etb

Bord Oideachais & Oiliúna
Mhaigh Eo, Shligigh & Liatroma
Mayo, Sligo & Leitrim
Education & Training Board

MAYO, SLIGO AND LEITRIM EDUCATION AND TRAINING BOARD

Interim Programme Delivery, Development & Validation Policy
Version 3
April 2017

MSLETB Programme Delivery Request, Development & Validation Policy

Mayo, Sligo and Leitrim ETB (MSLETB) is committed to providing quality assured programmes for learners in its various FET centres. This policy has been devised to ensure that MSLETB has a robust governance process in place to deal with programme delivery, development and validation requests.

This policy relates primarily to requests from Mayo, Sligo & Leitrim ETB 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 Approval Committee 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 MSLETB wide programme planning and safeguard against contributing to an oversupply/duplication of programmes unless there is a clear rationale for doing so.

1.1 **Quality Assurance**

1.2 MSLETB 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.

1.3 This policy outlines the process for approving programmes in MSLETB for all awarding bodies and should be read in conjunction with any Quality Assurance Agreements or Guidelines from the individual awarding body.

Programme Delivery, Development & Validation Policy Version 3

New Programme Delivery/Development Request

- An MSLETB centre must submit the relevant *'Programme Proposal Form'* for approval to the MSLETB *Programme Approval Committee* 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

- 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 fulfills 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 MSLETB, centres when making applications are also advised to consider whether programmes are already available to their target group within the immediate catchment area.

- Proposals can be submitted to the *Programme Approval Committee* who will meet up to four times annually or at shorter notice where an immediate need arises.

- In advance of an application being prepared the Process Co-ordinator will confirm whether or not the programme/module is available and validated or whether development is required.

- Initially, the Process Co-ordinator will screen proposals and assess whether it contains all the required information.

- The Process Co-ordinator will call a meeting of the *'Programme Approval Committee'* who will determine whether or not the centre is approved to deliver and/or develop the proposed programme/component centre.

- The Process Co-ordinator will circulate a draft agenda and related documentation to members of the *'Programme Approval Committee'* at least a week in advance of the meeting. In certain circumstances, the *'Programme Approval Committee'* may ask the centre(s) to provide an oral submission to support its request.

- Where the programme/module is available and validated and the *'Programme Approval Committee'* approves the delivery request, the Process Co-ordinator will communicate the decision to the centre(s).

- In turn, the Process Co-ordinator will communicate the decision to the centre and 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.

- Where the *'Programme Approval Committee'* does not approve the delivery or development of a programme/module, the Process Co-ordinator will communicate the decision to the centre outlining the rationale for same.

- Where further information is needed by the Programme Approval Committee to make a decision an RFI (Request for Further Information) and/or a meeting may be requested by the Programme Subgroup. Membership of the Programme Subgroup will comprise of representation from the following groups:

  - Adult Education Officer (s)
  - PLC Representative and or relevant Scheme Representative
  - Training Centre Manager(s)
  - Quality Assurance Representative may be requested to attend in an advisory capacity

3.1   Request for Further Information and the Programme Subgroup

3.2   Where it has not been possible for the Programme Approval Committee to make a decision regarding an application a Programme Subgoup 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

3.3   The Programme Subgroup will issue a Request for Further Information (RFI) and where necessary a meeting request. The RFI will outline the areas where the more information is required.

3.4   Following receipt of information and/or a meeting, the Programme Subgroup will then make a recommendation to the Programme Approval Committee around approval/refusal of programme(s). This will be considered at the next scheduled Programme Approval Committee Meeting.

3.5   Where the Programme Approval Committee reaches consensus a recommendation for approval/refusal will be made and notifications issued.

3.6   Where the Programme Approval Committee does not reach consensus the matter will be escalated up to the the CE/EO for decision.

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4.1 **Access to Award Documentation**

4.2 The Programme Approval Committee 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.

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

5.1 **QQI Programme Development, Evaluation and Approval** *(refer to Process Flowchart)*

5.2 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 Process Co-ordinator, in liaison with the EO/AEO and the proposing centre Manager will devise a programme development and evaluation plan for each approved development request.

