1 learner representative.

External Members:

The Chair of the CMETB FET Quality Council may from time to time recommend to the CE the appointment of external members to the Council. These will be persons who can bring an external perspective to the working of the Council, such as employers or experts in FET or in quality systems. Persons with expertise from other ETBs may also be invited to join the CMETB FET Quality Council for a defined period.

Additional Expertise:

From time to time, the CMETB FET Quality Council may request that its Secretary source specialist expertise to inform its deliberations if necessary.

ROLE AND RESPONSIBILITIES OF THE CHAIR

The responsibilities of the Chair of the CMETB FET Quality Council include:

- Working closely with the Secretary to agree meeting agendas
- Ensuring meetings function efficiently and effectively
- Providing adequate time for discussion of agenda items
- Ensuring that members have been provided with materials in advance of the meeting to support informed decision-making
- Ensuring that a quorum is present before commencing an CMETB FET Quality Council meeting
- Ensuring that decisions are taken in the context of the CMETB FET Quality Council's remit and that they are recorded.

ROLE AND RESPONSIBILITIES OF THE SECRETARY

The Secretary of the CMETB FET Quality Council is a full member of the Council. his/her responsibilities include:

- Agreeing a schedule of meetings with the Chair in consultation with the Council members and having regard to the business of the CMETB FET Quality Council and the meeting dates of the sub-groups reporting into the CMETB FET Quality Council
- Convening meetings of the CMETB FET Quality Council and determining the agenda of the meetings, in consultation with the Chair
- Circulating the agendas for meetings and associated documentation and reports for review by CMETB FET Quality Council members
- Liaising with the secretaries of the sub-groups reporting into the CMETB FET Quality Council to manage a smooth flow of information
- Preparing draft minutes of meetings and circulating these to members
- Ensuring that the decisions of the CMETB FET Quality Council are made known to the appropriate individuals /governance units
- Reporting to the Chair and the CMETB FET Quality Council on the implementation of the decisions of the FET Quality Council
- Ensuring that membership terms are managed, and new member induction / briefing provided.

OPERATING PROCEDURES

- The CMETB FET Quality Council will meet at least 4 times a year (it is recommended that it meets 6 times in its first year)
- In order for a quorum to be established, 50% of members + 1 additional member must be in attendance
- The meeting agenda and supporting documentation must be circulated to members at least one week in advance of a scheduled meeting and external members may be invited to present agenda items
- Decisions are made by consensus or by the exercise of a vote if necessary; the Chair has the deciding vote in the event of a split decision
- Meeting outcomes are recorded and circulated in draft form within 2 weeks of a meeting
- The minutes of meetings are approved at the beginning of the subsequent meeting of the CMETB FET Quality Council
- In some cases, at the discretion of the Chair, an incorporeal meeting of the CMETB FET Quality Council may be held where reports can be circulated virtually and accepted by the CMETB FET Quality Council without the FET Quality Council having to meet.

CMETB FET QUALITY COUNCIL SUB-GROUP (Quality Assurance) TERMS OF REFERENCE

Governance Unit	FET Quality Council Sub-Group (Quality Assurance)
Document	Terms of Reference
Approved by/ Date	CMETB FET Quality Council xx yy zz
Version	1.1
Due for Review by	01 January 2019

PURPOSE OF THE CMETB FET QUALITY COUNCIL SUB-GROUP (Quality Assurance)

The purpose of the CMETB FET Quality Assurance Sub-group is to fulfil the role and responsibilities delegated to it by the CMETB FET Quality Council, for the development, oversight, planning, co-ordination and improvement of quality assurance policies, procedures, and processes. In doing so, it assists the CMETB FET Quality Council in protecting, maintaining and developing the standards of education and training programmes and the related activities of CMETB.

CMETB FET QUALITY ASSURANCE SUB-GROUP TERMS OF REFERENCE

The CMETB FET Quality Council has delegated certain governance responsibilities to the CMETB FET Quality Assurance sub-group, as detailed below. The CMETB FET Quality Assurance Sub-Group is accountable to the CMETB FET Quality Council for carrying out its functions, regardless of whether governance sub-groups or working groups are formed to advance these tasks.

