



lcetb

Bord Oideachais agus Oiliúna
Luimnigh agus an Chláir
*Limerick and Clare
Education and Training Board*

Further Education & Training Division

2 Programme Delivery Request, Development & Validation Policy

Interim Programme Delivery Development & Validation Policy

Policy Area	Quality Assurance
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Approval	FET Division
This policy document is an controlled copy. Each staff member should consult StaffConnect for the latest version of this document.	

Programme Delivery, Development & Validation Policy

LCETB Programme Delivery Request, Development & Validation Policy

Limerick and Clare Education and Training Board (LCETB) is committed to providing quality assured programmes for learners in its various FET centres. This policy has been devised to ensure that LCETB has a robust governance process in place to deal with programme delivery, development and validation requests.

This policy relates primarily to requests from former Limerick and Clare VEC providers and Training Centres, including Community Training and Contracted Training.

Training Centres for the purpose of abiding with internal QA processes will also provide notification to the Programme Group if new but already validated programmes/programme modules are being offered.

Policy Objectives

1. To have a clear and well understood quality management structure and process in place governing the service wide programme approval process
2. To ensure all programmes meet the expected standards of quality in order to be approved
3. To promote efficient LCETB wide programme planning and safeguard against contributing to an oversupply/duplication of programmes unless there is a clear rationale for doing so.

1.0 Quality Assurance

- 1.1** LCETB is responsible for ensuring that an effective and efficient quality assurance management process exists, governing requests from its centres for programme delivery, development and validation.
- 1.2** This policy outlines the process for approving programmes in LCETB for all awarding bodies and should be read in conjunction with any Quality Assurance Agreements or Guidelines from that awarding body.¹

¹ While the process of gaining LCETB approval to offer a new programme is a first step individual awarding bodies may require centres to undergo site visits, inspections, development of individual QA agreements and to pay fees etc before becoming a registered and having access to their awards. Further amendments and clarifications to this policy are to be expected as LCETB enters in to new QA agreements with different awarding bodies.

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2.0 New Programme Delivery/Development Request

2.1 An LCETB centre must submit a '*Programme Request Proposal Form*' for approval to the LCETB *Programme Group* where it plans to:

- access and deliver existing validated programmes/modules/awards for the first time
- access and deliver existing validated programmes/awards where that programme has not been delivered in-centre for the past three years
- develop new programmes/modules for validation with a view to their delivery
- request to develop a shared programme
- request to participate in the development of a joint programme/module

2.2 The proposal must contain a '*Needs Identification*' which outlines a rationale for the programme such as:

- how it might be meeting learner needs, national and/or local skills needs, an educational need in community etc.
- evidence of how the programme fulfils national policy recommendations e.g. in terms of activation, active inclusion etc.
- evidence of stakeholder engagement e.g. employer engagement in identifying local skills needs, engagement in programme development, review etc.
- identification of the award that best meets the needs of the programme
- staffing requirements
- funding requirements
- development requirements

All applications, where possible, should be backed up by evidence including reference to local/national data in support of the rationale. Centres must demonstrate in their applications that they have or can access the resources, facilities and staff expertise to deliver the programme. To avoid unintentional oversupply or duplication of provision in LCETB, centres when making applications are also advised to consider whether programmes are already available to their target group within the immediate catchment area. Centres by completing this application are agreeing to have the Special Validation requirements for the award in place. The PC-CPD Officer/QA Officer will follow up with centres to request evidence that all requirements are in place.

2.3 Proposals can be submitted to the *Programme Group* who will meet up to six times annually or at shorter notice where an immediate need arises.(see Appendix 4 for Terms of Reference)

2.4 In advance of an application being prepared the PC-CPD Officer will confirm whether or not the programme/module is available and validated or whether development is required.

2.5 Initially, the PC-CPD Officer will screen proposals and assess whether it contains all the required information.

2.6 The PC-CPD Officer will notify all FET centres of the proposal(s) and provide a duration of one week by which any centre can submit comment using Appendix 10.

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- 2.7** The PC-CPD Officer will call a meeting of the *'Programme Group'*² who using the criteria set down in the Appendix 11, will determine whether or not the centre is approved to deliver and/or develop the proposed programme/component³. centre
- 2.8** The PC-CPD Officer will circulate a draft agenda and related documentation to members of the *'Programme Group'* at least a week in advance of the meeting. In certain circumstances, the *'Programme Group'* may ask the centre(s)⁴ to provide an oral submission to support its request.
- 2.9** Where the programme/module is available and validated and the *'Programme Group'* approves the delivery request, the PC-CPD Officer will communicate the decision to the centre(s) using the Programme Delivery Approval Notification Template (appendix 8)
- 2.10** In turn, the PC-CPD Officer will communicate the decision to the *'Quality Assurance Officer'* (QA Officer) who will arrange for the programme/module to be made available to the centre(s) and register the centre(s) for delivery of that programme/module via the QBS.
- 2.11** Where the *'Programme Group'* does not approve the delivery or development of a programme/module, the PC-CPD Officer will communicate the decision to the centre outlining the rationale for same.
- 2.12** Where further information is needed by the Programme Group to make a decision an RFI (Request for Further Information) and/or a meeting may be requested by the Programme Subgroup (See 3.0 below and Appendix 4 for Terms of Reference)
- 3.0** **Request for Further Information and the Programme Subgroup**
- 3.1** Where it has not been possible for the Programme Group to make a decision regarding an application a Programme Subgroup may be called on to investigate the following:
- concerns that programme approval may contribute to an oversupply or duplication of provision
 - concerns or objections to programme approval raised by other centres
 - the rationale for the programme where insufficient details are contained in an application to allow a decision to be made
- 3.2** The Programme Subgroup will issue a Request for Further Information and where necessary a meeting request. The RFI will outline the areas where more information is required.
- 3.3** Following receipt of information and/or a meeting, the Programme Subgroup will then make a recommendation to the Programme Group around approval/refusal of programme(s). This will be considered at the next scheduled Programme Group Meeting.