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

5.4 The 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 MSLETB's *'Programme Evaluators' Handbook'*.

5.6 When the evaluation process is complete, the Process Co-ordinator presents the programme information to the Programme Approval Committee for discussion and decision.

5.7 Additional information as follows will also be available if required for examination by the Programme Approval Committee
- Programme Specification
- Evaluation Forms
- Requests for Further Information, if relevant

5.8 The Programme Approval Committee 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.

5.9 Having examined the evidence, the Programme Approval Committee 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 Process Co-ordinator will record the findings of the Programme Approval Committee in respect of each programme reviewed using the Programme Approval Decision Form. The Process Co-ordinator will arrange for this form to be signed by the chair of the Programme Approval Committee as a declaration of approval.

5.11 The minutes of the meeting will record the Programme Approval Committee decision in respect of each of the programmes.

5.12 A recommendation for approval by the evaluators will normally result in the Process Co-ordinator making a request to QQI to validate the programme. Otherwise, the Process Co-ordinator will communicate the outcome to the relevant centre(s).

5.13 Once validation is received from QQI, the Process Co-ordinator 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.

6.1 <u>**Access to QQI Programmes/Modules**</u>

6.2 In turn, the Process Co-ordinator 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)

6.3 Where QQI provides validation for a programme/module, the Process Co-ordinator will place a 'Cover Sheet' on the programme/module. Only programme/modules with the official MSLETB cover sheet are deemed validated and ready for delivery.

6.4 The Process Co-ordinator 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 centre(s).

6.5 The Process Co-ordinator will upload the approved programme/module to a sub-site entitled 'MSLETB Validated QQI Programmes' on Office365 .

6.6   The Process Co-ordinator will advise relevant centre Co-ordinators of this.

6.7   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.

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

7.1   **QQI Programme/Module Review**

7.2   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'.

7.3   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 MSLETB FET Division e.g. making amendments to descriptors.

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

8.2   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.

8.3   A centre, on behalf of MSLETB 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 Process Co-ordinator, as per the steps outlined at Section 2 above. If the proposal is not approved, the PAC will provide a rationale for this decision.

8.4   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.

8.5   Once notice of validation is received from QQI, the local Process Co-ordinator will liaise with the local centre(s) to finalise the programme/module approval process.

8.6   In turn, the Process Co-ordinator will register the centre(s) for delivery of that programme/module via the QBS and arrange for the programme/module to be made available to the centre(s)

9.1   **Request to Deliver a Shared QQI Programme**

9.2   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.

9.3   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.

9.4   An MSLETB centre planning to deliver a programme/module approved for sharing with MSLETB, must complete and forward a 'Programme Request Proposal Form' to the Process Co-ordinator. The proposal will be considered at the next 'Programme Approval Committee' meeting. If the proposal is approved, the Process Co-ordinator will put in place the necessary arrangements for evaluation and validation.

10.1   <u>**Appeals**</u>

10.2   Where a centre does not agree with the decision of the *'Programme Approval Committee'*, the centre can appeal same to the EO/AEO/TC Manager. Centres may also call for an appeal where there are unhappy with how the process has been handled.

10.3   To call for an appeal a letter outlining details of the why the appeal is being requested should be sent to the EO/AEO/TC Manager.

10.4   The EO/AEO/TC Manager will review all relevant materials and will either uphold or amend the decision of the 'Programme Approval Committee'. The EO/AEO/TC Manager decision will be communicated to the centre.

11.1   <u>**Transparency**</u>

11.2   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.

