**QUALITY IMPROVEMENT  PLAN**

**FOR**

**JANUARY 2020 TO DECEMBER 2020**

# Waterford and Wexford ETB – Quality Improvement Plan 2020

**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]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. | 2021 |
| 2. **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 | Q4 – 2020 |
|  | 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 <br>• Repeats <br>• Short-Term Extensions <br>• Compassionate Consideration <br>Updated and awaiting approval <br>• Examinations | Q4 2020 |

[1] This is colour coded to indicate progress. i.e**. Green is complete, Yellow is** on track, **Amber** is delayed and **Red** not started.

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| | | | | | | • Assessment Malpractice<br>• Secure Storage<br>• RPL | |
| | | 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 2020 | Work to continue in Q4 2020 regarding oversight of centres with direct agreements |
| 3 | Review and ensure the implementation of fair & consistent assessment procedures | 3.1 Rollout amended WWETB assessment handbooks, including briefing/training. | QA Team | Q4 2020 | | | |
| | | 3.2Rollout new repeats Policy. Develop procedures on Repeats for outstanding programmes. | QA Team QA Steering Group | Q4 2020 | | | |
| 4 | 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 | | | |

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| 5 | **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 2020. Alan L to work with Jon Ishaque on further rollout. | Q4 2020 |
| | | 5.3 Research meaningful ways of using data indicators for continuous improvement | QA Team Data Analytics | Q1 2020 | 🟧 | Further work required in 2020. Alan L to work with Jon Ishaque on further rollout. | Q4 2020 |
| 6 | **Manage Deactivation of CACMS** | 6.1 Develop local system & procedures for management and control of AISs | QA Team | Q3-Q4 2020 | 🟨 | | |
| | | 6.2 Updated AISs; implement the AISs updated as part of the AIS review carried out by ETBI | QA Team | Q3-Q4 2019 | 🟧 | Awaiting decision from ETBI DFET forum on rollout. | Q4 2020 |

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| 7 | Develop contingency plans as required during COVID19 crisis. | 7.1 Develop WWETB COVID-19 Assessment Contingency Plans | QA Manager QA Team | Q3 2020 | | Complete | |
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| | | 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 | |
| 8 | 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 | | | |
| | | 8.3 Develop Blended Learning Policy | QA Manager QA Team | Q3-Q4 2020 | | | |
| | | 8.4 Apply to QQI for formal approval of scope of provision | QA Manager QA Team | Q3-Q4 2020 | | | |
| 9 | 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 | | | |

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| | 9.2 Training of centres and staff involved in pilot project. | QA Manager QA Team | Q3-4 2020 | | | |
| | 9.3 Agree QA procedures to be used as part of pilot project. | QA Manager QA Team | Q3-4 2020 | | | |
| 10  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 | |
| | 10.2 Training of new coordinators and teaching staff | QA Officer TSO | Q1 – Q4 2020 | | Further training in Q3 2020 | |
| | 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 2020 | Q4 2020 |