



## Terms of Reference for MSLETB Programme Approval Committee

### **Group Name**

Mayo, Sligo and Leitrim ETB Further Education and Training (MSLETB FET) Programme Approval Committee

### **Purpose**

This group was set up to provide management oversight of MSLETB FET centre submissions for programme delivery, development, evaluation and submissions for validation. It will also provide oversight for the delivery and inclusion of new programmes and/or additional modules relating to existing validated programmes. All new programmes must be approved by PAC

### **Scope**

The PAC will review the following application types submitted from Centres via '*Programme Request Proposal Form*' and screened by relevant FET Leader.

- 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
- Request to develop new programmes/modules for validation with a view to their delivery
- request to develop/delivery a shared programme
- request to participate in the development of a joint collaborative programme/module
- Request to include additional modules onto existing validated programmes

### **Decision Making Authority**

The function of the PAC is to make a fair, impartial, consistent and reliable decision in respect of programme application that are presented to it on the approved templates. The outcome of this decision process is to:

- Approve application or
- Refer the application back to the applicant centre requesting further information and/or supporting documentation

The PAC will utilise majority decision making processes, with the Chair having a casting vote, if necessary.

## **Membership**

The membership of the group will comprise of a representation from the following groups. Actual membership to be decided at MSLETB FET SMT meeting.

- FET Director
- Adult Education Officers
- Area Training Manager
- QA Staff
- Training Standard Officers

FET Director will chair the PAC meetings. He/she may nominate another chair for meeting if necessary. Other FET programme representatives may be requested to attend meeting, if deemed necessary.

## **Meeting arrangements**

- The PAC will meet up to 3 times annually or where an urgent response is required.
- All members notified prior to meetings, a quorum of 4 members must be available for meeting to take place.
- PAC convener will schedule meetings, communicate agendas and meeting minutes.

## **Reporting**

- PAC meeting agenda and minutes will be maintained and available on request
- PAC meeting agenda and minutes will be noted at FET Leaders meetings

## **Programme Approval Process:**

The output of the PAC will be to:

1. Approve the delivery/development and/or approval to seek Programme validation from QQI or other awarding bodies or
2. Refer the application back to the applicant centre requesting further information and/or additional information.

## **The steps involved in this process are:**

1. FET Centre identifies the need to deliver/develop and/or seek approval to submit an application to QQI or other awarding bodies for validation. This need is justified with a clear rationale.
2. All new proposed programmes must be recommended by FET Leader prior to submission for approval to PAC
3. All new programmes must be approved by PAC
4. FET centre completes the necessary forms with supporting documentation, if necessary, and submit to Process Coordinator in advance of a PAC meeting (please refer to MSLETB's Interim Programme Delivery, Development and Validation Policies Handbook)
5. Process Coordinator reviews the application and seeks further information if necessary in order to ensure the PAC is presented with a complete application
6. PAC considers the application on merit and makes a decision which is communicated to the FET centre. The outcome will be communicated to FET centre by the Process Coordinator.

Date Agreed by PAC: 5<sup>th</sup> April 2017