Appendix 1 - QQI Process Flowchart
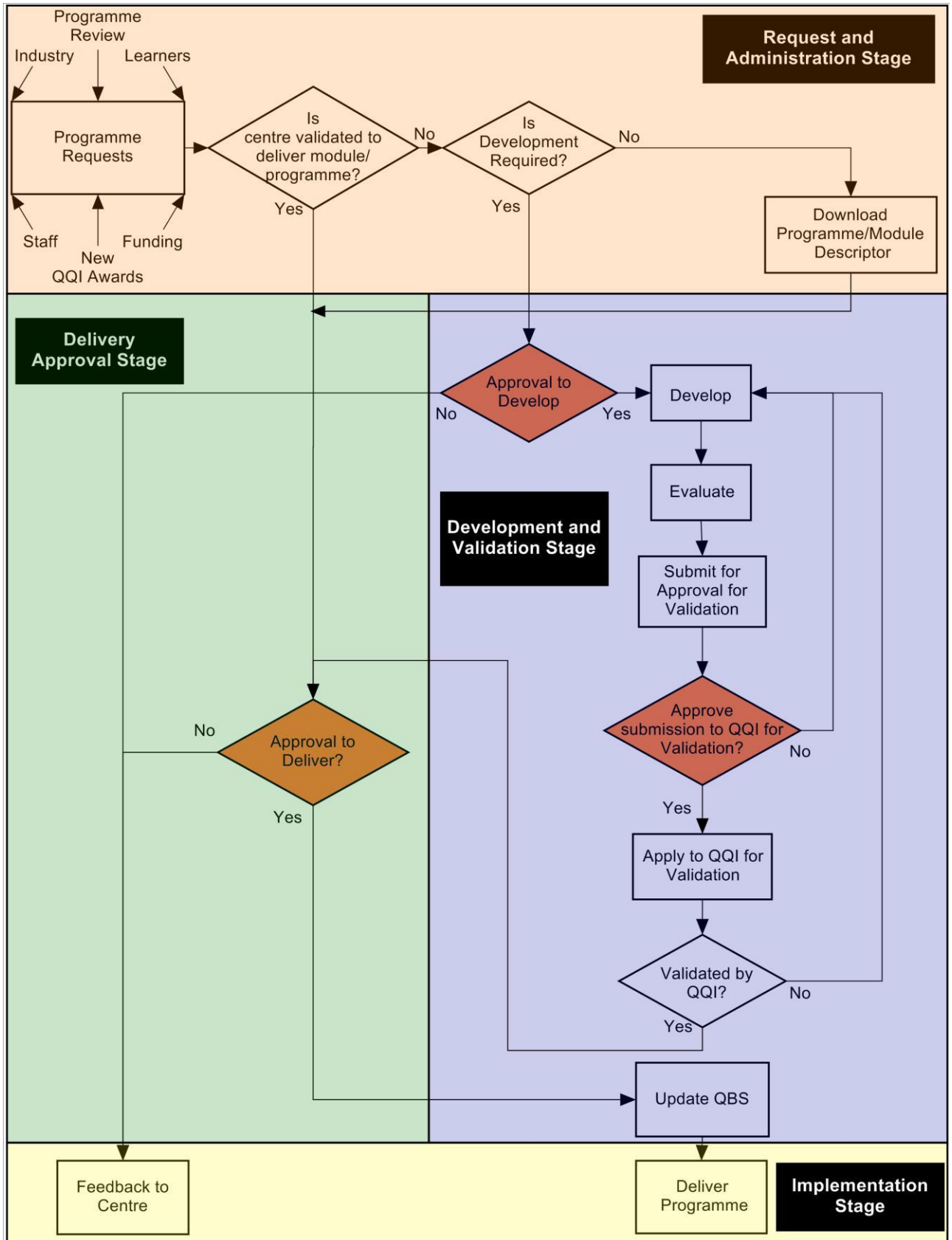
Appendix 2 – Interim Programme Development Procedure

1.0   Programme Development Process

Programmes will be developed in accordance with the Programme Development, Delivery and Review Policy as detailed in MSLETB'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 MSLETB'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 MSLETB to co-ordinate programme development across its provision.

Programme Proposals are submitted to the *Programme Approval Committee* (PAC) within MSLETB for approval. Once a proposal is approved, programme development work can commence.