The CMETB FET Quality Assurance Sub-Group is responsible for the following:

Operational matters

- Agreeing its operating procedures in consultation with the Chair and Secretary of the CMETB FET Quality Council
- Establishing sub-groups or working groups to advance QA-related matters, if required
- Making recommendations to the CMETB FET Quality Council to inform its decision-making and in line with its terms of reference
- Preparing an Annual Report for the CMETB FET Quality Council on key decisions and actions taken, and making any recommendations to the CMETB FET Quality Council, as appropriate
- Participating in the review of its terms of reference and formally making recommendations to the CMETB FET Quality Council as appropriate
- Exercising any other functions, which may be formally delegated to it by the CMETB FET Quality Council.
- Supporting the implementation of the relevant CMETB FET actions outlined in the 2016-2020 CMETB Strategy Statement.
- Acting as a forum for the exchange of ideas, information and best practice in Quality Assurance.

- Identifying potential collaborative projects and working to implement these
- Providing a collective response to calls for submissions, applications, etc
- Supporting the implementation of Technology Enhanced Learning within assessment in CMETB
- Promoting assessment practices in CMETB and raising the awareness of quality FET provision in CMETB

QA Policies and Procedures

- Approving a schedule for review, amendment and development of quality assurance policies and procedures and submitting this to the CMETB FET Quality Council for noting
- Reviewing and commenting upon draft quality assurance policies and procedures
- Recommending quality assurance policies and procedures to the CMETB FET Quality Council for approval
- Recommending revisions to quality assurance policies and procedures to the CMETB FET Quality Council for approval
- Working to enhance practices in Quality Assurance, Active Inclusion and Reporting
- Supporting the implementation of the relevant QQI / SOLAS / DES initiatives / Policies & Programmes
- Working to develop policies and enhance practices in assessment

Monitoring and review responsibilities

- Approving a schedule for quality reviews and submitting this to the CMETB FET Quality Council for noting
- Reviewing and commenting upon the quality review schedule and submitting this to the CMETB FET Quality Council for noting
- Making recommendations to the CMETB FET Quality Council for the approval of programme and other quality review documentation and outcomes that is required to be submitted to an awarding body
- Receiving reports on follow-up on actions arising from quality reviews and reporting to the CMETB FET Quality Council on issues or recommendations arising
- Receiving reports on significant and common issues arising through monitoring processes and reporting to the CMETB FET Quality Council on any recommendations arising
- Escalating identified areas of risk to the CMETB FET Quality Council.

Assessment Responsibilities

- Agreeing individuals to act as External Authenticators and submitting details to the FET Quality Council for ratification
- Receiving reports on the outcomes of assessment appeals processes
- Receiving and considering quantitative and qualitative analysis reports from Results Approval Panels and making any recommendations arising to the FET Quality Council on teaching, learning and/or assessment matters
- Reviewing analyses of Internal Authenticators and External Authenticators reports and making recommendations to the FET Quality Council
- As part of programme reviews, questioning the effectiveness of assessment strategies being implemented for validated programmes.

MEMBERSHIP OF THE CMETB FET QUALITY ASSURANCE SUB-GROUP

Chair: The Chair is appointed by the Chief Executive and can be internal or external.

Secretary: The Secretary is appointed by the CE and should be an individual capable of liaising closely with the Secretary of the CMETB FET Quality Council and with any sub-groups of governance that are reporting to the CMETB FET Quality Assurance Sub-Group, or other groups providing information to inform the CMETB FET Quality Assurance Sub-Group.

Ordinary Members:

- Normally, up to 6 staff members with relevant experience drawn from across CMETB, as the CE determines appropriate
- 1 representative from the CMETB FET Quality Council
- 1 learner representative
- 1 representative from any subsequent QA Working Group

External Members:

The Chair of the CMETB FET Quality Assurance Sub-Group may from time to time recommend to the Chair of the CMETB FET Quality Council the appointment of external members to the sub-group.

Additional Expertise:

From time to time, the CMETB FET Quality Assurance Sub-Group may request that its Secretary source specialist expertise to inform its deliberations if necessary.

