**P1 Form: Request to Modify an Existing Programme or Modify an Existing Programme Module**

PLEASE COMPLETE FORM DIGITALLY

1st cycle to submit applications opens; - 20th September and closes 09th October, 2016 send applications by email to: [ann.dunne@cdu.cdetb.ie](mailto:ann.dunne@cdu.cdetb.ie)

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| **Form to be Completed when Requesting to Modify a CDETB Programme or Programme Module Descriptor**  - ie: - 1) adding a module to a programme, or 2) amending / updating a programme or programme module. |

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| **1. Centre Details** |  |
| * Centre Name * Principal/Head of Centre * Email address |  |
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| * Application Contact |  |
| * Name |  |
| * Email address |  |

| COMPLETE RELEVANT SECTIONS ONLY | CONTACT THE FETD UNIT FOR SUPPORT AND ASSISTANCE IF REQUIRED |

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| **2. Request to Modify a CDETB Programme Descriptor – Adding Programme Modules**| | | | | | | |
| 2a. Details of Proposed Programme Module(s) to be added | | | | | | |
| **Major Award Title and Code CDETB** Programme Leads to |  | | | | **Code** |  |
| **CDETB** Programme Title  (*If different from above only)* |  | | | | | |
| * LIST MINOR AWARDS TO BE ADDED TO ABOVE MAJOR AWARD | | | | | | |
| Minor Award Title and Code |  | | | | **Code** |  |
| Is the programme module/s listed on [www.curriculum.ie](http://www.curriculum.ie)? | | YES |  | NO |  |  |
| If it is not available, is it available on [www.fess.ie](http://www.fess.ie) ? | |  | | | | |
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| 2b**.** Special Requirements for Additional Programme Modules*(See Programme Module Descriptor)*  – Facilities, resources including qualified staff and prior approval from any relevant governing body e.g. FAI, IWS. | | | |
| *The CDETB may follow up with centres to request evidence that all requirements are in place. Please list below the SRs of the award. For each requirement please insert into applicable column - whether it is currently in place or not and if so when you intend it to be in place.* | | | |
| Programme Module Title | In place | Not in place | **If not in place state when the requirements will be met** *(this must be prior to delivery if approved)* |
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| 2c. Rationale for request to modify an existing programme by adding programme modules |
| *Please provide an educational/industry/regional rationale for the programme modification – documentation could be included* |
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| 2d. Training Needs |
| *Please set out any training requirements for delivery of the new modules if approved* |
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| **3. Request to Modify a Programme Module – Amending or updating** | | | |
| 3a. Details of Proposed Modification to Programme or Programme Module | | | |
| *If the required modification is contained in the QQI component specification; - it cannot be changed by the CDETB. The changes can only occur to the sections written and validated for CDETB. The modification must not change the programme module by more than 20%. Crosschecking should occur before submitting changes to programme..* | | | |
| **QQI** Minor Award Title and Code | |  | |
| **CDETB** Programme Module Title  - (*If different from above)* | |  | |
| **CDETB** Centre Consultation and/or Collaboration *List other centres which have been consulted or collaborated with on proposed changes*  [Mandatory Field] | |  | |
| **Modifications Proposed:** Only the sections of the programme module descriptor listed below can be modified. Within these sections please include the parts to which modifications are proposed only**.** | | | |
| **Module Section** | **Current Wording** | | **Modification Proposed** |
| **7.** Aim of the Programme Module |  | |  |
| **8**. Objectives of the Programme Module |  | |  |
| **10.** Indicative Content |  | |  |
| **11b**. Mapping of Assessment |  | |  |
| **11c**. Guidelines for Assessment Activities |  | |  |
| * **Marking sheets,** industry assessment criteria |  | |  |

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| 3b. Rationale for request to modify an existing programme module |
| Please provide an educational/industry/ regional rationale for the proposed programme module modification *(supportive documentation could be included) e.g. industry endorsement* |
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| 4. Signature and Declaration **–** *(Digital signatures accepted on email submission)* |

