

QUALITY ASSURANCE AND ENHANCEMENT SERVICE (QAES) Newsletter 2025



Ríaltas na hÉireann
Government of Ireland



Arna chomhchistiú ag
an Aontas Eorpach
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SOLAS
oibríonn an fhoghlaim

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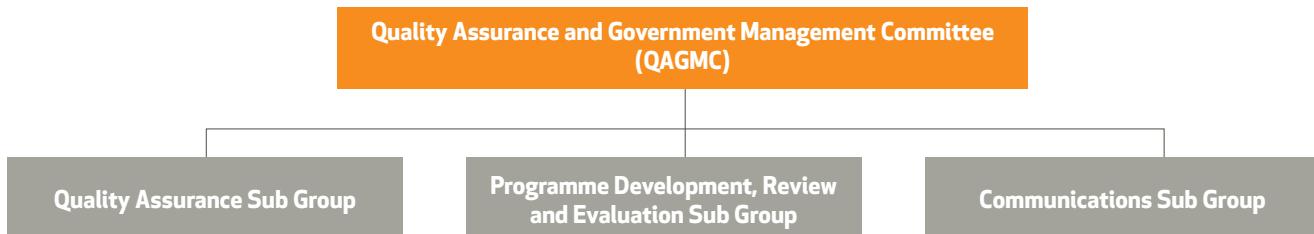
Contents

The sections of this newsletter align to the 11 Core Statutory Quality Assurance Guidelines developed by QQI for use by all providers. (See April 2016 Guidelines [here](#))

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Governance and Management of Quality

LMETB Quality Assurance Governance Structures:



More information on LMETB's QA Governance Structures and their terms of Reference are available [here](#).

Membership of QAGMC:

Sadie Ward Mc Dermott	Director of Further Education and Training
Kelvin Harvey	Adult Education Officer
Angela Cahill	Adult Education Officer
Vivienne Branigan	Adult Education Officer
Davy McDonnell	Principal, DIFE
Declan McKenna	Programme Development Officer
Andrew Magee	Area Training Manager

Quality Assurance Sub-Committee	Communications Sub-Committee	Programme Development, Review and Evaluation Committee
Angela Cahill (Adult Education Officer)	Kelvin Harvey (Adult Education Officer)	Angela Cahill (Adult Education Officer)
Colette Kelly (Quality Assurance Officer)	Vivienne Branigan (Adult Education Officer)	Kelvin Harvey (Adult Education Officer)
Claire Fitzgerald (Adult Literacy Organiser, Meath)	Sinéad Fearon (Professional Learning and Development/Communications Officer)	Declan McKenna (Programme Development Officer)
Denise Foley (Training Standards Officer, Drogheda College)	Hilda Coughlan (Deputy Principal, DCFE)	Ann Fallon (Guidance Counsellor/Co-ordinator, Louth)
Gareth Savage (VTOS Coordinator, Dundalk)	Serena Duffy (BTEI Co-ordinator, Meath)	Anne Brady (VTOS Co-ordinator, Navan)
Orla Kelly (FET teacher)	Karen Morgan (Recruitment Officer, RSTC)	Jackie Breen (BTEI Co-ordinator, Louth)
Tom O'Grady (Training Standards Officer, RSTC)	Shona Dunne (Guidance Counsellor/Co-ordinator, Meath)	Patricia Falls (Finance and Administration, RSTC)
Barbara Cooney (Deputy Principal, DIFE)	Nicola Goodwin (Corporate and Education Services)	Shane Williams (Deputy Principal, DIFE)
Emer Cloak (Deputy Principal, DCFE)	Eilis Flood (Principal, Coláiste na hInse)	Lynne Keery (Head of Apprenticeships-Training Centre Manager, AMTCE)
Conor Rafferty (Deputy Principal, O'Fiaich IFE)	Kinga Byrne (Adult Literacy Officer, Dundalk/Ardee)	Will Carty (Assistant Principal, DCFE)
Nicola Townley (Youthreach Coordinator, Laytown/Bettystown)	Patrick Jarrett (Youthreach Co-ordinator, Kells)	David Carry (Youthreach Coordinator, Drogheda)

Documented approach to Quality Assurance

Policy and Procedure Development and Review:

The steps for new policies/procedure development and approval:



Policy and Procedure Development and Review

The following policies, procedures and guidelines are due to be approved through LMETB's QA governance processes by the end of 2025:

- LMETB Academic Policy
- LMETB Assessment Misconduct Procedure
- LMETB Guidelines for Teachers on Use of Gen AI Tools in Assessment
- LMETB Guidelines for Learners on Academic Integrity and the Use of Gen AI Tools
- Revised LMETB Repeats Policy
- Revised LMETB Assessment Deadlines Process

In addition, consolidated and anonymised Results Approval Panel (RAP) reports, which highlight examples of good practice and areas of improvement arising from External Authentication (EA) reports collected from across all LMETB FET centres for each QQI submission period, are available to FET teaching staff on the FET Quality Assurance MS Team.

