

**Waterford and Wexford Education and Training Board**



**wwetb**  
Bord Oideachais agus Oiliúna  
Phort Láirge agus Loch Garman  
*Waterford and Wexford  
Education and Training Board*

**QUALITY IMPROVEMENT PLAN**

**FOR**

**JANUARY 2021 TO DECEMBER 2021**

# WWETB – Quality Improvement Plan 2021

## **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 1<sup>st</sup> 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	<sup>1</sup> Status	Updated	Revised Timescale
<b>1. Plan, develop and complete the Inaugural Review</b>	Complete Self Evaluation Process and Self Evaluation Report	WWETB Review Coordinator Review Development Team Self-Evaluation Steering Group	Q1-Q2 2021	Green	Complete	
	Briefing of WWETB on outcomes/action of SER and plan for External Review	WWETB Review Coordinator	Sept – Oct 2021	Green	On track	
	External Review Panel	WWETB Review Coordinator	November 2021	Green	On track	
<b>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</b>	2.1 Review current RPL policy and update where necessary	QA Team QA Steering Group	2021	Yellow	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	Yellow	All Approved <ul style="list-style-type: none"> <li>• Repeats</li> <li>• Short-Term Extensions</li> <li>• Compassionate Consideration</li> </ul> Updated and awaiting approval (On hold due to COVID) <ul style="list-style-type: none"> <li>• Examinations</li> </ul>	Q3-Q4 2021

<sup>1</sup> 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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					<ul style="list-style-type: none"> <li>• Assessment Malpractice</li> <li>• Secure Storage</li> <li>• RPL</li> </ul> Review and complete <ul style="list-style-type: none"> <li>• ATP</li> <li>• Reasonable Accommodation</li> </ul>	
	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
<b>3. Review and ensure the implementation of fair &amp; consistent assessment procedures</b>	3.1 Rollout 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
<b>4. Continued improvement of course monitoring procedures</b>	4.1 Carry out collation and review of Summer 2021 EA & RAP reports	QA Team	Q4 - 2021			
<b>5. Improve Data &amp; Information Systems and Analysis</b>	5.1 Training of staff on the use of WWETB SharePoint site to include all WWETB	QA Team	2021		Ongoing as requested	Q3-Q4 2021

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	policies, procedures, resources and programme descriptors.					
	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
<b>6. Review process for updating AISs</b>	6.1 Develop local system & procedures for management, control, review and update of AISs	QA Team	Q3-Q4 2021		Interim Procedure in place	
<b>7. Develop contingency plans as required during COVID19 crisis.</b>	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

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	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
<b>8. Develop policies and procedures around blended learning and extend scope of provision with QQI.</b>	8.1 Blended or Online Programme Approval procedures and documentation for <i>Emergency remote teaching, learning and assessment (ERTLA) phase</i>	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
<b>9. Review use of AISs and the QA System in use with LTIs and CTCs.</b>	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

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<b>10. Training and CPD of centre managers/coordinators and teaching staff</b>	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
<b>11. Review QIP in light of outcomes and actions from Self – Evaluation Report</b>	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			