

FÁS/ITAC11: Communication protocols between FÁS and the Institutes of Technology		
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FÁS/ITAC11: **Communication protocols between FÁS and the** **Institutes of Technology**

Revision History

Revision	Date	Revision Description	Originator
01	11 May 2011	New document.	FÁS/ITAC Liaison group

1. Purpose

- 1.1 The purpose of this document is to record the formal protocols for communication between FÁS and Institutes of Technology, including Dublin Institute of Technology, for the purpose of effective provision of components of the FETAC Level 6 Advanced Certificate – Craft programme of learning

2. Scope

- 2.1 This policy applies to all staff of both FÁS and Institutes of Technology and DIT, and in particular, those holding posts of responsibility as listed below, or listed in section 20 of the document "Apprentice block examination arrangements for results handling", where various officers involved in communication between FÁS and institutions are listed.

3. Abbreviations

FÁS	An Foras Áiseanna Saothair, the National Training Authority (www.fas.ie)
IOT	Institute of Technology
IOTI	Institutes of Technology Ireland (www.ioti.ie)
DIT	Dublin Institute of Technology (www.dit.ie)
HEA	Higher Education Authority (www.hea.ie)

4. Reference

- 4.1 Memorandum of Understanding between an Institute and FÁS in relation to the provision of apprenticeship courses (see individual IOT websites).
- 4.2 Apprentice block examinations arrangements for results handling (see <https://cr.fas.ie>).
- 4.3 FÁS/ITAC quality assurance policies and procedures 1-11.
- 4.4 Procedure for reporting matters relevant to quality assurance of apprentice programmes to FÁS.

5. Procedure

- 5.1 A number of separate communication protocols are employed as follows:

FÁS/ITAC liaison group

- 5.2 The purpose of this group is to facilitate clear and effective dialogue between FAS and representative Institutes of Technology, including DIT.
- 5.3 The key agenda items include:
- Memorandum of Understanding between FÁS and IOT/DIT.
 - Quality assurance policy (including agreed quality assurance procedures). This includes FÁS/ITAC quality assurance policies and procedures 1-11.
 - Feedback from agreed procedure for reporting matters relevant to quality assurance of apprentice programmes to FÁS process.

- Amendment of existing procedures and development of new procedures.
 - High-level block capacity management.
 - Referred apprentice progression management.
 - Co-ordination of issues relating to needs of FETAC regarding primary and secondary providers.
- 5.4 Members of the FÁS/ITAC liaison group are appointed in consultation with the Chief Executive Officer of IOTI, and FÁS. The following roles are represented (see appendix for current names):

Role	Affiliation
Director Apprenticeship Services	FÁS
Director CQA	FÁS
Manager CQA	FÁS
Manager CADU	FÁS
Assistant Manager – Apprenticeship Services (1)	FÁS
Assistant Manager – Apprenticeship Services (2)	FÁS
Senior Training Adviser – Apprenticeship Services	FÁS
Apprentice liaison for IOTI	HEA
Chair of ITAC	IOTI
Head of School	IOTI
Registrar (1)	IOTI
Registrar (2)	IOTI
Dean of Craft Education and Training	DIT

- 5.5 Communication protocol:
- The group meet approximately two times per year (or as required).
 - Meetings are chaired alternately by representatives of FÁS or Institutes.
 - Minutes are recorded alternately by representatives of FÁS or Institutes.
 - Decisions of meetings are communicated to individual Institutes by the apprentice liaison officer for IOTI.

Block admissions and planning

- 5.6 Block admissions are managed at a high level by specific named officers of FÁS and Institutes. The following roles are responsible for co-ordination of high-level planning (see appendix for current names).

Role	Affiliation
Assistant Manager – Apprenticeship Services	FÁS
Senior Training Adviser – Apprenticeship Services	FÁS
Apprentice liaison for IOTI	HEA

- 5.7 Communication protocol for Institute-specific operations relating to block admissions is through named officers as listed in section 20 of the document "Apprentice block examination arrangements for results handling".

