**QUALITY IMPROVEMENT PLAN**

**for**

**January 2021 to December 2021**

**Waterford and Wexford Education and Training Board**



**Introduction**

This improvement plan is for the period January 2021-December 2021. Its purpose is to take the outstanding actions identified in the 2020 QIP and additional action items identified for 2021 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 2021 QIP, it was sent for consultation to our QA Steering Group. On receipt of comment and feedback, updates were made, and a final draft produced. This document was reviewed by 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 complete the Inaugural Review | Complete Self Evaluation Process and Self Evaluation Report | WWETB Review Coordinator  Review Development Team  Self-Evaluation Steering Group | Q1-Q2 2021 |  | On track |  |
|  | Briefing of WWETB on outcomes/action of SER and plan for External Review | WWETB Review Coordinator | Sept – Oct 2021 |  | On track |  |
|  | External Review Panel | WWETB Review Coordinator | November 2021 |  | On track |  |
| 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  QA Steering Group | 2021 |  | 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 | 2021 |  | All Approved   * Repeats * Short-Term Extensions * Compassionate Consideration   Updated and awaiting approval (On hold due to COVID)   * Examinations * Assessment Malpractice * Secure Storage * RPL   Review and complete   * ATP * Reasonable Accommodation | Q3-Q4 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 2021 |  | 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 | 3.1Rollout 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 Carry out collation and review of Summer 2021 EA & RAP reports | QA Team | Q4 - 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 | 2021 |  | Ongoing as requested | Q3-Q4 2021 |
| 5.2 Review grade distributions and consistency of standards across our components | QA Team  Data Analytics | Q1 2021 |  | 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 2021 |  | Further work required in 2021. Alan L to work with Jon Ishaque on further rollout. | Q3-Q4 2021 |
| 1. Review process for updating AISs | 6.1 Develop local system & procedures for management, control, review and update of AISs | QA Team | Q3-Q4 2021 |  | Interim Procedure in place |  |
|  |  |  |  |  |  |
| 1. Develop contingency plans as required during COVID19 crisis. | 7.1 Develop WWETB COVID-19 Assessment Contingency Plans | QA Manager  QA Team | 2021 |  | Complete | Review as required for Q4 2021 & 2022 |
| 7.2 Develop WWETB COVID-19 Work Experience-Work Placement Contingency Plan | QA Manager  QA Team | 2021 |  | Complete | Review as required for Q4 2021 & 2022 |
| 7.3 Develop COVID-19 Assessment Deadline Extensions policy | QA Manager  QA Team | 2021 |  | Complete | Review as required for Q4 2021 & 2022 |
| 7.4 WWETB COVID-19 IV & EA Contingency Plan | QA Manager  QA Team | 2021 |  | Complete | Review as required for Q4 2021 & 2022 |
| 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 | Q4 2020  Q1 2021 |  | 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 |  |
|  | 9.4 Conduct external review of LDA project | QA Manager | Q3-4 2021 |  |  | Q3-4 2021 |
| 1. Training and CPD of centre managers/coordinators and teaching staff | 10.1 Review and plan for the CPD needs of QA Team. | QA 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 Team | Q1 – Q4 2020 |  | Complete. Further Training as required. |  |
| 10.3 Subject specific working groups, communities of practice | QA Manager  CPD Coordinator | Q4 2021 |  | Some have taken place. AOG to talk to Paul Fallon around next groups. Childcare to be created in 2021 | Q4 2021 |
| 11. Review QIP in light of outcomes and actions from Self – Evaluation Report | 11.1 Conduct full mid-year review or 2021 QIP, add short term actions to QIP | QA Manager | Q3-Q4 2021 |  |  |  |
|  | 11.2 Develop medium term plan relevant actions from SER | QA Manager | Q3-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)