² Programme Group comprises AEOs, PLC Representative, Training Centre and Contracted Training Representative and PC-CPD Officer acting as Secretary.

³ Criteria to be found in Appendix 12

⁴ Centre here refers to both the Centre proposing and the Centre(s) commenting on the proposal.

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3.4 Where there is an urgency to make a decision a request to fast-track a meeting of the Programme Group can be made. Alternatively decision making can be conducted through phone/email correspondence.

3.5 The Programme Group will make final decisions.

3.6 All decisions can be appealed to the ETO and/or the CEO if required (see 10.0)

4.0 Access to Award Documentation

4.1 The Programme Group will instruct centres to follow the policies and procedures laid out in the Quality Assurance Agreements or Guidelines for other awarding bodies in order to access programme documentation.

4.2 The following sections 5 to 9 deal specifically with QQI processes.

5.0 QQI New Programme Development, Evaluation and Approval⁵

5.1 Where approval is received and the related programme/module is not available or has not previously been validated, a Programme Development intervention is required. The PC-CPD Officer, in liaison with the QA Officer and the proposing centre Manager will devise a programme development and evaluation plan for each approved development request. (see Interim Programme Development Procedure Appendix 3)

5.2 The new programme/module will be developed in line with QQI 'Guidelines for Preparing Programme Descriptors' and in line with LCETB's quality assurance policy 'Programme Development, Delivery and Review'.

5.3 **The programme development team may use the programme development facility in the SOLAS National Programme Database to manage this process.**

5.4 The PC-CPD Officer, Process Co-ordinator or another nominated person will arrange the evaluation of the programme and related programme modules.

5.5 The criteria for the selection of programme evaluators and an outline of their role and duties are contained in LCETB's '*Programme Evaluators' Handbook*'.

5.6 When the evaluation process is complete, the PC-CPD Officer/Process Co-ordinator presents the programme information to the Programme Group for discussion and decision.

5.7 Additional information as follows will also be available if required for examination by the Programme Group

- Programme Specification
- Evaluation Forms
- Requests for Further Information, if relevant

5.8 The Programme Group may select and examine any of these documents to ensure that the evaluation process has been carried out in accordance with procedure and that the recommendation of the Programme Evaluators is consistent with the evidence.

⁵ Please refer to Appendix 1, Process Flowchart.

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- 5.9** Having examined the evidence, the Programme Group may:
- Find that the recommendation of the Programme Evaluators is inconsistent with the evidence and refuse to approve the Programme
 - Find that the process has not been carried out in accordance with the agreed procedures and refuse to approve the Programme
 - Find that the recommendation of the Evaluators is not consistent with the evidence or process and request the carrying out of a new evaluation
 - Concur with the recommendation of the Programme Evaluators, approve the programme and make a recommendation to QQI to validate the programme.
- 5.10** The PC-CPD Officer will record the findings of the Programme Group in respect of each programme reviewed using the Programme Approval Decision Form (Appendix 5 & 6). The PC-CPD Officer will arrange for this form to be signed by the chair of the Programme Group as a declaration of approval.
- 5.11** The minutes of the meeting will record the Programme Group decision in respect of each of the programmes.
- 5.12** A recommendation for approval by the evaluators will normally result in the PC-CPD Officer making a request to QQI to validate the programme. Otherwise, the PC-CPD Officer will communicate the outcome to the relevant centre(s).
- 5.13** Once validation is received from QQI, the PC-CPD Officer will communicate this decision to the local centre. It is noted that a programme developed, as described, may be validated for the sole use of the centre or for use by a group of named centres.
- 5.14** It is also noted that a programme developed, as described, may be validated for the sole use of the registered provider and approved for sharing with a group of named providers or provider types. In this instance, these providers or provider types must apply to QQI for validation in their own right.
- 6.0** **Notifications and Access to QQI Programmes/Modules**
- 6.1** Within a week of each Programme Group Meeting, notifications of approval/non-approval will be sent by the PC-CPD Officer to the requesting centres, outlining the decision of the group and any next steps that need to be taken.
- 6.2** The Register of Programmes kept on OneDrive will be updated by the PC-CPD Officer.
- 6.3** When a request for a QQI programme is approved- the QA Unit Administrator will register the centre(s) for delivery of that programme-via the QBS.
- 6.4** Where the Programme Group approves delivery of a new QQI programme the QA Unit Administrator will place a 'Cover Sheet' on the programme/module. Only programme/modules with the official LCETB cover sheet are deemed validated and ready for delivery. Newly approved modules will be transferred over the StaffConnect by PC-CPD Officer.
- 6.5** The FET Division will utilise a single version control system (version, date, etc.) to ensure that only the latest version of the programme/module documentation is available to a relevant

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centre(s). All programmes will be kept up to date in master folder by QA Unit and any new LCETB descriptors needed prepared by QA Unit.

6.6 It is the responsibility of centre management to ensure that only the latest version of all programmes/modules are currently available to and delivered by teaching staff.

6.7 It is the responsibility of centre management to ensure that only programmes that have prior approval for at that centre are actually delivered.

7.0 QQI Programme/Module Review

7.1 As all programmes/modules are subject to review, each centre must complete a programme/module review as scheduled in the programme descriptor and in line with quality assurance procedure 'Programme Review'.

