



Governing Body

Curriculum, Quality and Engagement Committee

Belfast Metropolitan College Curriculum, Quality and Committee 1.00pm 18 November 2019 in Titanic Quarter Boardroom, Minutes FINAL APPROVED 2 December 2019

Committee Members: Kathleen O’Hare (Chair); Catherine Burns; Seamus Dawson; Brian Wilson

Management: Jonathan Heggarty, Director of Curriculum and Learner Success (DCLS); Gillian Magee, Director of People, Policy and Planning (DPPP); Emma Connolly, Organisation Curriculum Quality Assurance Manager (OCQAM); Aidan Sloane, Head of Centre for Skills and Apprenticeships (HCSA); Rebecca Roberts, Head of the Centre for Excellence (HCE)

Clerk to the Governing Body: Gerry Crossan

CQE01 19/20 Apologies, Quorum, Conflicts of Interest, and Notice of AOB

Clerk to the Governing Body

Apologies: Apologies were received from Declan Crummey and Damian Duffy.

Quorum: The meeting was quorate under the terms of Paragraph 3B of the Terms of Reference for the Curriculum, Quality and Engagement Committee dated February 2018 (32Governors).

Conflicts of Interest: No perceived, potential or actual conflicts of interest under the terms of Paragraph 15.1 of the Belfast Metropolitan College Governing Body Standing Orders dated August 2015 were reported.

AOB: No Items of AOB received at date of issue of agenda (18 November 2019).

Agenda Item	
<p>CQE02 19/20</p> <p>OCQAM HCSA</p>	<p>Update on WCQIP progress to date</p> <p>The Chair advised on the Governance Pathway for the WCQIP and a rescheduling of forthcoming meetings.</p> <p>Management advised the Committee of:</p> <ul style="list-style-type: none"> (a) Key actions arising from the 2018/29 Action Plan; (b) Advice from inspectors on presentation of the Action Plan – QA team aim to build this independent feedback into future years' WCQIP plan; (c) Establishment of SER Review Board – review of SERs focussing on Level 3, CQE will have sight of the summary paper; (d) SER comes from each professional and technical area and these form the basis of the subsequent steps to drafting WCQIP; (e) Key quality process improvements to support the WCQIP development process, including HE & Course Co-ordinator Induction and CIT/PGCE induction and support programme; (f) "Inspection-Ready" target status across the College; (g) Migration from QCF to Regulated Qualifications Framework over the past 3 years – now complete; (h) 6 successful validations and revalidations in 2018/19 – management advised the Committee of the in-house resource requirement for writing a Foundation Degree specification in addition to a standing fee and a per-enquiry fee; (i) "Validation and Revalidation Ready" target status in 2019/20 and 6 validations and revalidations are scheduled; (j) "Articulation Agreements" enabled College to identify bridging modules which can take Fd holders into Year2 or Year 3 of undergraduate degree – computing and music planned for 2019/20; (k) Key quality improvements in CANVAS and Big Blue Button (within CANVAS) and other teaching and learning actions, including new PBL support and development model and New Start Support Programme; (l) Organisational Excellence independently recognised in Well-Being Awards in 2019. <p>The Committee asked for further information on the administrative workload for validation/revalidation. Management advised that the workload depended on the process being applied by the awarding body.</p> <p>Management advised that an additional reporting requirement introduced in 2018/19 was for the College to advise on outcome (work/education/university) of the students who achieved Level 3 qualifications in 2018/19. The Committee noted that this work is extremely resource intensive, that there is no formal process for capturing leaver information and that the final findings will necessarily be incomplete and may be of limited value. Management advised that the College does not have the staff to do this in this retrospective way. Management advised on the position taken by DfE in relation to this information gathering over the past two years and that all Colleges were having the same experience.</p> <p>The Committee expressed extreme concern that</p>

	<ul style="list-style-type: none"> • this Leaver Outcome process was imposed upon the College management without planning; and, • the reporting and inspection process could pose a significant risk to the resources available to deliver the Colleges services. <p>The Committee noted the action that management has taken to date in preparing the WCQIP 2019/20.</p>
<p>CQE03 19/20</p> <p>HCSA</p>	<p>Update on ETI Level 3 FE Evaluation preparation</p> <p>Management advised that this will take place some time in Term 2 or 3 – final date yet to be advised by ETI. Management advised that</p> <ul style="list-style-type: none"> (a) 6 technical areas, including specialist hubs, will be subject to evaluation and will include part-time, full-time and evening provision; (b) Internal governance is fully in place, including 3 fortnightly working groups reaching from working groups through to Executive Team and planned meetings with the District Inspector; (c) Additional SER review process has ensured that 2018/19 SERs are fully closed out. <p>Management advised that the Draft Final WCQIP will be ready by 26 November 2019.</p> <p>The Committee noted the action that management has taken to date.</p>
<p>CQE04 19/20</p> <p>HSCA</p>	<p>WBL Provision</p> <p>Management advised on the following key issues:</p> <ul style="list-style-type: none"> (a) Self Evaluation:WBL has produced results similar to those evidenced by the ETI inspection; (b) Successful in implementation of WBL Development Framework, of segmented approaches to broaden the WBL curriculum offer and in strengthening strategic links with employers; (c) Successful in delivering improvement in learner and apprentice retention, achievement and progression, new Youth Training Programme, and an expanded range of curriculum across apprenticeships and higher level apprenticeships. <p>The Committee noted the programme is very much an employer-driven programme and the College is working with employers to ensure that the respective responsibilities of employers, students and the supporting College are well-understood. Management advised that the placement of students is taken forward by a range of course teams across the College at the moment at a time when evidencing employer engagement is becoming and increasing element of the College offering and service accountability.</p> <p>Management advised that the peripatetic trainer/assessor model are all delivered through the same framework and management is not aware that the experience that employers have is different across FE suppliers. Management advised that under the</p>

