**QUALITY IMPROVEMENT PLAN**

**for**

**January 2020 to December 2020**

**End of Year Status Report**

**Waterford and Wexford Education and Training Board**



**Introduction**

This improvement plan is for the period January 2020-December 2020. Its purpose is to take the outstanding actions identified in the 2019 QIP and additional action items identified for 2020 and express them as specific, measurable, achievable, realistic and timed actions. A lead person is identified who will have responsibility for ensuring that the action is completed.

**Process for Approving the Plan**

The QIP was largely developed by the WWETB QA Team with input from relevant stakeholders and existing documents, report, policies and procedure. On completion of a 1st draft of the 2019 QIP, it was sent for consultation to our Senior Management Team, FET Management Team and QA Steering Group. On receipt of comment and feedback, updates were made, and a final draft produced. This document was reviewed the QA Steering Group and approved by the FET Director.

**Implementation and Monitoring**

The Director of FET is responsible for overseeing and coordinating the overall implementation of this plan. A lead person or group is named as responsible for each of the planned outcomes and associated activities. The QA Steering Group will be responsible for the monitoring of the implementation of this plan on a quarterly basis.

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| Quality Improvement Objective/Desired Outcome | Key Tasks/Activities | Responsible Person(s) | Timeline | [[1]](#footnote-1)Status | Updated | Revised Timescale |
| 1. Plan, develop and implement self-evaluation aspects of the Inaugural Review including review of integrated QA Handbook. | Multiple | WWETB Review Coordinator | 2020 |  | Inaugural Review activities put on hold due to Covid-19 crisis.  SESG reconvened December 2020 with new submission date of 25th June 2021 | Q1-Q2 2021 |
| 1. Review existing policies and procedures and amend or create new policies and procedures where needed; with a view towards one overarching Quality Assurance Framework | 2.1 Review current RPL policy and update where necessary | QA Team | Q2 - 2020 |  | Draft has been developed and awaiting approval.  On hold due to COVID | Q3 – 2021 |
| 2.2 Amend/develop and implement identified policies/ procedures to include consultation with and communication to centres | QA Team  QA Steering Group | 2020 |  | All Approved   * Repeats * Short-Term Extensions * Compassionate Consideration   Updated and awaiting approval (On hold due to COVID)   * Examinations * Assessment Malpractice * Secure Storage * RPL | Q3 – 2021 |
|  | 2.3 Consider how other Awarding Bodies and non-certified programmes can be included in policies and procedures | QA Team  QA Steering Group | Q3 Q4 2019 |  | Work completed on inclusion in programme approval policies.  Oversight is covered in Training as part of TQAS.  Further work required in FE in 2021 | Work to continue in Q4 2021 regarding oversight of centres with direct agreements |
| 1. Review and ensure the implementation of fair & consistent assessment procedures | 3.1 Rollout amended WWETB assessment handbooks, including briefing/training. | QA Team | Q4 2020 |  | Completed handbooks in place |  |
| 3.2Rollout new repeats Policy. Develop procedures on Repeats for outstanding programmes. | QA Team  QA Steering Group | Q4 2020 |  | On hold due to COVID | Q3-Q4 2021 |
| 1. Continued improvement of course monitoring procedures | 4.1 Ensure admin support is available for the production of RAP reports in 2020. Provide resources where required. | QA Team & FET Director | Q2 - 2020 |  | Complete.  New clerical support in place and working extremely well |  |
| 4.2 Carry out collation and review of Summer 2020 EA & RAP reports | QA Team | Q4 - 2020 |  | Complete and will be repeated in 2021 |  |
| 1. Improve Data & Information Systems and Analysis | 5.1 Training of staff on the use of WWETB SharePoint site to include all WWETB policies, procedures, resources and programme descriptors. | QA Team | 2020 |  | Complete & ongoing as requested |  |
| 5.2 Review grade distributions and consistency of standards across our components | QA Team  Data Analytics | Q1 2020 |  | Further work required in 2021. Alan L to work with Jon Ishaque on further rollout. | Q3-Q4 2021 |
| 5.3 Research meaningful ways of using data indicators for continuous improvement | QA Team  Data Analytics | Q1 2020 |  | Further work required in 2021. Alan L to work with Jon Ishaque on further rollout. | Q3-Q4 2021 |
| 1. Manage Deactivation of CACMS | 6.1 Develop local system & procedures for management and control of AISs | QA Team | Q3-Q4 2020 |  | Interim Procedure in place |  |
| 6.2 Updated AISs; implement the AISs updated as part of the AIS review carried out by ETBI | QA Team | Q3-Q4 2019 |  | Complete and in use. |  |
| 1. Develop contingency plans as required during COVID19 crisis. | 7.1 Develop WWETB COVID-19 Assessment Contingency Plans | QA Manager  QA Team | Q3 2020 |  | Complete |  |
| 7.2 Develop WWETB COVID-19 Work Experience-Work Placement Contingency Plan | QA Manager  QA Team | Q3 2020 |  | Complete |  |
| 7.3 Develop COVID-19 Assessment Deadline Extensions policy | QA Manager  QA Team | Q3 2020 |  | Complete |  |
| 7.4 WWETB COVID-19 IV & EA Contingency Plan | QA Manager  QA Team | Q3 2020 |  | Complete |  |
| 1. Develop policies and procedures around blended learning and extend scope of provision with QQI. | 8.1 Blended or Online Programme Approval procedures and documentation for  *Emergency remote teaching, learning and assessment (ERTLA) phase* | QA Manager  QA Team | Q2 2020 |  | Complete |  |
| 8.2 Develop Blended Learning Framework | QA Manager  QA Team | Q3-Q4 2020 |  | On Hold due to COVID | Q3-Q4 2021 |
| 8.3 Develop Blended Learning Policy | QA Manager  QA Team | Q3-Q4 2020 |  | On Hold due to COVID | Q3-Q4 2021 |
| 8.4 Apply to QQI for formal approval of scope of provision | QA Manager  QA Team | Q3-Q4 2020 |  | On Hold due to COVID  Awaiting further direction from QQI | 2022 |
| 1. Review use of AISs and the QA System in use with LTIs and CTCs. | 9.1 Develop project plan for pilot | AEOs  QA Manager  QA Team | Q3-4 2020 |  | Complete |  |
| 9.2 Training of centres and staff involved in pilot project. | QA Manager  QA Team | Q3-4 2020 |  | Complete |  |
| 9.3 Agree QA procedures to be used as part of pilot project. | QA Manager  QA Team | Q3-4 2020 |  | Complete |  |
| 1. Training and CPD of centre managers/coordinators and teaching staff | 10.1 Review and plan for the CPD needs of QA Team. | Unit Manager  QA Team | Q3 2020 |  | Training identified  Further Blended Learning may be required. Programme Development training required | Q3-Q4 2021 |
| 10.2 Training of new coordinators and teaching staff | QA Officer  TSO | Q1 – Q4 2020 |  | Complete. Further Training as required. |  |
| 10.3 Subject specific working groups, communities of practice | QA Officer  CPD Coordinator | 2020 |  | Some have taken place. AOG to talk to Paul Fallon around next groups. Childcare to be created in 2021 | Q4 2021 |

1. This is colour coded to indicate progress. i.e**. Green is complete, Yellow is** on track, **Amber** is delayed and **Red** not started. [↑](#footnote-ref-1)