

Terms of Reference	Programme Design Team
Associated policies	Section 3 Programmes of Education & Training
Approved by	Board of Trustees
Version number and approval date	V2 January 2022
Document owner	Education Coordinator
Review date	+1 year

Role
Design and development of a new programme; preparation of an application for validation (if applicable).

Membership and tenure
<p>The Operations Director assigns members to the Programme Design Team. The term of office is determined by the process. One person is designated as the Lead Tutor.</p> <p>Members:</p> <ul style="list-style-type: none"> • Subject matter expert(s) - appropriately qualified and experienced in further education and training with a background in pedagogy • Education Coordinator • An industry/sector representative <p>There will also be input from an external QA advisor/programme specialist and from an eLearning advisor if it is a blended learning programme.</p>

Responsibilities

- Designs the curriculum and the teaching, learning and assessment strategy for the proposed programme to meet the needs of the learner profile
- Develops the programme handbook, lesson plans and resource materials
- Develops blended learning materials and media with a view to supporting effective teaching, learning and assessment
- Designs the assessment methods, structure and schedule
- Considers the needs of learners with specific needs and designs programme structures and materials which are user-friendly and accessible to all learners insofar as this is practicable
- Draws up a Risk Assessment covering the risks to the health, safety and welfare of learners and tutors
- Engages with internal and external expertise and key stakeholders including employers as required throughout the process of development to get their input into the programme
- Ensures that design for a programme intended to lead to a QQI award is based on:
 - QQI Policies and Criteria for Validation of Programmes 2016
 - The published award specification (if a CAS award)
 - The requirements of programme validation
- Researches options for transfer and progression arrangements that can be made with other providers to give learners the opportunity to transfer or progress to other programmes should they wish to do so, either immediately or at a later stage
- Draws up admission requirements, with recommendations for Recognition of Prior Learning for applicants that do not meet the entry requirements
- If appropriate, draws up Guidelines for Exemptions under Recognition of Prior Learning for learners with prior learning/qualification on similar programmes
- Draws up the Programme Descriptor and presents it to the Education Board for approval

Prepares an application for validation to the awarding body (if applicable) and submits it to QQI after the Education Board has approved the programme and the application has been approved and signed by the Operations Director. See [Programme Validation and Revalidation Procedure](#).

Administrative support

The Education Coordinator provides administrative support which includes:

- Coordinating and convening meetings
- Recording and issuing minutes
- Preparation of supporting documents

Supporting documents

Programme Design, Development and Approval Procedure
 Programme Descriptor Template
 Programme Validation and Revalidation Procedure

Report Schedule

Report/document title	Submitted to	Frequency	Presented by
Programme Descriptor for a new programme	Education Board	On completion of programme proposal	Lead Tutor