7.2 Recommendations from the review will be two-fold:

- recommendations that are the responsibility of the centre e.g. extra resources required for delivery.
- recommendations that are the responsibility of the LCETB FET Division e.g. making amendments to descriptors.

8.0 Request to Participate in the Development of a Joint QQI Programme/Module

8.1 Joint validation describes a programme jointly developed by a group of providers and successfully submitted to QQI for validation for use by all the providers listed in the validation application.

8.2 A centre, on behalf of LCETB as provider, planning to enter into an arrangement with a group of external centres to develop and submit a programme/module for joint validation to QQI must complete and forward a 'Programme Request Proposal Form' to the PC-CPD Officer, as per the steps outlined at Section 2 above. If the proposal is not approved, the PG Group will provide a rationale for this decision.

8.3 In the case of a joint application to QQI for validation, one Provider within the group will take a lead in coordinating the development of the programme, its evaluation, approval and submission to QQI for joint validation, on behalf of the group. This provider will also liaise with the group at each stage to keep them informed of developments.

8.4 Once notice of validation is received from QQI, the local PC-CPD Officer will liaise with the local centre(s) to finalise the programme/module approval process.

8.5 In turn, the PC-CPD Officer will register the centre(s) for delivery of that programme/module via the QBS and communicate such decision to the QA Officer who will arrange for the programme/module to be made available to the centre(s)

9.0 Request to Deliver a Shared QQI Programme

9.1 Shared Validation describes a programme developed by a provider, validated by QQI for use by that provider and approved for sharing with other listed providers/provider types.

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9.2 In this instance, these providers or provider types must apply to QQI for validation in their own right, having had an opportunity to review/amend the programme to meet their specific needs, as required.

9.3 An LCETB centre planning to deliver a programme/module approved for sharing with LCETB, must complete and forward a 'Programme Request Proposal Form' to the PC-CPD Officer. The proposal will be considered at the next 'Programme Group' meeting. If the proposal is approved, the PC-CPD Officer will put in place the necessary arrangements for evaluation and validation.

10.0 Appeals

10.1 Where a centre does not agree with the decision of the '*Programme Group*', the centre can appeal same to the Education and Training Officer (ETO). Centres may also call for an appeal where there are unhappy with how the process has been handled.

10.2 To call for an appeal a letter outlining details of the why the appeal is being requested should be sent to the ETO.

10.3 The ETO will review all relevant materials and will either uphold or amend the decision of the '*Programme Group*'. The ETO's decision will be communicated to the centre.

11.0 The SOLAS National Programme Database

11.1 To allow centres schedule their courses on the SOLAS PLSS National Course Calendar all programmes and modules will need to be on the National Programme Database (NPDB), either in the national partition or the local LCETB partition.

- National partition - all programmes that were centrally devised up to December 2013 are locked down in the SOLAS partition. These are national programmes so therefore they cannot be modified by any particular ETB.
- Local partition - when an ETB develops a new programme for use, it is published on a secure local partition within the NPDB. Published programmes developed in one partition are not available to other partitions, except as read-only. Details of newly published programmes will be available in the course calendar system to facilitate course scheduling and certification requests in the RCCRS.

11.2 When making a programme approval request, applicants will be asked whether their request will require either/or a

- a) new programme to be created on the NPDB
- b) module added to either a national or local programme.

Applicants will need to check the NPDB for this information using the search facility (see SOLAS National Programme Database User Guide).

11.3 Where approval is granted for a programme that does not exist on the NPDB, the PC-CPD Officer through the LCETB PLSS Liaison Person will make a request to SOLAS to create an instance of that programme. SOLAS will inform us whether the programme will be set up at

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national level or whether it should be added to the local partition. Once we are informed of this decision the appropriate process will be put in place. Generally SOLAS will only create a new national NPDB programme where a request has been made by two or more ETBs.

- 11.4** Where approval is granted for additional modules to be added to a programme on the NPDB, the PC-CPD Officer through the LCETB PLSS Liaison Person will complete and submit the 'Inclusion of additional modules for existing awards in PLSS National Programme Database' (Appendix 13) form.
- 11.5** Where approval is granted for a locally devised module to be added on to a programme on the local partition of the NPDB, this will be managed by the PC-CPD Officer and/or QA Unit.
- 11.6** When a programme needs to be created on the local partition of the NPDB, this will be the responsibility of the PC-CPD Officer and/or QA Unit to co-ordinate. The PC-CPD Officer will create a new programme shell and applicants will be given temporary user rights to enter the programme content. Instructions for this are contained in the National Programme Database Use Guide. When the data entry process is complete programmes should be checked back in for review and publication by PC-CPD Officer/QA Unit.
- 11.7** Where a programme or module was approved prior to amalgamation and needs to be added to the NPDB national or local partition, the Manager or QA Co-ordinator should contact the PC-CPD Officer who will organise for the appropriate process to be put in place. As these programmes have prior approval through a local or national PAA the request can be made at any time. Evidence of approval may be required.