Programmes of Education and Training

LMETB's FET Awards portal hosts descriptors for all programmes and modules which are validated by QQI for LMETB delivery.

In the last year, the portal has been further developed and now stores assessment briefs and additional resources for the recently updated CAS modules. It also allows managed/restricted access to documents such as Assessment Instrument Specifications.

You can request a login to the LMETB FET Awards portal at <https://louthmeathawards.ie>

You can access LMETB's list of QQI Validated Programmes [here](#).

Programme Development and approval:

LMETB's policy and procedures for Programme Development and Approval are available [here](#).

Get a step-by-step guide to the process [here](#).

You will need to follow this process if you are planning to do any of the following:

- Deliver an LMETB validated programme for 1st time or after more than a 5 years' break
- Deliver an existing programme that LMETB is not validated to run
- Create a programme leading to a new award
- Participate in shared development of new award
- Add a minor module to an LMETB validated programme
- Deliver a non-accredited or vendor certified course via external training provider or Community Education

The related Programme Approval Request (PR1) Form is available [here](#).



Reminder!

Before delivering an award for the first time in your centre or after a 5-year break, please ensure that LMETB is validated for the award and your centre is approved to deliver the award. Do this by ensuring that the award is on the LMETB FET Portal and by contacting the Programme Development Officer to see if your centre is approved to run the award (dmckenna@lmetb.ie).

New Programmes Validated by QQI for LMETB Delivery in 2025:

- Level 3 Special Purpose Award in Science Technology, Engineering, Arts and Maths (STEAM)
- Level 3 Special Purpose Award in Introduction to Climate Justice
- Level 4 Special Purpose Award in Social Innovation in the Community
- Level 5 Special Purpose Award in Immersive Technology Level 5
- Level 5 Special Purpose Award in Digital Citizenship
- Level 6 Special Purpose Award in Mentorship Practice
- Level 6 Special Purpose Award in Sustainability Leadership
- Level 6 Special Purpose Award Corporate Sustainability Reporting
- Level 4 Special Purpose Award Introduction to Artificial Intelligence
- Level 5 Special Purpose Award Enhancing Productivity with Artificial Intelligence

CAS Module Review by the FET Sector:

LMETB, along with 15 other ETBs, participated in a national review of 27 priority CAS modules at NFQ levels 4-6 across various subjects including Administration, Business, Communications, IT Skills, Fitness, Nutrition, Payroll, and more. The updated modules, complete with revised descriptors, indicative content, sample assessments, marking schemes, rubrics, and a recorded information session were made available to teaching staff and LMETB FET Centres from June 2025. These updated modules and resources are available on a dedicated MS Team and on the LMETB FET Awards portal. Please contact Colette Kelly (ckelly1@lmetb.ie) if you require access to the MS Team.

New Apprenticeship Programme: Robotics & Automation

LMETB has developed a new Robotics and Automation Apprenticeship, set to launch with its first intake in early 2026. This two-year programme, leading to a Level 6 Advanced Certificate, has been developed in collaboration with industry partners to meet growing demand for skilled technicians in the Advanced Manufacturing and Industry 4.0/5.0 sectors. The apprenticeship will equip learners with a strong foundation in automation technologies, robotics integration, safety standards, and digital manufacturing processes.

Programmes Currently in Development:

- Level 6 Specific Purpose Certificate in 3D Construction Printing Operations
- Level 6 Special Purpose Award in Factory of the Future

Programmes Currently in Review by LMETB:

- Door Security Skills Level 4
- Security Guarding Skills Level 4.

New LMETB, CMETB and DkIT Tertiary degree programme:

A unique access route for FET learners into the BSc (Hons) in Intellectual Disability Nursing at Dundalk Institute of Technology (DkIT) commenced in September 2025. The Tertiary degree route will be available in O Fiaich Institute Dundalk where students who successfully complete a QQI Level 5 in Nursing Studies can gain entry into the first year of DkIT BSc (Hons) in Intellectual Disability Nursing. More info is available [here](#).

