

CIA procedures

Course Innovation Applications for CDETБ

This application process is for current validated programmes running across centres

The Course application process has been given an update and a new name. The former FET Applications will now be known as the Course Innovation Applications or CIA.

All centres are invited and encouraged to look at their course offering and possible opportunities for CDETБ to provide new innovative courses to expand the provision and meet the growing demands of Dublin's communities.

This summary sheet outlines the updates that have taken place to the application process. It reflects the growth that has taken place in CDETБ centres and how they have innovated in responding to the changing demands of the City of Dublin.

Summary Overview of CIA | Application Process



CIA Application Steps

- Application window opens in autumn (October-November) & spring (January-March). Notice is sent to all centre Managers and Principals. Each cycle of applications has its unique MS Form for that application window. NOTE: only staff with cdetb.ie email accounts can access the application form.
 - [Link Autumn Cycle 1 applications 2022](#) – this link will be active from 19 September 2022
 - [Link to Spring Cycle 2 applications 2023](#) – this link will be active from 23 January 2023
- All applications should be submitted online using the CIA MS Form link issued at time of notice.
- The CIA process now includes the process of identifying modules in the application that need to be added to the CDETБ validated programme i.e: P1 application process. (If the CDETБ programme descriptor does not list the module it will need to be formally added through the Programme Management and Development Committee, who may recommend to approve or decline additions depending upon the capacity of the programme and the subject area). This is referred to as the 20% rule and some programmes are at capacity.
- All applications will be checked for accuracy and corrections e.g. award details. Applications missing any details may be asked to provide the omissions.

- All applications will be checked against PLSS, QQI and other data sources. Centres should check that CDETБ is a validated centre for proposed programmes, (for QQI programmes please check there is a [PG code](#) for programmes for City of Dublin ETB on the [Irish Register of Qualifications](#)) If not, it is possible that CDETБ is not validated for that programme.
 - Applications should assess their proposals with regard to the [Application criteria](#) found below in this document.
 - Applications should consider the occupational employment profiles outlined by SOLAS in the National Skills Bulletin 2021
 - Applications are arranged in excel file to be viewed by centre and in an online environment using MS TEAMS. Additional information provided to support the application will be made available through the CIA MS TEAM.
 - Applications are circulated to all centres for comments. Centres can provide their comments by completing the [CIA MS Form specifically to provide feedback from centres in response to the list of CIA applications](#). These will be provided to the Directors of FET for consideration.
 - A CIA consultation meeting will take place between the Directors of FET and the FET Development Unit to have a preview of the applications.
 - A CIA consultation meeting will take place between the CIA members, Directors of FET and applicant representatives to gain further information to support or explain the application. Centres will present their course application and take the participants through the application.
 - Date for [CIA consultation meeting: 16 November, online MS TEAMS](#) – members and centres will be sent a link.
 - Directors of FET meet again to consider additional information and decisions regarding the applications are taken where possible to Approve, Decline or regarding Blended to Proceed to progress with a blended application; where additional criteria must be submitted and approved to meet the blended policy and procedures for delivery in CDETБ.
 - Memo is issued to all centres, they have up to 5 days to lodge an Appeal.

The Grounds for an Appeal are:

 - All information provided was not fully considered in making the decision.
 - The agreed procedures' were not followed.
 - The application of the criteria for making the decision was not applied correctly.
- To lodge an appeal the center must set out in a letter their concerns. This will be forward to the Directors of FET in consultation with the CE to make a final call on the application.
- All course decisions will be forward to the QASPC for recommendation to the Senior Leadership Team- this is the final step in completing the process.

CIA Application Criteria

To Change a Course Title

In making the decision the following is taken into consideration.

- Does the new title ensure that the learner is clearer about the course content and their future progression options?
- Does the new course title reflect the course content?
- Does the course title require a change in course content and has the proposal included the content change that needs to be made?
- How close is the new title to the actual title of the award

New Course Delivery from Existing Provision (QQI CDETB VALIDATED PROGRAMME OR OTHER AWARDS)

In making the decision it was a requirement that each Centre make a case addressing the following criteria:

- Labour market opportunities
- Track record of proposing Centre in the field
- The proposed course has clear progression routes established
- Capacity of the Centre to meet the teaching and learning standards and the physical infrastructure requirements
- Level of existing provision and geographical location of same

The centre must engage in market analysis and **should** have consulted any other centre that is already delivering this course and provide details of the outcome from the consultation.

Blended Delivery Approval Criteria

In addition to the above criteria, the following should be considered when moving into Blended delivery.

- All relevant sections must be completed including additional resources and costs.
- The suitability of the course and modules proposed for blended delivery to include but not limited to award level, learner profile, vocational area and demand
- The benefit of the mode change to blended learning to the learners
- Extent of course to move to blended (it must not be more than 30% until the programme will be developed and subject to a validation application with QQI). This criterion will be reviewed as capacity is built up within the system, including I.T support.
- The capacity and capability of the centre to deliver via blended learning
- The degree of consistency with the CDETB strategic objectives/targets Occupational employment profiles outlined by SOLAS in the National Skills Bulletin 2021
- Agreement by the centre to complete the required preparation stage procedures (the procedures can be obtained from the <https://curriculum.etbonline.ie/> from the section: Blended/ Online Teaching and Learning- Pedagogy and Concepts.
- Complete and return to the FET Development - Phase 1: Centre Level PREPARATION CRITERIA TO BE ADDRESSED How it will be achieved: This is only completed once per centre. This checklist will aid the centre in identifying what must be in place to move the centre to blended delivery and allows them to conduct a gap/capacity analysis for new provision/increased provision. The Focus of this checklist is to take account of what is in place and what needs to be put in place.
- Complete and return to the FET Development - Phase 2- Course Team Capacity form – subject to Centre TEL/Quality Team Monitoring, Review and Approval – to be completed per course and relevant documents e.g. schemes of work to be updated where relevant per new course cycle.

ALL PREPARATION CRITERIA HAVE TO BE ADDRESSED SUFFICIENTLY FOR FULL BLENDED APPROVAL

NOTE: Modification to a CDETB QQI validated programme comes under the Programme Management Application process ([P1a](#), [P1b](#), [P1c](#), [P2](#) Forms).

Programme Development Requests:

[P1a Form: Request to modify a programme – additional module/s](#)

[P1b Form: Request to Modify a Programme – General Modification](#)

[P1c Form: Request to Modify a Module – General Modification](#)

[P2 Form: Request to develop a Programme](#)

Please contact the FET Development team if you wish to develop new programmes or require changes to programmes outside the CIA process. Applications need to be agreed with centre managers and principals.

See attached in email the larger image of the infographic of the CIA process