12.0 Notifying External Agencies and Awarding Bodies

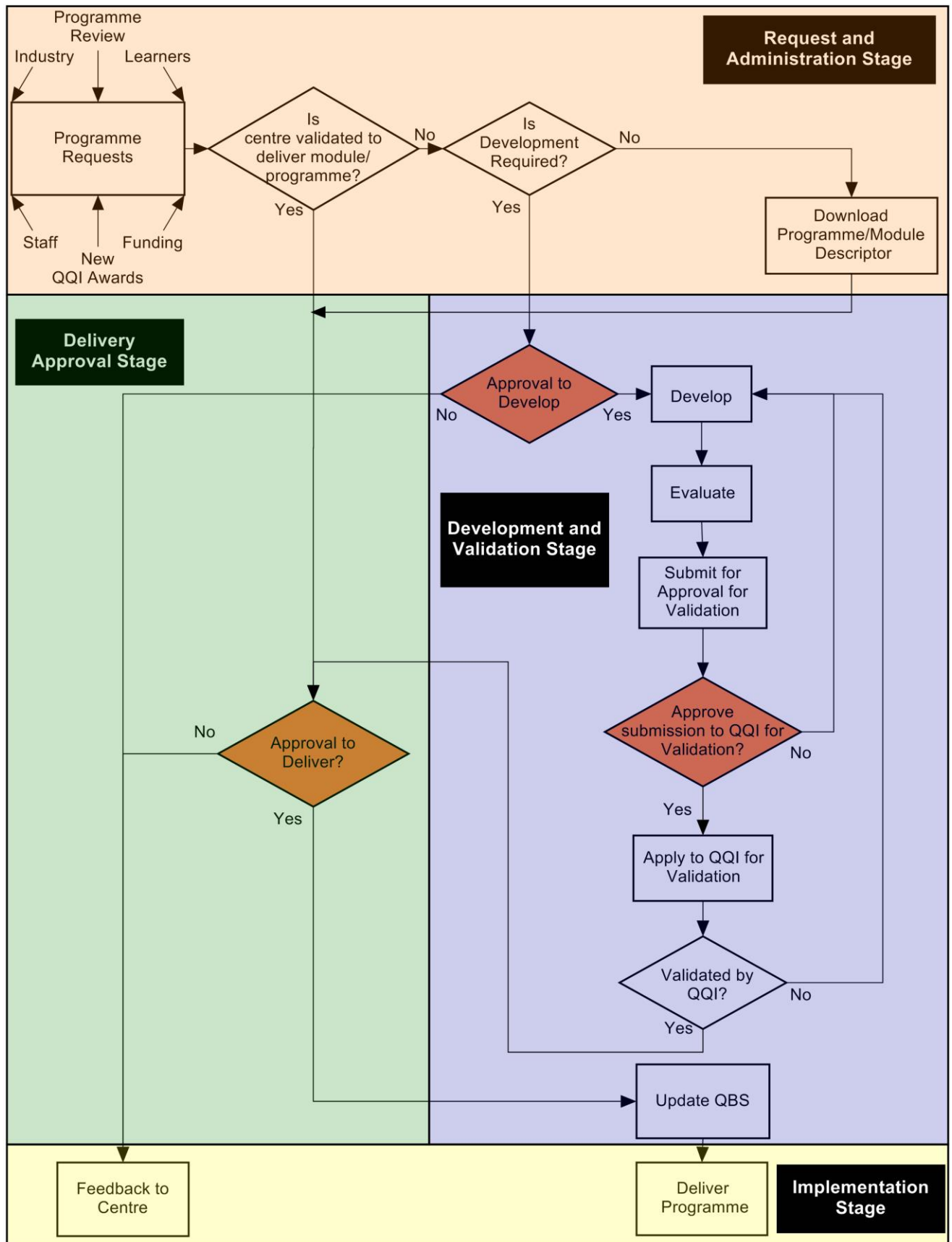
- 12.1** The programme approval process is often just a first step and requires that several external agencies be informed of new programmes or module additions for example QQI, City and Guilds, ITEC.
- 12.2** Where an application for a module to be added to a national programme has been approved, the PC-CPD Officer will inform QQI. This will be done on a bi-annual basis. LCETB will need to ensure that additions to programmes do not go over the 20% limit.
- 12.3** Where requests for City and Guilds and other programmes have been approved, centres will follow the next steps as set out in the QA agreement with the awarding body.

13.0 Transparency

- 13.1** In the interests of transparency all documentation, minutes, agendas etc. related to the Programme Delivery, Development and Validation Process can be made available upon request.

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13.2 Appendix 1: QQI Process Flowchart



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Appendix 2: LCETB Programme Request Proposal Form

1. Service/Centre Details					
Service/Centre Name					
Director/Manager/Principal					
Email					
Contact Person					
Email					
2. Programme Request Type <small>(tick as appropriate)</small>					
Request to develop and deliver					
This a request to develop and deliver	<i>a new programme leading to a major award</i>	<input type="checkbox"/>	<i>new programme module(s)</i>	<input type="checkbox"/>	
Type of programme	<i>shared programme</i>	<input type="checkbox"/>	<i>joint programme</i>	<input type="checkbox"/>	<i>for sole use</i>
Request to access and deliver validated programme/ additional programme modules					
This a request to access and deliver	<i>an already validated programme leading to a major award</i>	<input type="checkbox"/>	<i>new module(s) to be added to already validated programme within 20% limit)</i>	<input type="checkbox"/>	
<i>State the Centres where the proposed programme will be delivered.</i>					
Registered Centre Name			Registered Centre Code		
3. Details of Proposed Programme <small>(refer to QQI Guidelines for Preparing Programme Descriptors)</small>					
Programme Title					
Award Title					
Award Code					
Programme Profile					
Learner Profile					
Programme Objectives					
Entry Criteria					
Programme Duration					
Estimated Date of first Delivery					
Indicate the overall duration for the programme.					
Full or Part-time	<i>Full-time</i>	<input type="checkbox"/>	<i>Part-time</i>	<input type="checkbox"/>	
Hours per week	<i>Full Time</i>	<input type="checkbox"/>	<i>Part-time</i>	<input type="checkbox"/>	
Overall duration	<i>Years</i>	<input type="checkbox"/>	<i>Months</i>	<input type="checkbox"/>	
Additional Comments					
Delivery Mode <small>(Select one or more of the following)</small>					
Centre Based	<input type="checkbox"/>				
Blended Learning	<input type="checkbox"/>				
Workplace learning	<input type="checkbox"/>				
e-Learning	<input type="checkbox"/>				
Distance learning	<input type="checkbox"/>				
If other, please specify					
Delivery Methodologies <small>(Select one or more of the following)</small>					
Directed learning experiences (class/lecture)	<input type="checkbox"/>				
Group discussions/interactions	<input type="checkbox"/>				
Practical sessions/laboratories/studio	<input type="checkbox"/>				
Simulated work environment/experience	<input type="checkbox"/>				

