



etb

Bord Oideachais agus
Oiliúna Thiobraid Árann
*Tipperary Education and
Training Board*

**TIPPERARY EDUCATION AND TRAINING BOARD'S
QUALITY IMPROVEMENT PLAN
FOR
JANUARY TO DECEMBER 2020**

Introduction

This quality improvement plan (QIP) documents the quality assurance activities identified by, and for, Tipperary Education and Training Board (TETB) for the period January to December 2020 and continuing in 2021. This QIP is a follow-on from the 2019 QIP that was developed following a self-evaluative process and report on TETB's quality assurance structures, processes, policies and procedures.

In developing our 2020 QIP, TETB has been guided by key areas in QQI's Core Statutory Quality Assurance Guidelines. In addition, our experience of the 2019 QIP has informed us of QA areas needing development beyond 2019.

It is important to note that some of the activities and tasks identified in this QIP extend into medium and longer term and, therefore, will extend beyond the limits of this plan. The successful implementation of this plan is subject to TETB's ability to return to full operational capacity following the challenges arising from the COVID-19 pandemic. The senior management team (SMT) will review this plan following the return to normal operations.

The areas identified in this improvement plan fall under the quality areas of:

1. Governance and Management of Quality
2. Documented Approach to Quality Assurance
3. Programmes of Education and Training
4. Staff Recruitment, Management and Development
5. Teaching and Learning
6. Assessment of Learners
7. Supports for Learners
8. Information and Data Management
9. Public Information and Communication
10. Other Parties involved in Education and Training
11. Self-Evaluation, Monitoring and Review

The QIP for TETB for January to December 2020 is outlined in the following table:



TABLE 1: TETB'S QUALITY IMPROVEMENT PLAN FOR 2020

	Key Tasks/Activities	Responsible Person(s)	Timeline	Measure/Benchmark	Status	Update	Revised Timeline
1. Governance and Management of Quality							
1.1	Engage an independent expert to complete a review of quality in TETB to include roles, functions, governance and management of QA	CE	April 2020	A report to the CE and SMT that includes suggestions and recommendations to support TETB in the development of QA policies and procedures in TETB, and, to support the requirements of the inaugural review			
		CE/Director of FET/ SMT	Oct 2020	A vision and strategy for the development of a single TETB QA policies and procedures			
		Director of FET/ SMT	Dec 2020	An agreed process for the replacement of legacy QA procedures			
1.2	Revise and implement QA governance structures based on review of current structures	Director of FET/ SMT	Dec 2020	Revised and implemented governance structures Revised terms of reference published on website Revised method of developing QA policies and procedures			
1.3	Review the role of Quality Assurance in non-accredited learning	Director of FET/ SMT	Dec 2020	Develop an initial plan for the role of Quality Assurance in non-accredited learning			
1.4	Consult with FET staff on the development of a TETB intellectual property policy	Director of FET/ SMT	Dec 2020	A roadmap agreed by SMT that will inform the development of a TETB intellectual property policy			
2. Documented Approach to Quality Assurance							

2.1	Launch of a new TETB portal for the storage of QA documentation and the communication of QA news and updates to FET staff	QA Office	Oct 2020	Engagement of stakeholders, with the TETB portal, via training session for programme co-ordinators			
2.2	Ongoing defining of QA terminology used across all documented procedures in TETB	QA Office	Jan 2020 – ongoing	'Glossary of Standard Language for QA Policies and Procedures' and associated procedures to be continually updated and published on website			

3. Programmes of Education and Training

3.1	Update TETB FET programme delivery, review and approval procedure(s)	Director of FET/ SMT	Dec 2020	Updated TETB FET programme delivery, review and approval procedure			
3.2	Collaborate with ETBI and other ETBs to develop shareable curricula as programmes arise and where TETB has the opportunity and capacity	QA Office/AEO	Jan – ongoing 2021	Repository of information/documentation regarding potential national/shared curricula			
3.3	Increased provision of new programmes	Director of FET/ SMT/	Jan – Dec 2020	Further provision in areas to include apprenticeship, traineeships, other awarding bodies, online non-accredited programmes, community programmes etc			
3.4	Co-operation with LIT on developing progression pathways	CE/Director of FET	Dec 2020 - ongoing	Further develop the MOU with LIT A schedule of meetings in place			

Staff Recruitment, Management and Development

4.1	Apply to Department of Education and Skills for additional staff to assist in the further developments of FET quality assurance and enhancement	CE/Director of FET	April 2020	Applications submitted to Department of Education and Skills			
4.2	Submit a TETB CPD plan to SOLAS	SMT	Ongoing 2020	TETB CPD plan submitted. Roll out of plan			
4.3	Deliver CPD to FET staff in response to needs identified eg governance, assessment, etc	Director of FET/SMT/QA Office	Ongoing 2020	Delivery of CPD events and dissemination of CPD materials used to TETB's online QA Sharepoint			

5. Teaching and Learning

5.1	Continue supports for FET teachers/tutors/adult educators to enhance teaching and learning activity eg workshops, webinars, briefings, conferences	Director of FET/SMT/QA Office	Jan 2020 - ongoing	<p>Further development of online TETB learning platforms in line with TEL Plan for 2020</p> <p>Develop language and literacy resources</p> <p>Provide training for ESOL Tutors who will be administering Cambridge English language exams</p> <p>Provide Cambridge English Speaking Examiner staff training</p>			
5.2	Engage the services of independent expert to guide TETB in developing a framework that will support blended programmes	Director of FET/SMT/QA Office	Dec 2020 - ongoing	A FET QA framework for blended provision			

