

Design And Approval Of Programmes Procedure

V1 2022

Owner: Quality and Training Administrator

Associated Policy: Programmes of Education and Training

1. Proposer draws up proposal and submits it to the Senior Management Team for consideration
2. If the proposal is approved by the Senior Management Team, it goes to the Academic Board who reviews it from an academic and quality assurance perspective. If approved, the Training Manager appoints a programme leader with subject matter expertise to lead the design and development process. The programme design team must include a tutor and the Quality and Training Administrator who ensures that the design is aligned with our QA system
3. The Training Manager agrees a timescale and budget for development with the programme design team.
4. The programme design team consults with employers and other stakeholders who have an interest in the programme and takes their views on board in respect of programme outcomes and content
5. If the programme is being designed to lead to an award on the NFQ, the programme leader engages with QQI from the outset. The programme must be validated by QQI before we offer it to learners.
6. The programme design team;
 - uses learning outcomes and alignment with the relevant award standard
 - set out a tutor profile based on the programme and learner profile
 - carries out a risk assessment as part of the design process.
 - ensures that the programme as designed complies with QQI requirements in relation to access, transfer, and progression.
7. When the design process is complete, the programme leader drafts a programme descriptor
8. The programme leader presents the programme descriptor to the Academic Board which may recommend/suggest edits, changes or amendments or may request further information/clarification or raise queries.
9. When approving programmes, anyone who was involved in developing the programme absents themselves as members of the approving body i.e. the Academic Board. This is to avoid any potential conflict of interest or perceived conflict of interest
10. Any changes recommended by the Academic Board are addressed by the programme design team, and the programme leader makes the changes to the programme descriptor.
11. The Academic Board makes a recommendation to the Board of Directors from an academic and quality assurance perspective
12. The programme leader presents the programme descriptor and the Academic Board's recommendation to the Board of Directors for final approval highlighting any additional resource requirements identified during the design process.
13. The Board of Directors approves the programme

For programmes being submitted to QQI for validation

14. The Quality and Training Administrator;

- benchmarks the agreed programme descriptor for compliance with our QA system and QQI guidelines/requirements.
- arranges for a colleague who was not involved in the process to double-check, proof-read, format and check the final version of all documents being submitted to QQI for consistency of language and terminology.
- Prepares an application for validation based on the QQI guidelines for validation prevailing at the time

The Training Manager signs the application for validation and the Quality and Training Administrator submits it to QQI via the QBS and pays the appropriate fee.

Supporting Documents

- Programme Proposal form
- Programme descriptor template

Reference Documents

- QQI Policies and Criteria for Validation of Programmes, November 2017
- Learning Outcomes Guide DIT
- QQI Policy Restatement: Policy And Criteria For Access, Transfer And Progression In Relation To Learners For Providers Of Further And Higher Education And Training [NQAI 2003, Restated 2015]
- CEDEFOP Defining, writing and applying learning outcomes. EUROPEAN HANDBOOK – SECOND EDITION