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Tutorials/one to one				
Self-directed learning				
Field trips				
On the job/work based training				
e-Learning				
If other, please specify				
4. Proposed Programme Modules				
<p><i>Please list the components your centre intends to offer. Please ensure that the mix of components offered meets the requirements of the certificate set out in the award specification. Include only those components which will be fully achieved (all learning outcomes achieved) as part of the programme.</i></p>				
Component Code	Component Level	Component Title		
5. Rationale				
<p><i>Please provide an educational/business case or rationale for the Proposed Programme</i></p>				
6. Facilities and Resources Needed				
<p><i>Please confirm whether the proposed programme can be delivered within existing resources. If not, identify additional resources and allocations required, including estimated costs. If not, identify additional resources and allocations required, including estimated costs.</i></p>				
7. Special Validation Requirements				
<p><i>Centres by completing this application are agreeing to have the Special Validation requirements for the award in place. The PC-CPD Officer/QA Officer will follow up with centres to request evidence that all requirements are in place. Please list below the Special Validation requirements of the award. For each requirement please state whether it is currently in place or when you intend</i></p>				
Requirements	In place/Not in place	If not in place what is the timeline for organising?	Who is the person responsible?	
8. Staffing Requirements				
<p><i>Please confirm whether the Proposed Programme can be delivered within existing resources and allocations. If not, identify additional resources and allocations required, including estimated costs. Where a centre is requesting access to new programmes/modules outside the usual curriculum they may be asked for information about staff qualifications. Organising a pre-application support meeting with the QA Unit may also be recommended.</i></p>				
9. Proposed Programme Delivery/Development Team				
<p><i>Please name the subject specialists who will be part of the Programme Delivery/Development Team.</i></p>				
10. National/ Local Programme Database National Programme Database (NPDB) (new)				
Does this major award exist on the NPDB ?			Y	N
Does this module need to be added to the structure of a national programme on the NPDB?			Y	N
Is this a locally devised module that needs to be added to a local programme on the NPDB?			Y	N
SIGNED (Director/Manager/Principal)				
Date				

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Appendix 3 – Interim Programme Development Procedure

1.0 Programme Development Process

Programmes will be developed in accordance with the Programme Development, Delivery and Review Policy as detailed in LCETB's QA Agreements. Centres should follow the procedures laid out in the Quality Assurance agreement of the respective awarding body.

This section refers to the policies and associated procedures which are part of LCETB's Quality Assurance Agreements with QQI.

The programme development process has as a first step the development and approval of a Programme Request Proposal. The proposal establishes the educational/business case or rationale for the programme and enables LCETB to co-ordinate programme development across its provision.

Programme Proposals are submitted to the *Programme Group* (PG) within LCETB for approval, (Appendix 2). Once a proposal is approved, programme development work can commence.

The PC-CPD Officer and/or other delegated persons will take a lead in the programme development process in collaboration with QA Development Officer, centre managers and principals, QQI Co-ordinators, TSO's tutors/teachers/trainers, process co-ordinators and other stakeholders in the process.

This role may include completing the following tasks which support the programme development process; devising development and evaluation timelines, preparing development resources and guidelines, recruiting subject specialists for the Programme Development Team, organising and delivering training, supporting writers from first to final draft, working with process co-ordinators etc.

Programme Development may also be delegated to other bodies as appropriate such as the Further Education Support Service.

The *Programme Group* will oversee the programme evaluation and approval process.

2.0 Programme Descriptor (Specification)

The LCETB Programme Development Team will use the LCETB Programme Specification to present programme information. (To be developed).The specification includes information on a range of programme elements relevant to the national standards for the awards and in line with the criteria set by QQI. The Programme Specification will be presented to the PC-CPD Officer/PG Process Co-ordinator for evaluation.

3.0 Programme Evaluation Process

Once a programme is submitted for evaluation it is screened by the PC-CPD Officer/PG Process Co-ordinator in accordance with the criteria in LCETB QA. LCETB will also ensure that all programme details are measured against published criteria to ensure that the programme offers the learner the opportunity to achieve the standards for the awards to which they are designed to lead.

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Appendix 4 – Terms of Reference for LCETB Programme Group and Programme SubGroup

Group Name

Limerick and Clare Education and Training Board Further Education and Training (LCETB FET) Programme Group

Purpose

This group was set up to provide management oversight of LCETB FET centre submissions for programme delivery, development, evaluation and submissions for validation.

Scope

The group will review the following application types submitted from Centres via 'Programme Request Proposal Form' and screened by the PC-CPD Officer.

- access and deliver existing validated programmes for the first time
- access and deliver existing validated programmes where that programme has not been delivered in-centre for the past three years
- develop new programmes/modules for validation with a view to their delivery
- request to develop a shared programme
- request to participate in the development of a joint programme/module

Authority

In respect of applications made to the LCETB FET Programme Group, the group may

- Approve application
- Refuse application
- Request oral submission from applicant centre

In order to provide a fair and unbiased decision, the criteria for programme approval must be clearly defined and agreed. The programme group are tasked with devising these criteria on the occasion of the first meeting.