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| Where I am applying for programme modules to be added to a programme my centre is delivering; I, the undersigned understand that as part of signing this application, I am declaring that I have made myself aware of all relevant special requirements for the programme modules requested and the centre has or will be in a position to meet these special requirements including having the qualified staff prior to the proposed date of delivery, subject to Programme Management Committee approval. | |
| **SIGNED**  Course Director/Co-ordinator/ Application Contact |  |
| **Date** |  |
| Principal/ Training Centre Manager /AES/Youthreach Coordinator |  |

Please email this completed digital form to: [ann.dunne@cdu.cdetb.ie](mailto:ann.dunne@cdu.cdetb.ie) by **09th October 2016**.

**Comments from Programme Management Committee** (PMC) **Meeting**

⃝ Approved

⃝ Approval subject to: ⃝ Specialist working group ⃝ Specialist working group

⃝ Need for additional clarification ⃝ Further discussion

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| **Date and Sign-off by PMC** |  |

**P1 Form: CDETB Request to Modify a Programme or Programme Module**| **GUIDANCE NOTES**

CDETB recognises the importance of innovation; the innovative and adaptive nature of our service is a strength which has contributed greatly to the success of our organisation in catering for the needs of our learners. These innovations are driven in the main by our staff and the CDETB acknowledges the time, effort, commitment and expertise of staff. The FETD Unit has a role in facilitating innovation and will strive to support centres in reviewing our programme and programme modules with a view to adapting and improving them to best serve our learners within the City of Dublin.

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| **Process:** All requests to modify programmes and programme modules should be completed fully – The FETD Unit works on this aspect with centres. All fully completed requests will be circulated to all centres for comment prior to going to the CDETB Programme Management Committee (PMC) for consideration. Comments submitted will also accompany the related request to the PMC for consideration. After the PMC is convened decisions will be issued to centres thereafter. |
| **SECTIONS AND GUIDANCE NOTES** |
| **SECTION 1: Centre and Contact Person Details** |
| The contact people listed should be the two signatories at the end of the form. For FE Colleges the Principal should be listed with their contact details. For other services it should be the AEO/Head of Centre/Youthreach Co-ordinator. |

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| Request to Modify a Programme or Programme Module Descriptor – General Modification| Complete Section 2 or 4 and 5 |
| **2a. or 4a Details of Proposed Modification to Programme or Programme Module Descriptor** |
| We can alter our programme and programme modules between review dates once it amounts to a 20% or less change from the original validated descriptor. **The request is to change a CDETB Programme or Programme Module Descriptor for use in all centres – consultation and collaboration with teachers in other centres is required. The proposed modification should be to the benefit of all centres engaged in delivery. Steps to Follow:**  **1. NB Cross Checking Award/ Component Specification**: if you are **recommending a change to a programme descriptor** you should cross check it to see if what you are proposing to change is in the specification - if it is it cannot be changed. Where you are **recommending a change to a programme module** you should cross check this with the component specification again if it is specifically written into the component specification it cannot be changed**. The areas that there should be no obstacles to changing have been specified** but cross checking should still occur. If you can propose the change do so, once the descriptor would remain for the most part the same i.e. 80% approx. It is not an exact science. Go to step 2.  2. Consult other centres delivering the programme/programme module in relation to the proposed change. Collaborate on the proposed changes if possible at least try to reach agreement. When this occurs go to Step 3.  3. **State the programme/programme module (with its code) to be modified**. The details are on the descriptor. Set out the section to be changed. Only extract what you what to change from the descriptor. You should include the current wording. You must then set out what changes you think should be made in other column.  ***If the proposed changes would mean a change to the QQI specification, this would take the form of a QQI award modification or development proposal. Use the P3 Form for such a request. If unsure seek the advice from the FETD Unit.*** |
| **2b or 4b Rationale for request to modify an existing programme/programme module** |
| In proposing a modification you should set out how the modification will improve the programme/programme module. Reference should be made to one or more of the following: clarity for the learner/teacher, improved industry or educational focus, improved industry and/or progression to further or higher education opportunities and any regional dimension there may be underpinning the request. Supply Supporting documentation where relevant**.**  **NB: Where the request is simply to re-word something for greater clarity – the existing wording will be taken as the evidence supporting the request. The applicant will not have to back this up with evidence as to how it is confusing for them or the learner.** |
| **2c or 4c. Additional Comments** |
| Include relevant information the form has not already taken account of and/or how to improve the form going forward |