Tertiary Degree Programmes are aimed at widening participation to communities and individuals who may not have considered third-level education as an option and are developed in collaboration with the [National Tertiary Office](#).



Staff Recruitment, Management and Development

You can get updates and resources related to FET TEL and Professional Learning and Development on the FET TEL & PL&D Team [here](#).

LMETB FET develops a calendar outlining Professional Learning and Development opportunities for FET staff. The Autumn 2025 version is available [here](#).

Full STEAM Ahead programme for Youthreach and CTC Sector:

Over 2024 and 2025, 28 LMETB staff have taken part in National Youth Council of Ireland's **Full STEAM Ahead** programme aimed at introducing and embedding STEAM (Science, Technology, Engineering, Arts, Maths) in the Youthreach and Community Training Centre sector. This training prepared staff for delivering the new STEAM QQI Level 3 special purpose award, which was developed by LMETB and validated by QQI this year.



AONTAS Learner Voice Staff Session:

In January 2025, 7 LMETB staff attended Learner Voice Training which was delivered by AONTAS. The focus of the session was to support staff in understanding the foundations and practice of learner voice work.



ETBI's Professional Learning and Development (PL&D) Hub:

ETBI's PL&D Hub offers a monthly calendar of training opportunities and resources which are open to all ETB staff. To access previous documents and recordings, see [here](#)

Webinars offered by the PL&D Hub and attended by LMETB staff in 2025 include:

- Autism Awareness and Understanding (AsIAm)
- A Culturally Appropriate Career Counselling Model
- Research in Practice for FET Practitioners
- Strategies for Teaching Autistic Students (AsIAm)
- The Education Experience of LGBTQ+ learners (Belong To)
- An Introduction to Anti-bias Anti-racism
- TEL Tuesday-Empowering Educators with Technology
- Digital Learning Tools for Embedding for UDL
- Research in Practice for FET Practitioners
- Getting more out of Google
- Explore the power of Padlet
- A Unified Approach to Reimaging Technology
- Leave no Trace
- Global Citizenship Education (Saolta)
- Climate Justice & Biodiversity
- Recognition of Prior Learning as an enabler to Lifelong Learning
- Moodle in Action
- Supporting Neurodiversity in Apprenticeship
- Using the ETBI FET Digital Library
- Spotlighting Nature Connections in Outdoor Education
- Unlock Your Future Programme
- Adult Literacy for Life

Teaching and Learning

LMETB is preparing an application to QQI to extend its approved scope of provision to include delivery of blended and online learning. This application will be submitted to QQI by the end of December 2025. A Blended Learning Action Plan outlining the steps that LMETB is taking in developing its application was submitted to QQI in late January 2025.

ETBI FET Digital Library offers resources, tutorials, guides and useful links to support teaching and Learning in FET. Check it out here or subscribe to its newsletter for fortnightly updates here.

Artificial Intelligence:

LMETB have recently been validated by QQI to run the following two FET Artificial Intelligence micro qualification programmes:

- Level 4 Introduction to Artificial Intelligence
- Level 5 Enhancing Productivity with Artificial Intelligence.

Relevant LMETB staff, including Skills to Advance managers, FET coordinators, Deputy Principals, recently attended a SOLAS information session on these new awards. Members of LMETB's FET teaching staff took part in online briefing sessions on each of the new awards.

6 LMETB FET staff also attended Digital Learning Institute's Specialist Cert in AI in Education in 2025.

Supports for teachers delivering 27 newly-reviewed CAS modules:

In June 2025, 27 revised CAS modules across Levels 4-6 were launched following a national module review process. A range of supports have been put in place for the relevant teachers including:

- **Creation of an MS Team for information sharing and collaboration**
- **Online Information Session for teachers May 2025**
- **In person Information Session and Communities of Practice (CoP) sessions, DIFE, August 2025:** Attended by 113 teachers/tutors/instructors, the event established Communities of Practice (CoPs) in relevant subject areas where teachers were given space to discuss changes to their teaching and learning approaches based on revisions to modules. CoPs covered the following subject areas:
 - Communications
 - Work Experience
 - Personal Effectiveness
 - ICT
 - Business and Administration
 - Health and Fitness
 - Special Needs Assisting



Assessment of Learners

QQI Submission Deadlines:

LMETB's QAES provides all FET centres with a calendar outlining QQI Submission deadlines at the start of the calendar year. This ensures that centres are aware of the dates for submission of learner assessments to allow time for Internal Verification and External Authentication processes ahead of the results approval (RAP) meeting. All approved results are submitted for QQI certification on six separate occasions per calendar year.