Membership

The membership of the group will comprise of a representation from the following groups. Actual membership to be decided at LCETB FET SMT meeting. Group will appoint a chair at initial meeting. Chair to be rotated on an annual basis.

- Adult Education Officer(s),
- PLC Representative
- Training Centre Manager(s)
- Contracted Training Manager
- PC-CPD Officer acting as Secretary
- QA Officer may be requested to attend meetings in an advisory capacity

Meeting arrangements

- Group will meet up to 6 times annually or where an urgent response is required.
- The Group may also be asked to meet following the recommendation of the Programme Subgroup
- Meetings will take place in LCETB FET offices, Cecil Street, Limerick.
- A quorum of 4 members must be available for meeting to take place.
- PC-CPD officer, acting as secretary to Programme Group will schedule meetings, communicate agendas and meeting minutes.

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Reporting

- PC-CPD officer will report meeting summaries to LCETB FET SMT.

Resources and budget

- LCETB FET boardroom will be available for the group meetings.
- Administrative support will be available to take minutes of meetings

Deliverables

Output of Programme Group will be one of a set of notifications in response to applications. Centres will be notified directly by PC-CPD Officer, with copies retained on SharePoint.

- Programme Delivery Request
 - Notification of Approval to Deliver
 - Notification of refusal to Deliver
- Programme Development
 - Notification of Approval to Develop
 - Notification of refusal to Develop
- Programme Approval for QQI Validation
 - Find that the recommendation of the Programme Evaluators is inconsistent with the evidence and refuse to approve the Programme
 - Find that the process has not been carried out in accordance with the agreed procedures and refuse to approve the Programme
 - Find that the recommendation of the Evaluators is not consistent with the evidence or process and request the carrying out of a new evaluation
 - Concur with the recommendation of the Programme Evaluators, approve the programme and make a recommendation to QQI to validate the programme.

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Group Name

LCETB FET Programme Subgroup.

Purpose

The purpose of this subgroup is when called upon to examine in more detail centres requests for Programme Approval. The subgroup can then make recommendations to the Programme Group to allow them come to a more informed decision.

Scope

The subgroup may request information and/or a meeting with a centre in the following instances:

- To investigate concerns that programme approval may contribute to oversupply /duplication
- Where concerns or objections to the programme have been raised by other centres
- Where the programme group feel there is insufficient detail in an application to allow a decision to be made

Authority

In respect of applications made to the LCETB FET Programme Subgroup may

- Recommend approval of an application to the wider Programme Group
- Recommend refusal of an application to the wider Programme Group
- All recommendations are to be considered at the next scheduled Programme Group meeting
- Where there is urgency around a decision a request for a meeting of the Programme Group can be made or alternatively decision making can be conducted through phone/email correspondence.

Membership

The Programme Subgroup will consist of

- PC-CPD Officer acting as Secretary
- Chair of the Programme Group
- Members of the Programme Group who have not raised concerns/ objections to requests
- QA Officer may be asked to attend meetings in an advisory capacity

Meeting arrangements

- The Subgroup will meet if any when necessary at the request of the Programme Group
- Meetings will take place in LCETB FET offices, Cecil Street, Limerick.
- A quorum of 4 members must be available for meeting to take place.
- PC-CPD officer, acting as secretary will schedule meetings, communicate agendas etc.

Reporting

- PC-CPD Officer will report meeting summaries to LCETB FET SMT.

Resources and budget

- LCETB FET boardroom will be available for the group meetings.
- Administrative support will be available to take minutes of meetings

Deliverables

Output of Programme Sub-Group will be

- Requests for Further Information/Meeting Requests
- Recommendations for approval/refusal to the Subgroup
- Request for Programme Group follow on meeting

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Appendix 5 Declaration of Programme Approval

LCETB (Limerick and Clare Education and Training Board) Declaration of Programme Approval

The programmes listed below have been submitted to the LCETB Programme Group. Each programme has been evaluated in accordance with the processes and criteria detailed in LCETB Programme Delivery Request, Development & Validation Policy.

As per its Terms of Reference, the LCETB Programme Group has reviewed the evaluation process as applied to these programmes so as to ensure its validity.

For each programme listed, the Group's decision to recommend this programme to QQI for validation is indicated.

Programme title	Awards	Decision
		Recommended for Validation
		Recommended for Validation
		Recommended for Validation

Signed:

Date

Chair of LCETB Programme Group

Programme Delivery, Development & Validation Policy

Appendix 6 Declaration of Programme Refusal

LCETB (Limerick and Clare Education and Training Board) Declaration of Programme Refusal

The programmes listed below have been submitted to the LCETB Programme Group. Each programme has been evaluated in accordance with the processes and criteria detailed in LCETB Programme Delivery Request, Development & Validation Policy.

As per its Terms of Reference, the LCETB Programme Group has reviewed the evaluation process as applied to these programmes so as to ensure its validity.

For each programme listed, the Group's decision to refuse to recommend this programme to FETAC for validation is indicated.