The Process Co-ordinator and/or other delegated persons will take a lead in the programme development process in collaboration with the QA 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 Approval Committee* will oversee the programme evaluation and approval process.

2.0   Programme Descriptor (Specification)

The MSLETB Programme Development Team will use the MSLETB 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 Process Co-ordinator for evaluation.

3.1   Programme Evaluation Process

Once a programme is submitted for evaluation it is screened by the Process Co-ordinator in accordance with the criteria in MSLETB QA. MSLETB 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.

Appendix 3 – Terms of Reference for MSLETB Programme Approval Committee (updated and amended 4th April 2017

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.

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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: 4th April 2017

Appendix 4 - Declaration of Programme Approval

MSLETB (Mayo, Sligo and Leitrim ETB) Declaration of Programme Approval

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

As per its Terms of Reference, the MSLETB Programme Approval Committee 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 MSLETB Programme Approval Committee

Appendix 5 - Declaration of Programme Refusal

MSLETB Declaration of Programme Refusal

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

As per its Terms of Reference, the MSLETB Programme Approval Committee 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 QQI for validation is indicated.

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

Signed: Date

Chair of MSLETB Programme Approval Committee

Appendix 6 - Notification of Programme Delivery

MSLETB Programme Delivery Approval Notification

To:
From:
Date:
Subject:

The MSLETB Programme Approval Committee meeting of XXth XX XXX considered and approved the XXXXX requests to deliver the following Major Awards Award, as outlined in documentation submitted.

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 Approval Committee, 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 before delivery. Up to 20% of programme content can be changed; 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.

Appendix 7 - Notification of Programme Development Approval

MSLETB Programme Development Approval Notification

To:
From:
Date:
Subject:

The MSLETB Programme Approval Committee meeting of XXth XX XXX considered and approved the XXXXX requests to develop the following Major Awards/Minor as outlined in documentation submitted.

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

Programme approval subject to:
1.	All Programmes and modules developed by XXX being evaluated and presented for approval pre submission to QQI for validation.

Signed: Date

Chair of MSLETB Programme Approval Committee

Appendix 8 - Notification of Programme Delivery/Development Refusal

MSLETB Programme Delivery/Development Refusal Notification

To:
From:
Date:
Subject:

The MSLETB Programme Approval Committee 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 Approval Committee 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 MSLETB Programme Approval Committee

Appendix 9 –

Programme Approval Committee Request for Further Information/Meeting Request

To:
From: MSLETB Programme Approval Committee
Date:
Subject:

The MSLETB Programme Approval Committee (PAC) met XXXXX consider the following requests for programme approval from XXXXXX

1. XXXXXX
2. XXXXXX
3. XXXXXX

The Programme Approval Committee would like to inform you that some questions were raised which need to be addressed 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 Approval Committee would like to invite XXXXX to a Programme Subgroup Meeting. 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

Once the subgroup meeting has concluded, recommendations will then be presented to the next meeting of the Programme Approval Committee.

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

Signed:Date

Appendix 10 - Criteria For Evaluating Programme Delivery And Development Requests

Headings	Criteria
The following are the criteria against which the Programme Committee will evaluate requests	
Service Centre Details	Service Centre Details completed correctly
Programme Request Type	Completed in line with whether the centre is looking to • 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	• 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 MSLETB 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 and in particular that they can meet any special validation requirements. This section will contain	• reference to venue or facilities where the programme may take place • reference to the special validation requirements f and sign they can be met- • identification of additional resources needed along with estimated costs where appropriate
Staffing Requirements All programmes must be delivered by appropriately qualified staff.	• List of subject experts intended to deliver the programmes • Identification of any additional staff/allocations needed along with estimated cost
Proposed Programme Development Team (Please list subject specialists who may be part of the Programme Development Team)	• List of Subject experts who will develop programmes Identification of any additional programme writers needed along with estimated costs

Form A

Appendix 11

PROPOSAL FOR OFFERING A PROGRAMME IN A SPECIFIC CENTRE/COLLEGE WITHIN MSLETB

This form should be used when a centre/college wishes to request permission, from MSLETB, to offer a programme that MSLETB is already validated to offer in other locations OR a programme that MSLETB is not currently validated to offer.

