

### **FET SENIOR MANAGEMENT TEAM**

Cróna Gallagher (Director of Further Education and Training)  
Martina Needham (Adult Education Officer)  
Charles Gorney (Adult Education Officer)  
Vinny Mc Groary (Area Training Manager)  
Mairead Carlin (Assistant Training Centre Manager)  
Colm Richardson (Assistant Training Centre Manager)

### **QUALITY COUNCIL**

#### **Terms of Reference**

1. Oversee planning, co-ordination, quality, development and improvement of all aspects of the FET offering in the ETB.
2. Protects, maintains and develops the standards of education and training programmes and related activities.
3. Approves new/ revised FET QA policies and procedures as recommended by the QA Panel.
4. Approves new programme developments as recommended by the Programme Approval Panel.
5. Receives reports on monitoring and review from the QA Panel.
6. Ratifies assessment results and final results as presented from the Results Approval Panel.
7. Ensures that all learners receive an equivalent experience.

#### **Role Member**

Chair	Cróna Gallagher (Director of Further Education and Training)
Secretary	Joe Whitelock (Quality Assurance Coordinator)
Member	Vinny Mc Groary (Area Training Manager)
Member	Martina Needham (Adult Education Officer)
Member	Joanne Donaghey (Staff Representative)
Member	Miriam O Donoghue (External Expert)
Member	Paddy Hannigan (Letterkenny Institute of Technology)
Member	Siobhan Magee (Further Education Support Service)

## **FET QUALITY ASSURANCE SUB-COMMITTEE**

### **Terms of Reference**

1. The subcommittee reports into the FET Quality Council and assists it in fulfilling the development, oversight, planning, co-ordination and improvement of quality assurance policies, procedures, and processes.
2. The QA subcommittee receives submissions of new or updated policies, procedures and processes from the QA Support service and will iteratively review such submissions until they are approved for submission to the FET Quality Council.
3. On completion of the review, the QA subcommittee will make a recommendation to the FET Quality Council for approval of the revised QA policies, procedures or processes.
4. The QA subcommittee will prepare a schedule for quality reviews and monitor outputs of the quality reviews, reporting relevant recommendations to the FET Quality Council.

### **Role Member**

Chair	Charles Gorney (Adult Education Officer)
Secretary	Joe Whitelock (Quality Assurance Coordinator: QASS)
Member	Elaine Russell (Training Standards Officer: QASS)
Member	Margery Quinn (Assistant Training Standards Officer: QASS)
Member	Aine McLaughlin (Full-time Programme: VTOS Coordinator)
Member	Caroline Gillespie (Full-time Programme: VTOS Coordinator)
Member	Gillian Kennedy (Full-time Programme: Youthreach Coordinator)
Member	Lorraine Murray (Senior Training Advisor/Authorised Officer)
Member	Guyen Faracli (Contracted Training Officer)
Member	Vivienne Doherty (Coordinator Part-time Programme: BTEI)
Member	Aidan McCloskey (Coordinator Part-time Programme: LFL)
Member	Tara McGuire (Course Recruitment Training)

## **FET PROGRAMME SUB-COMMITTEE**

### **Terms of Reference**

1. The programme subcommittee reports into the FET Quality Council and assists it in fulfilling the approval of new programmes.
2. The programme subcommittee receives submissions from SMT and will iteratively review such submissions until they are approved for submission to the FET Quality Council.
3. On completion of the approval process the Programme subcommittee will make a recommendation to the FET Quality Council to approve the new programme.
4. The programme subcommittee will recommend programme validation documentation to the FET Quality Council for approval.
5. The Programme subcommittee receives submissions of new or updated policies, procedures and processes relating to programme design or approval from the QA Support Service. They will review such submissions until they are recommended to go forward for approval and ratification by the FET Quality Council.

### **Role            Member**

Chair	Mairead Carlin (Assistant Training Centre Manager)
Secretary	Joe Whitelock (Quality Assurance Coordinator: QASS)
Member	Corinna Orsi (Training Standards Officer: QASS)
Member	Tina O'Donnell (Assistant Training Standards Officer: QASS)
Member	Antoinette O'Keeney (PLSS Coordinator: QASS)
Member	Michelle O'Reilly (PLC)
Member	Siobhan Coughlan (BTEI Support Worker)
Member	Catherine Friel (Community Education Facilitator)
Member	Deirdre McColgan (Guidance Coordinator)
Member	Dara Devine (Contracted Training Officer)
Member	Bridgita Kelly (Programme Development Officer)

## **CERTIFICATION APPROVAL BOARD**

### **Terms of Reference**

The Certification Approval Board must ensure that all assessments submitted to the board are comprehensively and thoroughly reviewed. The role of the Certification Approval Board is to ensure that:

1. Results from all awarding bodies are fully quality assured and signed off by authorised personnel in the ETB FET Service prior to submission for certification.
2. Donegal ETB FET Service assessment procedures are observed.
3. The required and appropriate Assessment Evidence and Assessment Records are available.
4. Appropriate decisions are taken regarding the outcome of the assessment, verification and authentication processes.
5. External Authenticator reports and External Verifier/Examiner reports are comprehensively and thoroughly reviewed, and any actions are documented and referred to the relevant FET Training Standards Officer for appropriate corrective or improvement actions, if required. All actions are regularly reviewed as part of the Certification Approval Board's standard agenda.
6. Assessment irregularities and issues are notified to the appropriate Senior Manager, noted within the Quality Assurance Governance structure, and recorded for resolution and continual improvement.
7. Any instances of non-conformance are identified and notified to the TSO, who will arrange for them to be logged as appropriate.
8. Review any recheck outcomes which are unsatisfactory to the student.
9. Summary reports of the Certification Approval Board, which outline results from all awarding bodies and any issues and areas of good practice from External Authenticator/External Verifier reports that require further action, are presented to the FET Quality Council.

<b>Role</b>	<b>Member</b>
Chair	Colm Richardson (Assistant Training Centre Manager)
Secretary	Elaine Russell (Training Standards Officer)
Member	Corinna Orsi (Training Standards Officer)
Member	Margery Quinn (Assistant Training Standards Officer)
Member	Charlie Gorney (Adult Education Officer)
Member	Martina Needham (Adult Education Officer)
Member	Tina O'Donnell (Assistant Training Standards Officer)