Programme title	Awards	Decision
		Not recommended for Validation
		Not recommended for Validation
		Not recommended for Validation

Signed:

Date

Chair of LCETB Programme Group

Programme Delivery, Development & Validation Policy

Appendix 7: Notification of Programme Delivery

LCETB Programme Delivery Approval Notification

To:
From:
Date:
Subject:

The LCETB Programme Group meeting of XXth XX XXX considered and approved the XXXXX requests to deliver the following Major Awards Award, as outlined in documentation submitted to the PG:

Programme Level Code and Title
Programme Level Code and Title
Programme Level Code and Title
Programme Level Code and Title

Programme delivery is approved subject to:

Programmes are approved subject to:

1. The centre continuing to have both the capacity and resources to provide the programme. Where either of these conditions fail to be met, programme approval will become void
2. Each programme and its modules being delivered as processed through Programme Group, as validated by QQI and within the context of the prevailing Quality Assurance Agreement with QQI.
3. Observance of all Certificate Requirements and Specific Validation Requirements, as published in the related Certificate Specification and Component Specifications on the QQI website.
4. Each programme and its modules being reviewed, in line with B5.9 Programme Review of the prevailing QA agreement with QQI. A module that is subject to substantial revision must be re-evaluated through the PG before delivery. Up to 20% of programme content can be changed, through the PG, including the addition of further programme modules, before the entire programme has to be re-evaluated.
5. Teaching staff and tutors having access only to current versions of all programme/module related documentation.

Signed:

Date

Chair of LCETB Programme Group

Programme Delivery, Development & Validation Policy

Appendix 8: Notification of Programme Development Approval

LCETB Programme Development Approval Notification

To:
From:
Date:
Subject:

The LCETB Programme Group meeting of XXth XX XXX considered and approved the XXXXX requests to develop the following Major Awards/Minor as outlined in documentation submitted to the PG:

Programme Level Code and Title
Programme Level Code and Title
Programme Level Code and Title
Programme Level Code and Title

PG approval subject to:

1. All Programmes and modules developed by XXX being evaluated through the PG and presented for approval to the PG pre submission to QQI for validation.

Signed:

Date

Chair of LCETB Programme Group

Programme Delivery, Development & Validation Policy

Appendix 9: Notification of Programme Delivery/Development Refusal

LCETB Programme Delivery/Development Refusal Notification

To:
From:
Date:
Subject:

The LCETB Programme Group meeting of XXth XX XXX considered the requests to deliver/develop the following Major Awards/Minor as outlined in documentation:

Programme Level Code and Title
Programme Level Code and Title
Programme Level Code and Title
Programme Level Code and Title

The programme group regretfully would like to inform you that your requests have been refused for the following reasons:

1. XXXXX
2. XXXXX
3. XXXXX

Signed:

Date

Chair of LCETB Programme Group

Programme Delivery, Development & Validation Policy

Appendix 10 Comment on Programme Approval Request

Comment on Programme Approval Request	
Service/Centre Details	
Service/Centre Name	
Director/Manager/Principal	
Email	
Contact Person	
Email	
Programme Details	
<i>Please list the programme approval requests you have concerns/objections around</i>	
Centre Name	Programme Name
Outline of Concerns/Objections including supporting information	
<i>Please outline your concerns/objections to the above Programme Approval Requests including an outline of any data/information you have gathered in support of your comments.</i>	
SIGNED (Director/Manager/Principal)	
Date	

Programme Delivery, Development & Validation Policy

Appendix 11 Programme Subgroup/Request for Further Information/Meeting Request

To:

From: LCETB Programme Group

Date:

Subject:

The LCETB Programme Group (PG) met XXXXX consider the following requests for programme approval from XXXXXX

1. XXXXXX
2. XXXXXX
3. XXXXXX

The Programme Group would like to inform you that some questions were raised which need to be addressed for the PG to be in a position to make an informed decision. The questions raised in relation to the above mentioned applications included:

1. XXXXX
2. XXXXX

(In order to progress the matter, **the Programme Group would like to invite XXXXX meeting of a PG subgroup**. The focus of the meeting would be to discuss in more detail the rationale to support the requests in the following areas.)

1. XXXXX
2. XXXXXX

(The Chairperson of the Programme Group may be in touch soon to arrange a meeting . Once the subgroup meeting has concluded, recommendations will then be presented to the next meeting of the Programme Group.)

Should you need any more information, please don't hesitate to contact XXXXXX

Signed:

Date

Programme Delivery, Development & Validation Policy

Appendix 12 Criteria For Evaluating Programme Delivery And Development Requests

The following are the criteria against which the Programme Committee will evaluate requests	
Headings	Criteria
Service Centre Details	Service Centre Details completed correctly
Programme Request Type	Completed in line with whether the centre is looking to <ul style="list-style-type: none"> • develop a new programme/module or access an existing award/programme/module
Proposed Programme Modules	Completed in line with the award structure set out in Programme Specification or Validated Programme Descriptor
Programme Details (Programme and Award Title and Code, Programme Profile, Learner Profile, Programme Objectives, Entry Criteria, Programme Duration, Duration, Delivery Modes and Methodologies)	Development: referred as appropriate to the QQI Programme/ Component Specifications for the award(s). Delivery of existing award/programme/module: centres refer to the validated QQI Programme Descriptor or
Rationale A strong educational/business case presented for the programme containing	<ul style="list-style-type: none"> • how the programme is meeting learner needs, national and/or local skills needs, an educational need in community etc. • data/evidence of how the programme fulfills national policy recommendations e.g. in terms of activation, active inclusion etc. • data/evidence of stakeholder engagement e.g. employer engagement in identifying local skills needs, engagement in programme development, review etc. • a consideration of whether a similar LCETB programme is on offer in close proximity and a clear justification presented to support new programme
Facilities and Resources Needed Programmes must show that they have the facilities and resources in place to deliver the programme	<ul style="list-style-type: none"> • reference to venue or facilities where the programme may take place • identification of additional resources needed along with estimated costs where appropriate
Special Validation Requirements: Centres by completing this application are agreeing to have the Special Validation requirements for the award in place. The PC-CPD Officer/QA Officer will follow up with centres to request evidence that all requirements are in place.	<ul style="list-style-type: none"> • list of each Special Validation requirement for the award • state whether the requirements are currently in place • where not in place intended date given • Name of the person responsible
Staffing Requirements All programmes must be delivered by appropriately qualified staff.	<ul style="list-style-type: none"> • Identification of any additional staff/allocations needed along with estimated cost
Proposed Programme Delivery/Development Team (Please list subject specialists who may be part of the Programme Development Team)	<ul style="list-style-type: none"> • List of Subject experts who will deliver/develop programmes • Identification of any additional programme writers needed along with estimated costs