	<p>Hub model, the student experience in terms of outcome and assessment will be identical.</p> <p>Management advised that</p> <ul style="list-style-type: none"> • there is much more cross-team working to support the delivery model; • the provision is well-designed and has had significant investment; and, • effective pre-entry advice and guidance and engagement with DfE. • significant range of external recognition and student awards including City & Guilds Medal for Excellence Award winner 2018; and, • a range of process and policy improvements have been implemented, including Curriculum Hubs, Curriculum Reform Project and Progression Pathways into HLA. <p>Management summarised the way in which technology has been developed over the past 2 years to support successful teaching and learning and confirmed that all of the investment has accelerated the College’s growth into new service provision.</p> <p>The Committee noted the retention, achievement and progression targets for the past 4 years.</p> <p>Management advised on the key areas for improvement arising from the progress to date and the outcome from the ETI inspection. The Committee noted the effort that had gone into this work over the past 3 years and congratulated staff on the progress made.</p> <p>Management asked the Committee’s approval to approach DfE to seek an extension to enable both the Level 3 Evaluation Data and the WCQIP</p> <p>All three documents go to Executive Team on 28 November 2019, to the CQE meeting on a proposed date of 9 December 2019 and to the Governing Body on 11 December 2019.</p> <p>The Committee agreed to the proposed rescheduled date for the next CQE meeting to consider the WCQIP.</p>
<p>CQE05 19/20</p> <p>DCLS</p>	<p>Higher Education in Further Education</p> <p>The Chair advised on the development of this presentation and the policy context of the discussion. Management advised that</p> <ul style="list-style-type: none"> • DfE are to begin a review of the future of HE in January 2020; • HE funding model provides the highest per student contribution to the College; • HE in FE delivers both the knowledge and experiential aspects of learning – “HE in FE aims to deliver practical programmes that deliver the skills, experience and knowledge valued by employers and learners.” <p>Management provided key summary provision information on the scope of HE provision in NI, the distribution across FE and HE providers, the distribution of funding and the number of HE places supported by the College across the range of programme</p>

	<p>titles at Level 4 and Level 5 provision. Belfast Met College offering has a number of unique selling points.</p> <p>Belfast Met College has consistently met MASN (Maximum Allowable Student Numbers) targets over the past 8 years and has requested additional MASN in 17/18 and 18/19. All other Colleges failed to meet reducing MASN targets and the College is likely to confirm the increase in MASN in 2019/20. The College does not have a history of under-recruitment in HE programmes, which is the experience across HE providers in NI over the past number of years.</p> <p>Management advised that the historic decision by the DfE to ensure that FE only offered Level 4 and Level 5 qualifications and the HE organisations only offered Level 6 and above has not been sustained and NI HE organisations now offer Level 4 and Level 5 qualifications.</p> <p>Management advised that the current unique offer provides the basis for the development of the HE offerings in the future, despite the level of competition for learners and the challenges to partnership working, for example, the introduction of short Level 4 modules by HE providers to boost the qualifications of applicants post-application and pre-entry.</p> <p>Management advised on the range of opportunities on the assumption that there is an additional 250 MASN available from the DfE going forward. The Committee explored the potential target position and status of the College, the potential initial actions that the College could possibly take in terms of wider communications and partnership development and early resourcing. The Committee advised that a key risk could be the direction of education policy development in the light of wider political developments across the UK.</p> <p>The Committee noted the information provided by management and that management would be presenting this analysis to the Governing Body meeting on 11 December 2019.</p>
<p>CQE06 19/20</p>	<p>Any Other Business</p> <p>None advised at this meeting.</p>
<p>CQE07 19/20</p>	<p>Date of next meeting</p> <p>The next <u>ordinary</u> meeting of the CQE Committee will be at 11.30am on Monday 2 December 2019 and at 8.30am on Tuesday 21 January 2020 and both meetings will be held in the TQ Board Room.</p> <p>The next meeting of the CQE Committee to consider the <u>WCQIP documents</u> will be at 8.30am on Monday 9 December 2019 at a venue to be confirmed by the Clerk.</p>

Chair of the Curriculum, Quality and Engagement Committee

Kathleen O'Hare

Signature

K. O'Hare

Date

2nd Dec 2019