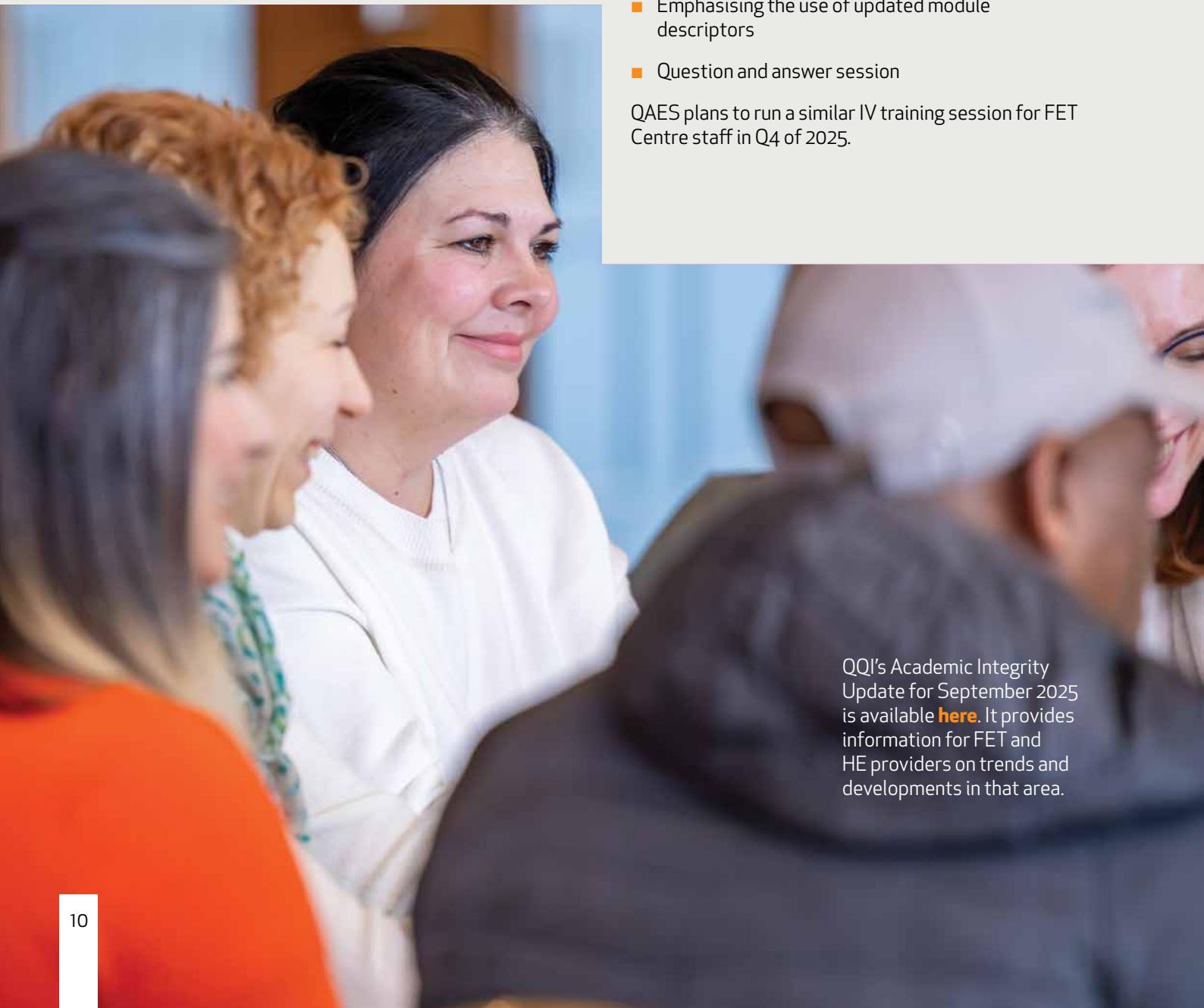
Internal Verification Training:

In February 2025, QAES hosted an online training session on LMETB's Internal Verification (IV) process which was attended by 27 staff members across various services.