Programme Delivery, Development & Validation Policy

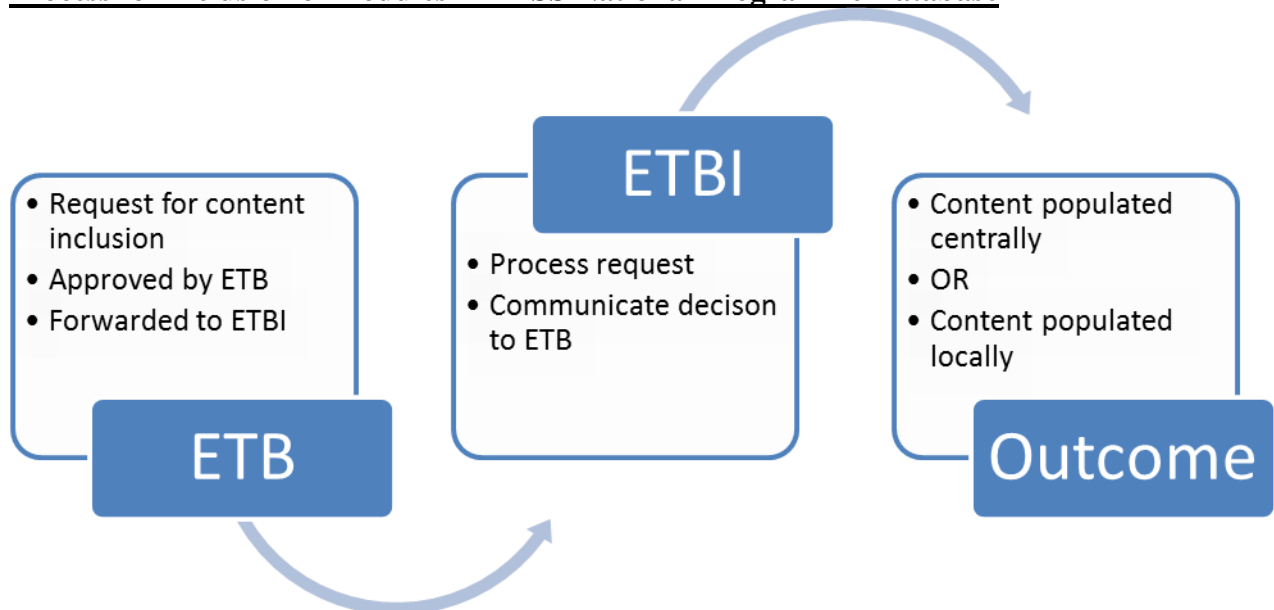
Appendix 13 :Inclusion of additional modules for existing awards in PLSS National Programme Database

All modules requested for inclusion must have undertaken the approval process within LCETB prior to requesting population of same to PLSS National Course Database. Proof of validation must be submitted with application. Modules being used in more than one ETB should be populated to the National PLSS Programme Database rather than several iterations in local ETB portals.

All FET centres within an ETB are requested to follow the following process in order to have additional modules included in the PLSS National Programme database.

1. Request for module inclusion in the PLSS National Programme database made to local ETB PLSS Liaison Person via the PC-CPD Officer.
 - a. Appendix 1 ETB Request for content inclusion the PLSS National Programme database
 - b. Appendix 2 List of ETB PLSS liaison persons.
2. Appendix 1 Request for content inclusion in the PLSS National Programme database will be completed by PC-CPD Officer and approved in ETB by Head of FET. This will be forwarded to ETBI PLSS Coordinator via the LCETB PLSS Liaison Person.
3. ETBI PLSS Coordinator confirms the programme to be either:
 - a. Populated to PLSS National Programme Database
 - b. Populated to PLSS Local ETB Programme Database portal
 - c. And provides documentary evidence from the relevant awarding body website to support the request for change. New award information must list overall award information and new award information (where applicable) for modules listed on programme.
4. ETBI PLSS Coordinator confirms decision to ETB PLSS liaison person and agreed follow up on same.

Process for inclusion of modules in PLSS National Programme Database



Programme Delivery, Development & Validation Policy

ETB Request for module inclusion the PLSS National Programme database

Name of ETB: _____ ETB Centre: _____

Request the following module be included in the PLSS National Programme database

Awarding body: _____

Code: _____

Title: _____

Is the above named module currently available in a local ETB PLSS National Programme database portal? Yes No

In the case of **Yes**; please indicate the code and ETB portal it is currently populated in:

Code:
ETB Portal:

Rationale for inclusion:

Signed: _____ **Position:** _____ **Date:** _____

ETB Approval

Signed: _____ Position: _____ Date: _____

Proof of validation enclosed: Yes No
Documentary evidence from relevant awarding body to support the request for change attached: Yes No

ETB Stamp:

ETBI Decision

Local portal

National Portal

Comments:

No

Signed: _____ Position: _____ Date: _____

Programme Delivery, Development & Validation Policy

Appendix 14

[Link to guide](#)