ROLE AND RESPONSIBILITIES OF THE CHAIR

The responsibilities of the Chair of the CMETB FET Quality Assurance Sub-Group include:

- Working closely with the Secretary to agree meeting agendas
- Ensuring meetings function efficiently and effectively
- Providing adequate time for discussion of agenda items

- Ensuring that members have been provided with materials in advance of the meeting to support informed decision-making ensuring that a quorum is present before commencing a CMETB FET Quality Assurance Sub-Group meeting
- Ensuring that decisions are taken in the context of the remit of the CMETB FET Quality Assurance Sub-Group and that they are recorded.

ROLE AND RESPONSIBILITIES OF THE SECRETARY

The Secretary is a full member of the CMETB FET Quality Assurance Sub-Group. his/her responsibilities include:

- Agreeing a schedule of meetings with the Chair in consultation with members and having regard to the business of the CMETB FET Quality Assurance Sub-Group and the meeting dates of the CMETB FET Quality Council
- Convening meetings of the CMETB FET Quality Assurance Sub-Group and determining the agenda of the meetings, in consultation with the Chair
- Circulating the agendas for meetings and associated documentation and reports for review by FET Quality Council Sub-Group (QA) members
- Liaising with the Secretary of the of the CMETB FET Quality Council, and with the secretaries of any governance units reporting into the CMETB FET Quality Assurance Sub-Group, to manage a smooth flow of information
- Preparing draft minutes of meetings and circulating these to members
- Ensuring that the decisions of the CMETB FET Quality Assurance Sub-Group are made known to the appropriate individuals / governance units
- Reporting to the Chair on the implementation of the decisions of the CMETB FET Quality Assurance Sub-Group
- Ensuring that membership terms are managed, and new member induction / briefing provided.

OPERATING PROCEDURES

- The CMETB FET Quality Assurance Sub-Group will meet at least 6 times a year (it is recommended that it meets 8 times in its first year). The purpose of this subgroup is to review the consolidation of the following development and adoption of integrated Quality Assurance policies and procedures, reviewing the consolidated results of Results Approval Process, Learner Appeals, Programme Approval Process, External Authentication matters, Quality Improvement Planning and Continuous Professional Development.
- In order for a quorum to be established, 50% of members + 1 additional member must be in attendance
- The meeting agenda and supporting documentation must be circulated to members at least one week in advance of a scheduled meeting and external members may be invited to present agenda items
- Decisions are made by consensus or by the exercise of a vote if necessary; the Chair has the deciding vote in the event of a split decision
- Meeting outcomes are recorded and circulated in draft form within 2 weeks of a meeting

- The minutes of meetings are approved at the beginning of the subsequent meeting of the CMETB FET Quality Assurance Sub-Group
- Confirmed minutes are submitted for noting to the next meeting of the CMETB FET Quality Council
- In some cases, at the discretion of the Chair, an incorporeal meeting of the CMETB FET Quality Assurance Sub-Group may be held where reports can be circulated virtually and accepted by members without the CMETB FET Quality Assurance Sub-Group having to meet.

Governance Unit	CMATB FET QUALITY COUNCIL SUBGROUP (Planning, Development & Integration)
Document	Terms of Reference
Approved by/ Date	CMETB FET Quality Council] Xx yy zz
Version	1.1
Due for Review by	01 January 2019

PURPOSE OF THE CMETB FET PROGRAMME PLANNING, DEVELOPMENT & INTEGRATION SUBGROUP

The purpose of the CMETB FET Programme Planning, Development & Integration subgroup is to fulfil the role and responsibilities delegated to it by the CMETB FET Quality Council, for the oversight, planning, co-ordination, development and quality of the programmes of CMETB. In doing so, it assists the CMETB FET Quality Council in protecting, maintaining and developing the standards of education and training programmes, and learner achievement, and the related activities of the ETB. The CMETB FET Programme Planning, Development & Integration subgroup is overseeing all programme developments, however, its role and responsibilities below do not apply directly to apprenticeship programmes, unless otherwise specified. Governance of apprenticeship programmes is managed by the National Programme Board(s) and reports are provided to the CMETB FET Programme Planning, Development & Integration subgroup

