Quality Assurance Governance and Management
Management, Boards and Committees

FET Senior Management Team

Members	
Chief Executive	Anne McHugh
Director of Further Education and Training	Ciaran O'Brien
Adult Education Officers	Charles Gorney Aidan McCloskey
Area Training Manager	Vinny McGroary
Assistant Training Centre Managers	Colm Richardson Aiden Coll Deirdre McColgan

FET Quality Council

Terms of Reference

1. Oversees 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 Sub-Committee.

4. Approves new programme developments as recommended by the Programme Sub-Committee.

5. Receives reports on monitoring and review from the QA Sub-Committee.

6. Ratifies assessment results and final results as presented from the Certification Approval Board.

7. Ensures that all students receive an equivalent experience.

Role	Member	
Chair	FET Director	Ciaran O'Brien
Secretary	Quality Assurance Support Officer	Joe Whitelock

Member	Area Training Centre Manager	Vinny McGroary
Member	Adult Education Officers	Charles Gorney Aidan McCloskey
Member	Assistant Training Centre Managers	Colm Richardson Deirdre McColgan
Member	Staff Representative	Joanne Donaghy
Member	Atlantic Technological University	Paddy Hannigan
Member	Further Education Support Services	Siohban Magee
Member	Community Education Provider	Kathleen McHugh

FET Quality Assurance Sub-Committee

Terms of Reference

1. The subcommittee reports to 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 Sub-Committee receives submissions of new or updated policies, procedures and processes from the QA Support service and will review and submit feedback on these policies.
3. The QA Sub-Committee 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	Assistant Training Centre Manager	Deirdre McColgan
Secretary	Quality Assurance Support Officer	Corinna Orsi
Member	Adult Education Officer	Aidan McCloskey
Member	Quality Assurance Support Officer	Elaine Russell
Member	Quality Assurance Support Officer	Joe Whitelock
Member	Assistant Quality Assurance Support Officer	Marie Donnelly
Member	Assistant Quality Assurance Support Officer	Evander Samuels
Member	Programme Coordinator	Adele McElhinney
Member	Programme Coordinator	Gillian Kennedy
Member	Staff officer	Claire Gillespie
Member	Enterprise Engagement	Paddy Kelly
Member	Teacher	Ellen Jane Breslin
Member	Course Recruitment Officer	Tara McGuire

FET Programme Sub-Committee

Terms of Reference

1. The Programme Sub-Committee reports to the FET Quality Council and assists in the approval of new programmes.
2. The Programme Sub-Committee 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 Sub-Committee will make a recommendation to the FET Quality Council to approve the new programme.
4. The Programme Sub-Committee will recommend programme validation documentation to the FET Quality Council for approval.
5. The Programme Sub-Committee 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	Training Centre Manager	Vinny McGroary
Secretary	FET Programme Development Officer	Bridgita Kelly
Member	Quality Assurance Support Officer	Joe Whitelock
Member	FET Systems and Data Reporting Officer	Anne Barron
Member	Programme Coordinator	Siobhan Coughlan
Member	Programme Coordinator	Danielle McGee
Member	Programme Coordinator	Pernille Burns
Member	Contracted Training Officer	Lisa Flaherty
Member	TEL and PL&D Coordinator	Edel Maloney
Member	Tutor	Gavin Kelly
Member	Principal	Sean McFadden
Member	QA Administration Support	Rosalind Nelis

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's FET Service prior to submission for certification.
2. Donegal ETB's 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.

Role	Member	
Chair	Assistant Training Centre Manager	Colm Richardson
Secretary	Quality Assurance Support Officer	Elaine Russell
Member	Assistant Training Centre Manager	Deirdre McColgan
Member	Quality Assurance Support Officers	Corinna Orsi Gabriel Gray Joe Whitelock
Member	Assistant Quality Assurance Support Officers	Marie Donnelly Caroline Burke Evander Samuels Julie McDevitt
Member	Adult Education Officers	Charles Gorney Aidan McCloskey
Member	FET Systems and Data Reporting Officer	Anne Barron