FÁS ITAC Examinations working group

5.8 This group is a sub-committee of the FÁS ITAC liaison group. The purpose of this group is to facilitate planning and operational management of examinations at phase 2 (in DIT), 4 and 6 of the National Craft Certificate programme.

5.9 The key agenda items include:

- Development of clear communication procedures for matters relating to apprentice block examinations arrangements for results handling.
- Policy development with specific relevance to examinations, including procedures for result determination.
- Operations of examinations results portal (<https://cr.fas.ie>).
- Feedback and engagement on examination result returns to FÁS.
- Feedback and engagement on procedure for providing comment to FÁS on specific examination assessments.
- Feedback to institutes and engagement relating to module and phase results in the context of National statistics.
- Communication relating to result report format, content and layout.

5.10 Members are appointed in consultation with the Chief Executive of IOTI, and FÁS. The following roles are represented (see appendix for current names):

Role	Affiliation
Senior Training Adviser – Apprenticeship Services	FÁS
Analyst / Programmer Information Technology	FÁS
Assistant Manager – Apprenticeship Services	FÁS
Manager CADU	FÁS
Manager CQA	FÁS
Project Manager Information Technology	FÁS
Apprentice liaison for IOTI	HEA
Chair of ITAC group	IOTI
Registrar (1)	IOTI
Head of School	IOTI
Dean of Craft Education and Training	DIT

5.11 The group meet approximately two times per year (or as required). Meetings are chaired alternately by representatives of both key organisations. Minutes are recorded alternately by representatives of both key organisations.

5.12 Communications to Institutes and FÁS as required for the operation of this group are directed to individuals as listed in section 20 of the document "Apprentice block examination arrangements for results handling".

5.13 Minutes of meetings are referred back to the FÁS ITAC liaison group.

FAS representative at examination board meetings

- 5.14 A representative of FÁS is invited to all examination board meetings relating to result determination for learners on FETAC Level 6 Advanced Certificate – Craft programme of learning at individual Institutes by the relevant Head of Trades as listed in section 20 of the document "Apprentice block examination arrangements for results handling".
- 5.15 This representative is nominated by the FÁS Service to Business Manager for the region as listed in section 20 of the document "Apprentice block examination arrangements for results handling".
- 5.16 The role of this FÁS representative is to observe procedures relating to the assessment process.
- 5.17 The FÁS representative will be briefed in advance on the examination process used by the relevant Head of Trades, or their nominee. The FÁS representative will not contribute to the determination of individual results and will not have voting rights at examination board meetings.
- 5.18 FÁS representative are invited at the examination board meeting to make observations to the Chair of the Examination Board.
- 5.19 All parties recognise the confidential nature of examination board meetings, and the duty of care to respect confidential issues relating to individual learners and individual academic staff. Within this context, the FÁS representative will agree with the Chair of the Examination Board, observations that will be notified by the FÁS representative to the FÁS Service to Business Manager relating to the examination process
- 5.20 The FÁS Service to Business Manager for the region will communicate with the Registrar of the relevant Institute in relation to any issues identified that require action. See appendix for current names.

External verification of examination results

- 5.21 [This section to be completed after working group on external verification reports back.]

FÁS ITAC Steering group ad-hoc working groups

- 5.22 Ad-hoc working groups are established for a specific purpose.
- 5.23 Membership is determined based on needs, and includes relevant members from both FÁS and IOTI-affiliated Institutions.
- 5.24 Meeting frequency is determined based on specific needs.
- 5.25 Output of the working group is communicated back to the FÁS ITAC liaison group.

Emergency communication channels

- 5.26 In the event of urgent communications being required, specific officers of FÁS and any IOT listed in section 20 of the document "Apprentice block examination arrangements for results handling" (where various officers involved in communication between FÁS and institutions are listed) may communicate directly as deemed appropriate for the circumstances.
- 5.27 Any serious event that occurs in relation to the conduct of examinations should be immediately notified to the Institute Registrar, Head of School, Examination Secretary and the relevant Services to Business Manager, for appropriate follow up.