Section 1: To be completed by the Proposer

Centre/College Information

Centre/College Name	
Name of Contact Person	
Phone Number	
E-mail address	

Identification of Major/Special Purpose award

Title and Code of Major/Special Purpose/Supplemental Award in which named centre/college wishes to offer certification	Title:
	Code:
Title and Code of related Components/Minor Awards that may be offered as part of the overall Major/Special Purpose/Supplemental Award	Component 1:
	Component 2:
	Component 3:
	Component 4:
	Component 5:
	Component 6:
	Component 7:
	Component 8:
	Please insert additional lines for components over 8

Rationale for wishing to offer a programme leading to named award(s)

Please outline the reasons for proposing the delivery of a programme leading to the award(s) listed. Include any information on research you have undertaken to support your proposal. Include also reference to national/regional/local studies indicating a lack of current provision of programmes leading to the type of award(s) listed. Also include any consultation or engagement with relevant stakeholders, including industry representatives

Capacity of named centre/college to deliver the programme – please indicate how the following will be planned for/managed in the named centre/college

Recruitment of Target Learner Group		
Learner Selection Process (including entry criteria)		
Specific Validation Requirements		
Staffing Requirements (including staff qualifications/expertise)		
Equipment/Facility/Resource Requirements		
Duration of Programme in hours		
Provision	Full-time ☐	Part-time ☐
Delivery Mode		
Notes (as applicable):		

Section 2: To be completed by the Process Co-ordinator

	Yes ☐	No☐
A programme leading to the award(s) is developed as part of the ETBI shared programme development process	Yes ☐	No☐
	If No, then a proposal to develop a new programme should be made	
MSLETB is currently validated to offer the programme leading to the award(s) listed, in other locations in the ETB	Yes ☐	No☐
MSLETB is currently offering certification in the award(s) listed, in the following location(s)		
Notes (as applicable):		

Section 3: To be completed by the Programme Approval Committee

	Yes ☐	No☐
MSLETB has assured itself of the capacity of centre/college to offer a programme leading to named award(s)	Yes ☐	No☐
MSLETB has assured itself that by offering a	Yes ☐	No☐

programme leading to named award(s), there will be no negative impact on other MSLETB centres/colleges		
An application for validation for a programme leading to named award(s) will be made to QQI, specifying named centre/college OR MSLETB will add, via the QBS, named centre/college to the list of locations in MSLETB where named programme can be offered	Yes ☐ Yes ☐	No☐ No☐
Notes (as applicable):		

Signed: **Date:**

_____   _____

On behalf of the MSLETB Programme Approval Committee

Appendix 12   *Form B*

PROPOSAL FOR THE DEVELOPMENT OF A NEW PROGRAMME/PROGRAMME MODULE

This form should be used when a centre/college wishes to request that MSLETB undertakes the development of a programme leading to a QQI major/special purpose/supplemental award and/or the development of a programme module leading to a minor award.

Section 1: To be completed by the Proposer

Centre/College Information

Centre/College Name	
Name of Contact Person	
Phone Number	
E-mail address	

Identification of awards for which programme/programme module will be developed

Will the programme developed lead to a major/special purpose/supplemental award**?**	Yes ☐	No☐
	If yes, please indicate the title and code of the award	
	List any specific validation requirements associated with offering certification in this award	
Will the programme module developed lead to minor award(s)?	Yes ☐	No☐
	If yes, please indicate the title and code of the minor award(s)	
	List any specific validation requirements associated with offering certification in the award(s)	
There is expertise and a willingness within this centre/college to participate in the development of this programme/programme module(s)	Yes ☐	No☐

Rationale

Please outline the reasons for proposing the development of a programme/programme module leading to the award(s) listed. Include any information on research you have undertaken to

support your proposal. Include reference to national/regional/local studies indicating a lack of current provision of programmes leading to the type of award(s) listed. Also include any consultation or engagement with interested stakeholders, including industry representatives

