Centre-Level/Service Sphere-Level Review

Date | Time | Venue of Meeting | Attendees

Centre-Level/Service Sphere-Level Review Agenda

1. Chair confirms quorum (min of 4) and introduces membership.

2. Examination of the following:

    a. Course/Programme and Results Review Exam board reports

    b. Learner reflections, input, and feedback

    c. Qualitative Performance data PLSS, QQI, SOLAS, green register, learner numbers, progression, completion rates.

    d. External Authentication /Examiner Reports

    e. Partner and stakeholder's feedback

    f. Staff reflections and feedback

    g. Documentation relevant to RAP

    h. Programme Reviews – if applicable

    i. All relevant reports/data related to organisational level reviews where relevant.

3. Student representative/internal & external stakeholders/external experts may be invited to give their perspective.

4. Identify areas of good practice and issues/themes arising (to be reflected in Centre/College Service Review Report). Successes should be celebrated and can be the subject of case studies (Case study guidance and template in guidance document).

5. Make recommendations for improvement

Actions for QIP

1. List any quality improvement actions into the centre Quality Improvement Plane (QIP) – Follow the QIP template. Forward 3 priorities to be forward to Organisational Quality Plan

Closing

Thank all staff for their participation. All documents are returned to the Chairperson or if online documents are deleted at close of meeting – care to be taken when handling sensitive data.

Centre-Level/Service Sphere-Level Review Report

Centre		Date:	

Chairperson		Record taker	

Discussion Notes – *expand text box as required*

Indicate ☑ areas requiring action

☐ **QIP priority area 01** *Add comments*	☐ **QIP priority area 02** *Add comments*	☐ **QIP priority area 01** *Add comments*

expand text box as required

- EXAMPLES: Increase social media advertising – appoint staff to…
- Gather Learner support needs in early September – link with Learner Supports & Engagement Services
- Programme application to modify indicative content in the City of Dublin ETB validated CAS Award programme and/or module.
- QIP Action List any quality improvement actions into the centre Quality Improvement Plane (QIP) – Follow the QIP template. Forward 3 priorities to be forward to Organisational Quality Plan

Balanced appraisal of the course looking at these areas

What worked well that we want to repeat	
What didn't, what can be learned	
Centre Quality Improvements to feed into the Centre (QIP) Quality Improvement Plan	

List the names of the attendees

Name		Role	

Add additional rows as needed.