Key aspects of the training included:

- Focus on LMETB's standardised approach to IV
- Clarification of teaching staff and IV personnel roles
- Ensuring the IV checklist in LMETB IV guidelines is followed
- Emphasising the use of updated module descriptors
- Question and answer session

QAES plans to run a similar IV training session for FET Centre staff in Q4 of 2025.



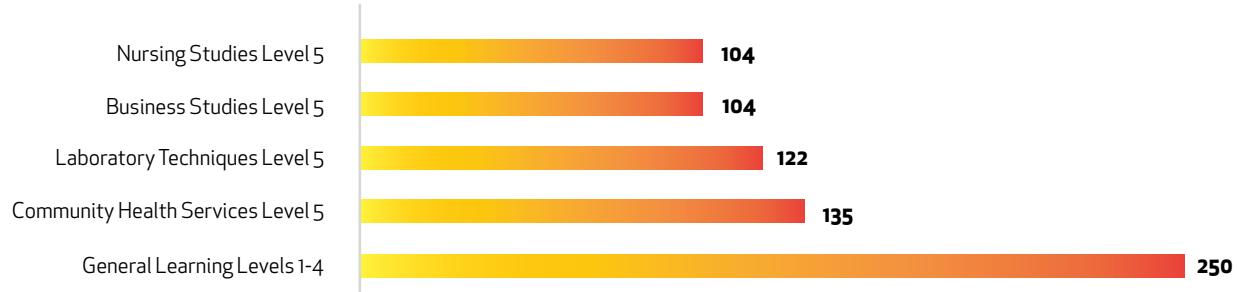
QQI's Academic Integrity Update for September 2025 is available [here](#). It provides information for FET and HE providers on trends and developments in that area.

Assessment of Learners

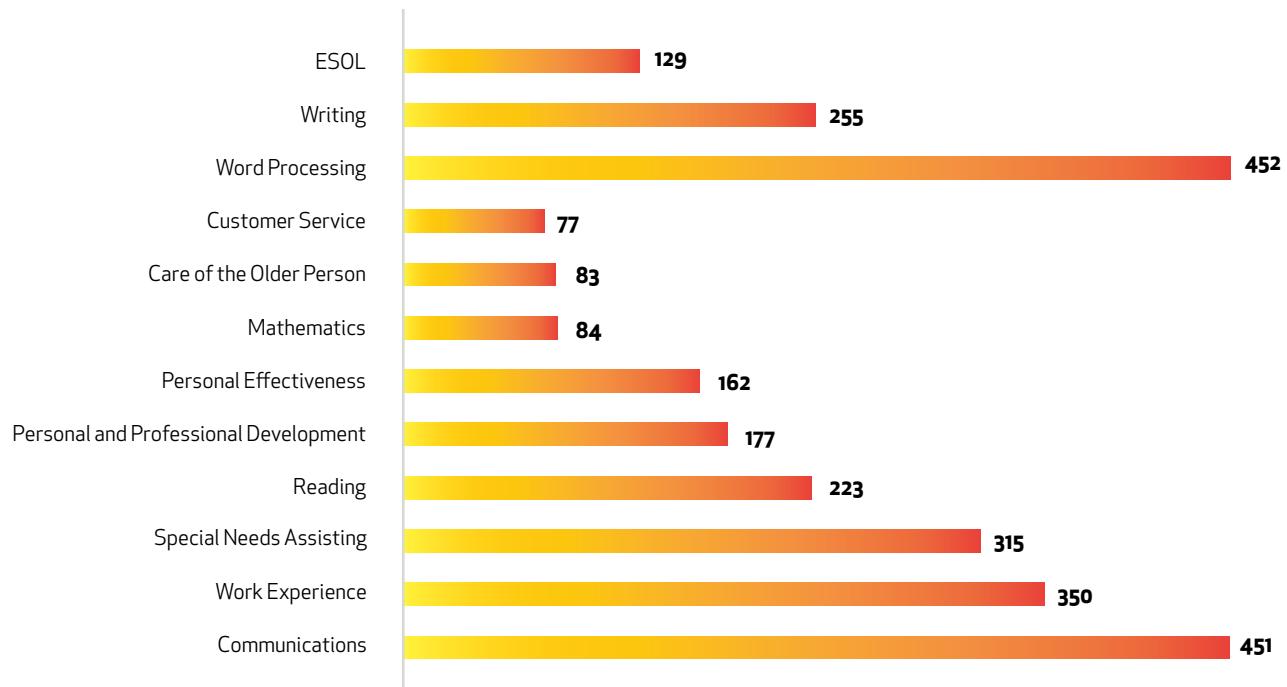
The charts below illustrate the distribution of top QQI awards gained by LMETB learners in 2024, revealing key areas of achievement and emphasis.