CMETB FET PLANNING, DEVELOPMENT & INTEGRATION SUBGROUP TERMS OF REFERENCE

The FET Quality Council of CMETB has delegated certain governance responsibilities to the FET Quality Council Sub-Group – Programme Planning, Development & Integration Subgroup, as detailed below. This subgroup is accountable to the CMETB FET Quality Council for carrying out its functions, regardless of whether governance sub-groups or working groups are formed to advance these tasks. The CMETB FET Programme Planning, Development & Integration subgroup is responsible for the following:

Operational matters

- Agreeing its operating procedures in consultation with the Chair and Secretary of the CMETB FET Quality Council
- Establishing sub-groups or working groups to advance programme-related matters, if required
- Making recommendations to the CMETB FET Quality Council to inform its decision-making and in line with its terms of reference.
- Preparing an Annual Report for the CMETB FET Quality Council on key decisions and actions taken, and making any recommendations to the FET Quality Council, as appropriate
- Participating in the review of its terms of reference and formally making recommendations to the CMETB FET Quality Council as appropriate
- Exercising any other functions, which may be formally delegated to it by the CMETB FET Quality Council.

- Supporting the implementation of the relevant FET actions outlined in the 2016-2020 CMETB Strategy Statement
- Acting as a forum for the exchange of ideas, information and best practice
- Identifying potential collaborative projects and working to implement these
- Working to develop policies and enhance practices in Teaching and Learning practices
- Promoting Teaching and Learning practices in CMETB and raising the awareness of quality FET provision in CMETB

Programme development responsibilities

- Reviewing proposals for the development of new programmes and making recommendations to the CMETB FET Quality Council
- Approving the appointment of the Programme Development Working Group to develop draft programme documentation
- Reviewing and commenting upon draft programme validation documentation submitted by the Programme Development Working Group
- Recommending programme validation documentation to the CMET FET Quality Council for approval and making recommendations to the CMETB FET Quality Council for submission to the awarding body
- Reviewing proposals for the provision of newly validated or existing programmes and making recommendations to the CMETB FET Quality Council
- Making recommendations to the CMETB FET Quality Council for the establishment of appropriate structures to support new or existing programmes
- Approving the assignment of the Programme Development Working Group to implement minor modifications and additions to programmes, where these do not affect module outcomes
- Approving modified programme documentation submitted by the Programme Development Working Group.
- Providing a collective response to calls for submissions, applications etc

Apprenticeship responsibilities

- Receiving reports from the National Programme Board(s) on its activities (other than when CMETB is co-ordinating Provider. These reports will go directly from the Apprenticeship Board to the CMETB FET Quality Council).
- Noting proposals from the National Programme Board(s) to the CMETB FET Quality Council for new apprenticeship partnerships and for new members of partnerships
- Noting annual and biannual specified reports provided by the National Programme Board(s) to the CMETB FET Quality Council for approval.

Programme review

- Implementing programme modifications arising from programme review processes, as requested by the CMETB FET Quality Council

- Submitting draft programme revisions to the CMETB FET Quality Council for ratification
- Implementing feedback on programme revisions received from the CMETB FET Quality Council or Quality Assurance subgroup, if relevant, prior to its resubmission.
- Identifying skills/ training gaps and shortages in programme delivery
- Identifying overlap / duplication in programme delivery and working to address this

Workforce Planning and Development will become a working group of Planning, Development & Integration Subgroup

- **Supporting the implementation of the SOLAS Workforce Development Framework**
- **Identifying and prioritising local, regional and national skills needs**
- **Working to develop policies and procedures regarding workforce development**

MEMBERSHIP OF THE PROGRAMME PLANNING, DEVELOPMENT & INTEGRATION SUBGROUP

The membership of the FET Quality Council Sub-Group (Programme Planning, Development & Integration) is designed to enable professional colleagues to collectively contribute to the oversight, planning, coordination, development and quality of the ETB's education and training programmes.

Chair: The Chair is appointed by the Chief Executive and can be internal or external.

Secretary:

The Secretary should be appointed by the CE and an individual capable of liaising closely with the Secretary of the CMETB FET Quality Council and with any sub-groups of governance that are reporting to the CMETB FET Quality Council Sub-Group (Programme Planning, Development & Integration), or other groups providing information to inform the FET Quality Council Sub-Group (Programme Planning, Development & Integration).

