 

**Cooperative Education and Careers Division**

**QIP Implementation Summary Report**

**Unit: CECD**

**Head of Unit: Dr. Patrice Twomey**

**(*responsible for QIP implementation*)**

1. Date on which QIP received from QSU: 24 January 2020
2. Date on which unit met to discuss and ratify the QIP: February 2020
3. Date on which interim self-assessment of progress on level 1 recommendations (sections 5 and 6 in table) was returned to QSU: 29 October 2020 Align CECD strategic priorities with the UL strategic plan.
4. Date on which QIP progress was presented to Quality Committee: 30 November 2020
5. Date on which implementation review meeting was held:
6. Final summary report presented to Quality Committee:

**Summary status of recommendation implementation:**

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| **Rec no. (level)** | **Recommendation** | **Closed** | **Open** | **Commentary** |
| 1 (1) | Align CECD strategic priorities with the UL strategic plan. | **√** |  |  |
| 2 (1) | Work with senior management to develop a shared understanding of vision and responsibility for preparing students for the new world of work. | **√** |  |  |
| 3 (1) | Work with senior management to identify resources that will contribute to innovative programme alignment within the UL strategic plan. | **√** |  | 3 of 4 requested posts were filled in 2021/22. A medium term staffing plan which is linked to growth is in place. It is accepted that expansion in undergraduate numbers will require additional staffing for the deliverability of the Coop and School Placement programmes. |
| 4 (1) | Engage with the UL strategic enrolment plan. |  | **√** | The medium term staffing plan was developed on the basis of planned student numbers. Escalation:PDP to advocate involvement of CECD and other key services in planned multi-year budget/student recruitment decision-making as co-op core part of the programme to make sure placements can be found/balance the market expansion and contraction. (UQIP) |
| 5 (1) | Maintain a leadership position in Ireland and Europe in Coop and careers services. | **√** |  |  |
| 6 (1) | Work with senior management to identify resources to develop further leadership in work-integrated learning (WIL). | **√** |  | CECD has completed its submission for resources under the Workforce Planning for 2022/3. See rec 3. |
| 7 (1) | Strengthen strategic alignment between CECD and the academic units through proactive engagement with:  The academic transformation initiative  Vice-President’s Management Group  Academic Council  Deans  Management Council | **√** |  |  |
| 8 (1) | Work with senior management to explore different and expanded resourcing models for CECD. | **√** |  | See Rec 3 |
| 9 (1) | Engage proactively with the Academic Programme Review Committee (APRC) to ensure CECD input to programme development, review and accreditation. | **√** |  |  |
| 10 (1) | Work with senior management to develop a business plan to facilitate scaling up the Coop programme. | **√** |  | See Rec 3 |
| 11 (1) | Explore options for the revision of the ‘first- offer’ rule with input from students and employers. | **√** |  |  |
| 12 (1) | Work with senior management to ensure the involvement of CECD in Erasmus planning. |  | **√** | There continues to be a lack of alignment between the UL Academic Calendar those of a number of Erasmus partner Universities. This continues to present very significant issues for both employer partners and affected students. It has been raised by the Director of CECD with the relevant Dean. **Possible Solution**: use KBS programme review to ensure integrity of academic calendar; have exchange (2nd year) placement (3rd year) in different academic years. Escalate PDP |
| 13 (1) | Work with senior management to change the current situation so that academic units rather than CECD assume responsibility for the programme planning of unplaced students. | **√** |  |  |
| 14 (1) | Work with senior management to ensure faculty and course directors are responsible for timely Coop site visits conducted according to clearly defined guidelines. | **√** |  |  |
| 15 (1) | Work with senior management to investigate the possibility of ensuring that feedback, where appropriate, is provided to students and the employers. | **√** |  |  |
| 16 (1) | Enforce the student code of conduct including attendance at workshops by all students in preparation for Coop placement. | **√** |  |  |
| 17 (1) | Explore the possibility of developing online components for Coop preparation and careers service delivery. | **√** |  |  |
| 18 (1) | Work with senior management for the urgent installation of an enterprise-wide information management system to handle the Coop placement process, employer engagement, Coop reports, and student and employer feedback and communications. This system should be able to accommodate any other WIL programmes, such as degree apprenticeships and industry-related projects, that UL might be planning. | **√** |  | ITD have completed remedial work on the existing systems. CECD and ITD will make a joint funding submission for a longer-term solution for employer engagement system.  Additionally, ITD have collaborated with CECD on the integration of key processes into the University’s enterprise system (SI). |
| 19 (1) | Publish the CECD Customer Charter on the divisional website, so that it is clearly visible to Coop, careers and School Placement students. | **√** |  |  |
| 20 (1) | Work within the UL policy management framework to develop the following CECD processes:  Student placement policy  Student placement risk assessment guide  Risk assessment for work-based placements  Procedure for the preparation of student going on placement  Procedure for the management of critical incidents while on student placement | **√** |  | Student Placement Policy/RAG  Risk assessment for WBP – University level |
| 21 (1) | Develop a submission to the VPAASE for additional office, interview and workshop space. | **√** |  | Currently working with Buildings & Estates on the reconfiguration of the Cooperative Education office to accommodate the proposed blended working model option and to rollout in-person provision for students and employer partners. B&E looking at plan. Awaiting B&E feedback to agree expected completion date |
| 22 (1) | Formally create a process to ensure communication and collaboration between Disability Support Services, CECD, the faculties and other appropriate services. | **√** |  |  |
| 23 (1) | Introduce electronic processes across CECD, to include, for example, tutor site visit forms, and Coop reports. | **√** |  |  |
| 24 (2) | Strengthen information exchanges and dissemination of best practice through the Cooperative Education & Careers Committee to improve faculty participation in Coop. | **√** |  | Suspended committee’s work due to additional workload for all members arising from the pandemic. It is planned to resume committee’s work in Sem 1 2022. |
| 25 (2) | Develop an online portal for engagement between employer, student and CECD staff | **√** |  |  |
| 26 (2) | Display the CECD Quality Ethos prominently in the open plan office and on the CECD website. | **√** |  |  |
| 27 (2) | Consider making the QMS available to customers. | Rejected | | Rejected as this is considered business-sensitive information. |

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Director of Quality Date: 7th July 2022