Key QQI Awards Data for 2024:

Top Major Awards 2024



LMETB Top Minor Awards 2024



LMETB Top Special Purpose Awards 2024



Supports for Learners

ETBI's Measuring Wider Benefits of Learning pilot project:

Over 24/25 LMETB was one of 5 ETBs which took part in ETBI Wider Benefits of Learning Pilot Project. This project aimed to create and test a tool that measures the personal and social growth learners/clients experience during a FET course. It was piloted with 75 learners in Youthreach Centres in Drogheda, Ashbourne and Laytown/ Bettystown in Sept/Oct 2024. Follow-up Focus Groups and surveys with staff and learners from the relevant ETBs contributed to the tool's evaluation in preparation for future use. For more information on the ETBI pilot project and the review processes, see [here](#).

LMETB Adult Safeguarding Policy and Procedure:

ETBI's updated Adult Safeguarding Policy and Procedure, adopted by LMETB and available [here](#), promotes the welfare and wellbeing of adults at risk of abuse. A series of Workshops were rolled out by ETBI in August and September 2025. An accompanying Moodle course will be available to support local information sharing and training within LMETB.

Referencing and Writing Resources for FET Learners:

- [Academic Writing Handbook for learners in FET Sector \(FESS/ETBI\)](#)
- [Referencing Handbook for the FET Sector \(FESS/ETBI\)](#)
- [A Learner's Guide to Academic Integrity \(ETBI\)](#)



Active* Consent Programme:

LMETB FET and its centres/colleges continue to liaise with University of Galway's Active* Consent Programme. For more information on the programme and training available, see [here](#).

Information and Data Management

PLSS updates:

The Programme Learner Support System (PLSS) is the national database for storing and managing course and learner data in FET centres. It is a key part of LMETB FET digital infrastructure, ensuring a comprehensive view of all relevant information. LMETB FET centres benefit from being part of the PLSS Users' MS Team, a collaborative hub for sharing crucial updates and insights.

LMETB FET: Key Figures 2024



38,363

FET Beneficiaries



3,171

Post Leaving
Certificate Learners



1,884

Apprentices



29,084

Unique Learners



1,500

LMETB Staff

450

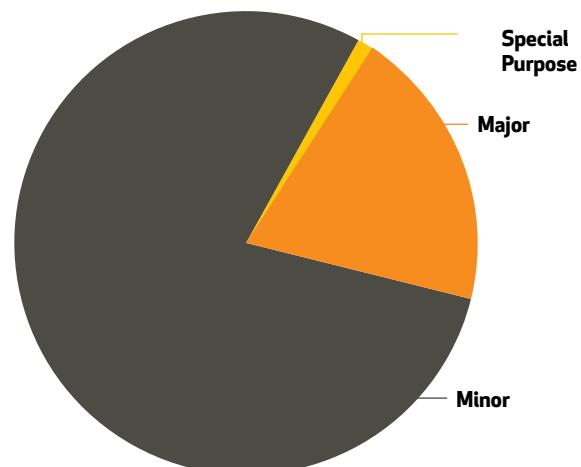
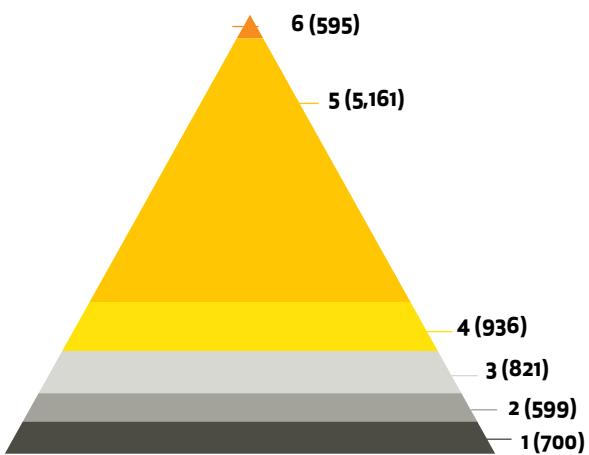
FET Staff