Ordinary Members:

- Normally, up to 6 staff members with relevant experience drawn from across the ETB, as the CE determines appropriate
- 1 representative from the CMETB FET Quality Council
- 1 learner representative
- 1 industry representative
- 1 representative from the Programme Development

External Members: The Chair of the CMETB FET Quality Council Sub-Group (Planning, Development & Integration) may from time to time recommend to the Chair of the CMETB FET Quality Council the appointment of external members to the sub-group.

Additional Expertise: From time to time, the CMETB FET Quality Council Sub-Group (Planning, Development & Integration subgroup) may request that its Secretary source specialist expertise to inform its deliberations if necessary.

ROLE AND RESPONSIBILITIES OF THE CHAIR

The responsibilities of the Chair of the CMETB FET Quality Council Sub-Group (Planning, Development & Implementation) include:

- working closely with the Secretary to agree meeting agendas
- ensuring meetings function efficiently and effectively
- providing adequate time for discussion of agenda items
- ensuring that members have been provided with materials in advance of the meeting to support informed decision-making
- ensuring that a quorum is present before commencing a CMETB FET Quality Council Sub-Group (Programme Planning, Development & Implementation) meeting
- ensuring that decisions are taken in the context of the CMETB FET Quality Council Sub-Group (Programme Planning, Development & Implementation) remit and that they are recorded.

ROLE AND RESPONSIBILITIES OF THE SECRETARY

The Secretary is a full member of the CMETB FET Quality Council Sub-Group (Programme Planning, Development & Implementation). His/her responsibilities include:

- agreeing a schedule of meetings with the Chair in consultation with members and having regard to the business of the CMETB FET Quality Council Sub-Group (Programme Planning, Development & Integration) and the meeting dates of the CMETB FET Quality Council
- convening meetings of the CMETB FET Quality Council Sub-Group (Programme Planning, Development & Implementation) and determining the agenda of the meetings, in consultation with the Chair
- circulating the agendas for meetings and associated documentation and reports for review by CMETB FET Quality Council Sub-Group (Programme Planning, Development & Integration) members
- liaising with the Secretary of the of the CMETB FET Quality Council, and with the secretaries of governance units reporting into the CMETB FET Quality Council Sub-Group (Programme Planning, Development & Implementation), to manage a smooth flow of information
- preparing draft minutes of meetings and circulating these to members
- ensuring that the decisions of the CMETB FET Quality Council Sub-Group (Programme Planning, Development & Integration) are made known to the appropriate individuals / governance units
- reporting to the Chair on the implementation of the decisions of the CMETB FET Quality Council Sub-Group (Programme Planning, Development & Implementation)
- ensuring that membership terms are managed, and new member induction / briefing provided.

OPERATING PROCEDURES

- The CMETB FET Quality Council Sub-Group (Programme Planning, Development & Integration) will meet at least 4 times a year (it is recommended that it meets 6 times in its first year)
- In order for a quorum to be established, 50% of members + 1 additional member must be in attendance

- The meeting agenda and supporting documentation must be circulated to members at least one week in advance of a scheduled meeting and external members may be invited to present agenda items
- Decisions are made by consensus or by the exercise of a vote if necessary; the Chair has the deciding vote in the event of a split decision
- Meeting outcomes are recorded and circulated in draft form within 2 weeks of a meeting
- The minutes of meetings are approved at the beginning of the subsequent meeting of the CMETB FET Quality Council Sub-Group (Programme Planning, Development & Integration)
- Confirmed minutes are submitted for noting to the next meeting of the CMETB FET Quality Council
- In some cases, at the discretion of the Chair, an incorporeal meeting of the CMETB FET Quality Council Sub-Group (Programme Planning, Development & Integration) may be held where reports can be circulated virtually and accepted by members without the CMETB FET Quality Council Sub-Group (Programme Planning, Development & Integration) having to meet.