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| **SECTION 3:** Request to Modify a CDETB Programme Descriptor – Adding Programme Modules |Complete sections 3 and 5 |
| **3a. Details of Proposed Programme Modules to be added** |
| In this section you must give the details of the programme modules you wish to add to the CDETB programme. This information can be extracted from the QQI website in the ‘awards information’ section using their search facility. The component award page will give you all the information required for this section. <http://qsearch.qqi.ie/WebPart/Search?searchtype=awards> or from [www.curriculum.ie](http://www.curriculum.ie)  **Where the programme module you wish to add is not on** [**www.curriculum.ie**](http://www.curriculum.ie)**:** A centre may wish to add a programme module which has become available from another ETB through the Further Education Support Service – [www.fess.ie](http://www.fess.ie) The module may not have been developed previously. There is a process for importing the programme module before it can be made available to CDETB Centres.  **If you wish to undertake the development of the programme module you wish to add:** Indicate if this is the case and you must also fill out a P2 Form – Notice of Interest to Develop. |
| **3b**: Special Requirements for the Programme Module |
| There is a ‘Special Requirements’ Section in each programme module descriptor. This sets out any specific resource or approval requirements that exist in order to deliver the programme module. E.g. approval from a national governing body to deliver the programme module e.g. FAI, GAA . Please list the title of the programme modules to be added, then transfer their relevant SRVs into the applicable columns e.g. if it is in place transfer it in to the ‘in place’ column if not in place transfer into the ‘not in place’ column and detail in next column when they would be in place subject to approval. Where a SVR requires governing body approval send copies of approval with application or as soon as the centre is in receipt of them.CDETB may follow up with centres to request evidence that all other requirements are in place. |
| 3c. Rationale for request to modify a CDETB Programme Descriptor by adding programme modules |
| If you are request more than one module please make the rationale clear for each one or indicate where a rational supports all requests. CDETB can modify its programmes between QQI review dates by 20%. Minimum requirements for applications to modify an existing programme within the 20% rule are:   1. That the no. of additional modules requested will not be more than 20% of the original list of modules in the programme descriptor, this takes into account any modules added previously. 2. The module to be added must be relevant to the programme and will not undermine the overall aims of the programme. |
| You must outline how the modification will improve the programme. Reference should be made to one or more of the following: improved industry or educational focus, improved industry and/or progression to further or higher education opportunities and any regional dimension there may be underpinning the request – i.e. there is a large local employers seeking competence in a particular area. The request should be supported by some evidence; anecdotal research may not be sufficient in itself e.g. endorsement from industry or academic partners.  ***Changes over and above the 20% require a new programme to be written. A P2 Form - Notice of Interest to develop a Programme is the more appropriate form to submit. If unsure seek advice from the FETD Unit.*** |

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| **3d. Training Needs** |
| If any training needs would arise due to the addition of the proposed programme modules this should be set out here |
| **3e. Additional Comments** |
| Include relevant information the form has not already taken account of and/or how to improve the form going forward |

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| **5. Signature and Declaration** |
| The form must be signed by the course co-ordinator/subject tutor/developer and also the head of centre; principal in an FE College/Prisons, Adult Education Officer in the AES, The Youthreach Co-ordinator in Youthreach. The declaration will only apply where a centre is applying to add programme modules. It is required by awarding bodies where there are specific requirements to deliver a programme module |