FÁS/HEA Liaison Group

5.28 FÁS and HEA representatives meet at least twice per year to (see appendix for current names):-

- Agree on capacity plan for the academic year
- Review capacity plan for academic plan based on actual provision
- Discuss overall operation of apprenticeship programme
- Agree on specific initiatives for apprenticeship

Role	Affiliation
Director – Apprenticeship Services	FÁS
Assistant Manager – Apprenticeship Services	FÁS
Senior Training Adviser – Apprenticeship Services	FÁS
Apprentice Liaison for IOTI	HEA
HEA (1)	HEA
HEA contractor	HEA
HEA (2)	HEA

Appendix:Current members of the **FÁS/ITAC Liaison Group** (March 2011):

<i>Name</i>	<i>Role</i>	<i>Affiliation</i>
Tony Power	Director Apprenticeship Services	FÁS
Shira Mehlman	Director CQA	FÁS
John Dolan	Manager CQA	FÁS
Chris Feeney	Manager CADU	FÁS
Julia Mannion	Assistant Manager – Apprenticeship Services (1)	
Martin McMahon	Assistant Manager – Apprenticeship Services (2)	FÁS
Madge Daly	Senior Training Adviser – Apprenticeship Services	FÁS
Jim Coyle	Apprentice liaison for IOTI	HEA
Barry O'Connor	Chair of ITAC	IOTI
Austin Hanley	Head of School	IOTI
Brendan McCormack	Registrar (1)	IOTI
Diarmuid O'Callaghan	Registrar (2)	IOTI
Tom Corrigan	Dean of Craft Education and Training	DIT

Current members of **High-Level Planning Group** (March 2011).

<i>Name</i>	<i>Role</i>	<i>Affiliation</i>
Julie Mannion	Assistant Manager – Apprenticeship Services	FÁS
Madge Daly	Senior Training Adviser – Apprenticeship Services	FÁS
Jim Coyle	Apprentice liaison for IOTI	HEA

Current members of **Examinations Working Group** (March 2011):

<i>Name</i>	<i>Role</i>	<i>Affiliation</i>
Madge Daly	Senior Training Adviser – Apprenticeship Services	FÁS
Krzysztof Gigon	Analyst / Programmer Information Technology	FÁS
Martin McMahon	Assistant Manager – Apprenticeship Services	FÁS
Chris Feeney	Manager CADU	FÁS
John Dolan	Manager CQA	FÁS
Declan Murray	Project Manager Information Technology	FÁS
Jim Coyle	Apprentice liaison for IOTI	HEA
Barry O'Connor	Chair of ITAC group	IOTI
Diarmuid O'Callaghan	Registrar (1)	IOTI
Eugene Roe	Head of School	IOTI
Thomas Corrigan	Dean of Craft Education and Training	DIT

FÁS Service to Business Managers (March 2011):

<i>Region</i>	<i>Services to Business Manager</i>
Dublin	Maria Murphy
North East	Ronnie Rice
North West	Vinny McGroary
West	Tony Hughes
Midlands	Peter Egan
Mid West	Peter Clifford
South West	Enda McWeeney
South East	Marius Cassidy

Current members of **FÁS/HEA Liaison Group** (March 2011):

<i>Name</i>	<i>Role</i>	<i>Affiliation</i>
Tony Power	Director – Apprenticeship Services	FÁS
Julie Mannion	Assistant Manager – Apprenticeship Services	FÁS
Madge Daly	Senior Training Adviser – Apprenticeship Services	FÁS
Jim Coyle	Apprentice Liaison for IOTI	HEA
Fergal Costello	HEA	HEA
Maurice Doran	HEA contractor	HEA
Justin Sinnott	HEA	HEA

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