Schedule of Meetings 2020 (Appendix 4)

Proposed Meetings Timetable 2020						
	PDI Subgroup & PPC	QA Subgroup & PAC	FET Mgt & Quality Council	QBS Submission	Results	Certificates
Period 1	Thurs 23rd Jan	Tues 4th Feb	Mon 10th Feb	Wed 12th Feb	Sun 16th Feb	Thurs 27th Feb
Period 2	Tues 24th Mar	Thurs 2nd Apr	Mon 3rd Apr	Sun 12th April	Thurs 16th April	Thurs 7th May
Period 3	Mon 18th May	Mon 8th June	Wed 10th June	Fri 12th June	Tues 16th June	Thurs 16th July
Period 4	Wed 22nd July	Wed 5th Aug	Fri 7th Aug	Wed 12th Aug	Sun 16th Aug	Thurs 3rd Sept
Period 5	Mon 14th Sept	Mon 28th Sept	Mon 5th Oct	Mon 12th Oct	Fri 16th Oct	Thurs 12th Nov
Period 6	Mon 16th Nov	Mon 30th Nov	Mon 7th Dec	Sat 12th Dec	Wed 16th Dec	Mon 14th Jan 2021
version 3 20122019						

CMETB – Professional Development (PD) Access and Support

Overview

Professional Development is an important activity for CMETB and its employees. The importance of this activity is highlighted nationally through the FET Professional Development Strategy. This identifies seven key themes to which FET PD should be aligned:

1. Technology Enhanced Learning
2. Quality Assurance
3. Vocational Upskilling & Reskilling
4. Management Training
5. Enterprise Engagement
6. ICT
7. Working with and Supporting FET Learners.

CMETB organises and promotes PD that is aligned to these themes & its organisational strategy and is of direct benefit to staff in their work. CMETB also acknowledges the value of PD which staff undertake outside of the organisation. The PD Support Scheme aims to facilitate staff to undertake certified PD, which will benefit them in their work. It comprehends and supersedes previous arrangements in this regard. Currently, this Scheme applies to CMETB employees working in FET services or in the delivery of supporting administrative services.

It should be noted that decisions relating to professional development provision and funding are subject to budgetary constraints. Budgets for PD are agreed annually in line with CMETB's PD plan and may change as the year progresses.

1. *Forms of PD*

There are different forms of PD and access routes, as set out below:

Type of PD	Access Route
<p>PD organised directly by CMETB - short programmes, typically uncertified, e.g. Social Media training, Moodle training,</p>	<ul style="list-style-type: none"> ➤ PD Co-ordinator advises staff of these programmes ➤ Following agreement with line manager, staff register & attend accordingly ➤ Programme typically undertaken during working hours and travel & subsistence (where applicable) are paid at CPD rate
<p>PD organised by other relevant bodies, e.g. FESS– typically short uncertified programmes</p>	<ul style="list-style-type: none"> ➤ PD Co-ordinator & Centre / Service Managers advise staff of these programmes ➤ Following agreement with line manager, staff register & attend accordingly ➤ Programme typically undertaken during working hours and travel & subsistence (where applicable) are paid at CPD rate
<p>Certified PD programmes developed by Solas in conjunction with NUIG, NCI, etc - typically longer-term programmes certified at Levels 7 / 8, e.g. TEL</p>	<ul style="list-style-type: none"> ➤ CMETB is allocated a number of places on these programmes by Solas ➤ CMETB informs staff of programme and level of financial support available for this ➤ CMETB seeks expressions of interest (EoIs) from staff ➤ EoIs are appraised and participants selected

	<ul style="list-style-type: none"> ➤ Participants register and pay for programme ➤ Programme typically undertaken during working hours and travel & subsistence (where applicable) are paid at CPD rate ➤ Participant recoups payment from CMETB (at level agreed pre-registration) following successful completion of programme and attainment of the award ➤ Reimbursement terms apply (see Point 3) ➤ Individual may be required to train / brief colleagues on learning from the programme
<p>PD identified by CMETB that is considered essential for staff member to undertake in order to fulfil his / her role effectively</p>	<ul style="list-style-type: none"> ➤ CMETB and staff member identify and agree essential PD programme and level of financial support for this ➤ CMETB / Staff member register ➤ Programme may be undertaken during working hours and travel & subsistence (where applicable) are paid at CPD rate ➤ Reimbursement terms apply (see Point 3) ➤ Individual may be required to train / brief colleagues on learning from the programme
<p>PD identified by the employee which he/she undertakes independently</p>	<ul style="list-style-type: none"> ➤ Individual registers for and attends programme independently