Section 2: To be completed by the Process Co-ordinator

A programme/programme module leading to the award(s) is developed as part of the ETBI shared programme development process	Yes ☐	No☐
A programme/programme module leading to the award(s) is developed by another ETB, outside the ETBI programme development process, that can be made available	Yes ☐	No☐
MSLETB has the means to meet the specific validation requirements associated with offering certification in the award(s)	Yes ☐	No☐
MSLETB has the resources required to be able to develop a programme/programme module leading to the award(s)	Yes ☐	No☐
Notes (as applicable):		

Section 3: To be completed by the Programme Approval Committee

MSLETB will undertake the development of a programme/programme module leading to the award(s) as listed in section 1 of this proposal	Yes ☐	No☐
Notes (as applicable):		

Signed: **Date:**

_____   _____
On behalf of MSLETB Programme Approval Committee

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Appendix 13   *Form C*

PROPOSAL FOR THE REVIEW OF A PROGRAMME/PROGAMME MODULE

This form should be used when a centre/college wishes to request that, through MSLETB, a specific programme and/or programme module is reviewed. This review may lead to MSLETB agreeing to make changes to the programme/and or programme module.

Section 1: To be completed by the Proposer
Centre/College Information

Centre/College Name	
Name of Contact Person	
Phone Number	
E-mail address	

Programme and Award Information

Title of programme/programme module to be reviewed	
Title and Code of award that programme/programme module leads to	

Rationale

Please outline the reasons for requesting the review of this programme, for example, the subject matter is outdated, industry requirements have changed, there are errors/inconsistencies present, you wish to offer an alternative approach to delivery/assessment, etc.

Other Information

There is expertise and a willingness within this centre/college to participate in the review of this programme/programme module	Yes ☐	No☐
Please indicate whether it is expected that the review of this programme/programme module will result in a change to more than 20% of the overall content of the programme/programme module	Yes ☐	No☐
Notes (as applicable):		

Section 2: To be completed by the Process Co-ordinator

MSLETB has the resources required to review the programme/programme module	Yes ☐	No☐
Name of Person proposed to lead the review of the programme/programme module		
Notes (as applicable):		

Section 3: To be completed by the Programme Approval Committee

MSLETB will undertake the review of the programme/programme module	Yes ☐	No☐
Notes (as applicable):		

Signed: **Date:**

_____   **_____**

On behalf of the MSLETB Programme Approval Committee

Appendix 14   *Form D*

PROPOSAL TO ADD ADDITIONAL COMPONENT TO AN ALREADY VALIDATED PROGRAMME

This form should be used when a centre/college wishes to request that MSLETB adds a component(s) to an already validated programme and will constitute a change of less than 20% of the overall programme.

Section 1: To be completed by the Proposer

Centre/College Information

Centre/College Name	
Name of Contact Person	
Phone Number	
E-mail address	

Programme and Award Information

Title of existing validated programme	
Title and Code of Major Award that existing programme leads	
Title and Code of component (minor) award to be added to existing programme	

Rationale

Please outline the reasons for requesting the addition of the programme module

Signed: _____   Date: _____
Principal/Deputy Principal/

Section 2: To be completed by the MSLETB Process Co-ordinator

Programme Code of existing validated programme	PG	
Programme module available as part of the ETBI shared programme development process	Yes ☐	No☐
	If no, a proposal to develop a new programme module should be made	
% change to original validated programme if this programme module is added		
Requirement to inform QQI of the addition	Yes ☐	No☐
Notes (as applicable):		

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Section 3: To be completed by the MSLETB Programme Approval Committee

MSLETB approves the addition of a programme module leading to the component listed at section 1 above	**Yes ☐**		**No☐**
QQI will be informed of the change to the programme	**Yes ☐**	**No☐**	**N/A ☐**
Notes (as applicable):			

Signed: **Date:**

_____   **_____**

On behalf of the MSLETB Programme Approval Committee