LMETB FET: Certification 2024

QQI Awards 2024

Level	No. of Awards
Level 6	595
Level 5	5,161
Level 4	936
Level 3	821
Level 2	599
Level 1	700
Total QQI Awards	8,812

Award Level:





Public Information and Communication

LMETB FET is advertised across a range of media and platforms including:

- **FET Section of LMETB Website**
- **LMETB FET Brochure 25/26**
- @lmetbfet on **Facebook**, **Instagram**, **X** and **YouTube**

LMETB FET Quality Assurance policies and procedures can be viewed [here](#)

Centres/Colleges are supported in developing information and communications materials by "LMETB FET Communications and Publicity Handbook" which gives info and guidance on a range of areas such as:

- Internal Communications
- LMETB Corporate Guidelines
- Funder Communications Guidelines
- Official Languages Act (Irish Language)

Stay up to date on LMETB Latest News [here](#).

LMETB FET Open Days

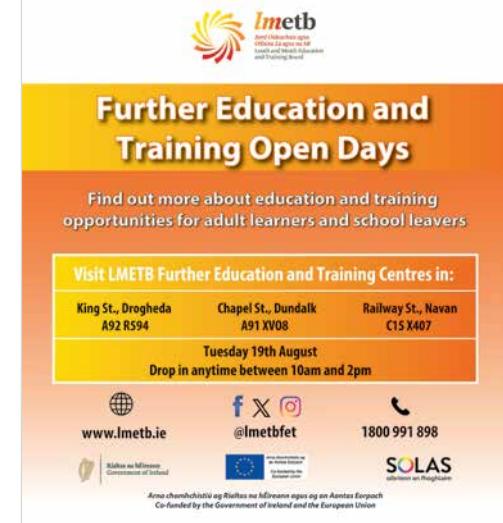
LMETB FET has continued to promote its wide range of programmes and services through Open Days, including:

Open Day for new FET Centre in Bettystown Co, Meath, February 2025:



FET Open Days August 2025:

In collaboration with the Department of Social Protection, LMETB FET Open Days took place in Navan, Drogheda and Dundalk on 19th August 2025. Across the 3 locations, 398 people attended and met staff from Guidance Service, Apprenticeship, PLC, Evening Courses and more. More info on August Open Days is available [here](#).



Other parties involved in education and training

The photos in this section show a snapshot of LMETB Further Education and Training partnerships and collaborations.



Sadie Ward McDermott and Dr Joe Collins ETB pictured at World Skills Ireland Event, September 2025.



Judging panel at Awards Ceremony for the LMETB AMTCE FET Advanced Manufacturing Pathways Schools Project 2024/25 which included representatives from SOLAS, industry and Higher Education.



LMETB staff celebrate achievements at ETB Week Excellence Awards March 2025.



Meath Chamber Apprenticeship Expo March 2025.



O'Fiaich Institute of Further Education learners participate in ERASMUS+ programme in Spain.



Advanced Manufacturing Pathways Schools Project Cross Border Initiative, Final Presentation Event, May 2025.



DCU and DIFE launch Level 9 Graduate Certificate in Management (Operations and Supply Chain) Sept 2025.

Self- Evaluation, Monitoring and Review

QQI's Inaugural Review of Quality Assurance in Education and Training Boards commenced in 2021 and a review team was appointed by QQI to conduct the external review of Quality Assurance in LMETB.

This review took place in 2022. The review team produced and published a report of its review, outlining findings and recommendations, available [here](#).

LMETB then submitted an Action Plan to QQI, outlining how it plans to address the recommendations of the Review Report, available [here](#).

On an annual basis, LMETB submits an interim report to QQI updating on the progress of its Action Plan. The most recent follow up report was submitted to QQI in February 2025 and is available [here](#). In November 2025, LMETB will meet with QQI for a Quality Dialogue meeting which will be an opportunity for both parties to share updates and discuss LMETB's QQI interim report.

LMETB/AONTAS FET Learner Forum:

LMETB's annual FET Learner forum, facilitated by AONTAS, gives learners the opportunity to share their experience of learning with LMETB. 77 learners from across FET provision attended this year's forum and a further 345 filled in the related online survey. AONTAS has provided a report based on feedback on the day, which gives LMETB an opportunity to reflect and evaluate a range of areas including teaching and learning, learner supports and facilities and services.





If you have any queries
on any aspects of this
newsletter, please email
qualityassurance@lmetb.ie



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