	<ul style="list-style-type: none"> ➤ Financial contribution, where approved, may be made by CMETB as per terms of PD Support Scheme ➤ Reimbursement terms apply (see Point 3) ➤ Programme undertaken in individual's own time and travel and subsistence payment does not apply
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2. PD Support Scheme

The PD Support Scheme is primarily designed for PD, which the employee identifies and undertakes outside of CMETB and which leads to a recognised award (e.g. QQI or other professional awarding bodies as appropriate) at or above Level 6. It may be supported within the context of the FET Professional Development Strategy, but is not essential to the fulfilment of current job requirements. This PD may carry benefit to the organisation in terms of expanding the employee's skills and knowledge relevant to his/her work within the ETB, allowing potential for a higher level of performance and greater flexibility or adaptability in taking on other/additional duties and tasks.

Under the Scheme, CMETB may provide partial reimbursement of fees following successful completion of the programme and attainment of the award. Employees will be invited to apply to this Scheme at a fixed point in the year, subject to budget availability.

The PD Support Scheme is underpinned by the below guiding principles:

- Employees must be employed directly by CMETB and have a minimum of three years continuous service to be eligible for financial support;
- Employees will only receive funding for one course at a time;
- Support can only be applied for in respect of programmes above and including Level 6 on the NFQ;
- Employees who have previously received funding from the ETB for a similar course at the same or lower level will not be eligible for funding;
- Employees will not be funded for another certified course at Diploma / Degree /Masters /Doctorate level within a 2-year period of completion of their previous certified course;

- Applications for support will be evaluated and scored against a number of weighted criteria including, but not limited to, nature of employment (full / part time), alignment with seven FET PD themes, relevance to role, level of programme & result obtained
- The evaluation and score will determine the level of funding to be provided

Where PD is to be supported under the Scheme, the below criteria and obligations will apply:

The Employee

- Undertakes the programme in his / her own time
- Successfully completes the programme and attains the award
- May apply for study / exam leave as per terms of relevant circular letter (e.g. CL 45/82)
- Makes a partial financial contribution to the overall financial cost.
- Remains with the ETB for a minimum of two years after successful completion or reimburses the ETB in accordance with rules for reimbursement (Point 3).
- Self-finances any repeats required (exams or course)
- Submits the relevant application to the scheme by the set deadline
- Provides written confirmation of the successful completion of the course, attendance, certified transcripts and original receipts for any monies paid in respect of the course before the approved funding can be issued
- Accepts terms and conditions attached to the scheme
- Is familiar and compliant with Revenue Guidelines in respect of relief for tuition fees particularly where fees / portion of fees are paid by the employer
- Is compliant with relevant circulars and regulations
- Is compliant (if applicable) with Teaching Council regulations
- Is not eligible to apply for support under the Teacher Refund Scheme run by the Marino Institute of Education on behalf of the Department of Education and Skills

CMETB:

- Convenes a PD appraisal committee comprising representation from FET and HR management to evaluate the applications according to established weighted criteria and agree the level of support / contribution to be provided

- Pays the ETB contribution following the employee's successful completion of the course and upon submission of proof of course attendance, results, certified transcripts and original receipts
- In the case of courses leading to a Degree qualification, refunds fees up to a maximum of 5 academic sessions

Note: Where PD is considered to be solely or primarily for the purposes of personal development and does not benefit the organisation or the employee's performance in his/her role directly, support (direct or indirect) cannot be provided.

3. Sliding Scale for Reimbursement

Staff members who receive support under the PD Support Scheme will be required to commit to two years service post qualification within CMETB. If their employment with CMETB (or other Public Service body in cases of redeployment) ceases in the interim, a sliding scale of fees will be recouped as follows:

1. Within one year – 75% of all ETB contributions to costs
2. Within two years – 50% of all ETB contributions to costs

This amount can be paid directly to CMETB or deductions to the maximum of these limits will be taken from an employee's final pay on the termination of his/her employment.

4. Application Process

All staff will be notified via email when the PD Support Scheme is open for applications. The application form for the Scheme must be returned along with the requested supporting documentation to cpd@cmetb.ie.

5. Review

This scheme will be reviewed every two years or sooner considering experience and/or advice from relevant authorities e.g. Department of Education and Skills, Solas, C&AG.

Staff will be notified of any changes that may arise.