5.3	Progress the implementation of the Integrating Literacy and Numeracy (ILN) policy through the Literacy and Numeracy Working Group	AEO/ALOs	June 2020 Ongoing 2020 September – ongoing 2021	Agreement of workplan and terms of reference for the rolling out of the integrating ILN Policy in TETB. Integrating literacy resources shared to TETB's internal QA Sharepoint Commence the strategic piloting of the support and implementation process for ILN Supporting teaching staff to access Level 6 (WIT) Integrating Literacy in Adult and Further Education module			
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6. Assessment of Learners

6.1	Progress the development of the integrated assessment procedures	Director of FET/ SMT	December 2020 December 2020	A piloted TETB FET reasonable accommodation procedure, with feedback to inform final implementation A piloted TETB FET procedure on secure storage of assessment materials, records and learner assessment evidence, with feedback to inform final implementation			
6.2	Commence the movement of some common modules within 2 nd Providers, in community training, to locally devised assessment (LDA) practice	QA Office	Dec - ongoing 2021	The capacity of assessors within community training is developed AIS replaced with locally devised assessment instruments for some commonly used modules			
6.3	Identify resource to co-ordinate development of locally devised assessments that will replace the assessment instruments used in training programmes	Director of FET	Dec 2020	A resource identified and work plan agreed with the QA Office			

6.4	Continue with piloted standardisation of assessments for FE programmes, by: <ul style="list-style-type: none"> - engaging the services of an experienced EA to authenticate in childcare and healthcare learner portfolios, and - review the pilot project 	QA Office	Nov 2020	Completed evaluation of the project with a view to informing further work/next steps			
6.5	Standardisation of commonly used FE QA assessment documents and their presentation in form of an 'Assessor Documentation Pack'	QA Office	Jan 2020	The publication and promotion of 'An Assessor Documentation Pack' to include guidance on QA documentation that is required by the TETB assessment process. To be accessible to all new assessors of QQI modules			
6.6	Development of assessment resources	QA Office	Aug 2020	A range of new resources for assessors to include: guidelines for devising assessment instruments, an assessment glossary and an online training resource for FET staff for internal verification			
6.7	Review the commentary of the external authenticators' report writing to ensure its consistency with training provided nationally	QA Office	Dec 2020	A record of communications with the EAs with recommendations provided			

7. Supports for Learners

7.1	Continue work on progressing the development of a TETB Learner Handbook for FET learners	Director of FET/SMT	Dec 2020 - ongoing	The development of a template Learner Handbook			
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7.2	Provision of online learning resources for learners	Programme Coordinators/SMT	Jan 2020 - ongoing	Development of instructional and interactive videos that can be hosted on online platforms Support learners to access and utilise moodle as the primary platform			
7.3	Providing learner engagement opportunities	Programme Coordinators/SMT	tbc 2020 Sept 2020 Oct 2020	Adult Learners Festival Adult Learners Forum Positive Mental Health Festival			
7.4	Provide further learner support with Universal Design for All concept	CE/Director of FET/SMT	April 2020	Application to DES to recruit an Inclusion Officer to support Universal Design for All			

8. Information and Data Management

8.1	Analyse management information system files to identify trends in provision that will inform planning	Director of FET/SMT	Jan 2020 - ongoing	Secure resources to support the improvement of the quality of data management and analysis			
8.2	Analyse results data to identify patterns, trends, corrective actions needed	Director of FET/SMT	Jan 2020 - ongoing	Procedures developed for the analysis of results data			
8.3	Finalise the draft procedure on Learners Requesting Returns of Assessment Evidence	Director of FET/SMT	Dec 2020	Learners Requesting Returns of Assessment Evidence is published on TETB's website			

9. Public Information and Communication

9.1	Ensure transparency of quality improvement plans and progress reports	QA Office	April 2020	Publication of quality improvement plans and progress reports to the website			
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9.2	Show case examples of good quality in TETB	SMT/ Programme Coordinators	March 2020	Publish various events and learner successes on TETB's website			
9.3	Continue the promotion of further education and training within TETB via various channels	SMT/ Programme Coordinators	Jan 2020 - ongoing	Publication of promotional material using various media Participation in various regional and national promotional events			
10. Other Parties involved in Education and Training							
10.1	Agree a process for engaging the services of External Authenticators listed on the new national EA Directory for use in TETB	Director of FET and OSD/SMT	Dec 2020	A TETB agreed process for engaging the services of External Authenticators listed on the new national EA Directory			
10.2	Continue to work in partnership with other parties involved in education and training	Director of FET/SMT/ Programme Coordinators	Jan – 2020 ongoing	Engagement with interagency forums and delivery of education and training programmes			
11. Self-Evaluation, Monitoring and Review							
11.1	Using the template devised as part of QIP 2019, conduct an audit of how local centres/programmes capture learner feedback	Director of FET/SMT/ Programme Coordinators	Dec 2020	Audit on how centres/programmes capture learner feedback is completed			
11.2	Establish the TETB Self-Evaluation Steering Group	CE/Director of FET/SMT	Dec 2020	TETB Self-evaluation Steering Group established with terms of Reference agreed and resources sought			