

Procedure 1 Programme Design, Development and Approval	
Associated Policy	CG 3. Programmes of Education and Training
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Purpose
To set out a clear step-by-step a procedure for the design, development and approval of new programmes which will assist programme design teams.

Scope
All new programmes.

Steps for Implementation - shown in graphic form below
<ol style="list-style-type: none"> 1. The first step for any proposed new programme is to carry out a thorough needs identification exercise. 2. Following needs identification, the proposer completes a detailed <u>Programme Proposal Form</u>. 3. The proposer submits the completed form to the Operations Director who assesses the viability of the programme and our capacity to develop and deliver the programme with the Senior Management Team. 4. If the Operations Director considers that the proposal is viable, s/he presents it to the Education Board, who considers the proposal. 5. The Education Board may a) make a recommendation to the Board of Trustees to approve the proposal, b) identify further research needed and refer it back to the Operations Director or c) reject the proposal giving their reasons. 6. The Board of Trustees considers the recommendation from the Education Board. If it approves the proposal, the Board of Trustees: <ul style="list-style-type: none"> • Ensures that adequate resources and a budget are available for programme development • Recommends a timeframe for the development and design of the programme and authorises the Operations Director to appoint a Programme Design Team, in accordance with the <u>Programme Design Team Terms of Reference</u>, with a Lead Tutor. 7. The Programme Design Team develops and designs the programme following the procedures set out in its <u>Terms of Reference</u> and in line with the obligations arising from relevant QQI QA guidelines, including blended learning guidelines, and QQI's Policies and Criteria for Validation of Programmes (if applicable). 8. If the programme is being designed to lead to an award on the National Framework of Qualifications, the Programme Design Team ensures that the programme is consistent with the relevant QQI award standard and is in line with QQI validation processes. 9. The Programme Design Team is careful to ensure that they are referencing and using the

most correct QQI validation-related guidelines and templates.

10. We use the QQI application templates which help us to present our applications and programmes consistently and systematically, and we take care to ensure that all the criteria are addressed and all template sections are complete.
11. When the design process is complete, the Lead Tutor draws up a Programme Descriptor using the agreed Programme Descriptor Template and presents it to the Education Board. The Education Board may suggest edits, changes or amendments before approval is granted or may request further information/clarification or raise queries. If so, these are addressed by the Programme Design Team, and the Lead Tutor makes the changes to the Programme Descriptor.
12. Once the Education Board approves the new programme and Programme Descriptor the Chair signs off the programme for either delivery (self-accredited programmes) or submission to QQI, using the Programme Validation and Revalidation Procedure.

Reference Documents

QQI Policies and Criteria for Validation of Programmes 2016
Guide to Writing Learning Outcomes (DIT)

Supporting Documents

Programme Proposal Form
Application for Validation (QQI)
Programme Descriptor Template
Programme Design Team Terms of Reference

The steps of the Procedure are shown in graphic form below

