Overview of Application Process | All Applications

Course approvals lasts up to 2 years following the approval for delivery intake date
If the centre does not deliver the course within this time they must reapply

City of Dublin — Bord Oideachais agus Oiliúna Education and Training Board
CIA — Course Innovation Applications

CIA Course Innovation Applications

2 Application Cycles per year — Autumn · Spring

Where centres wish to apply to deliver new courses including City of Dublin ETB validated programmes that lead to QQI and other awards. Or to change the advertising title of a course or delivery mode to blended. All courses in a centre must apply through the CIA process including Traineeships and Apprenticeship and other funding programmes.

Application and assessment of course applications with face to face delivery

Start

1 Centre designs/reviews courses in centre

2 All Applications are Completed Online, MS FORMs

3 Applications are checked for accuracy of information & measured against criteria for provision

Additional information may be sought from centres if content is incomplete, unclear or omitted

4 Applications are circulated to all centres for comments

5 Online Consultation Meeting takes place where applicants are invited to present their courses and provide additional information

6 FET Directors meet to discuss the applications and take decisions to **Approve**, **Decline** or **Proceed** for Blended Learning applicatoins. A MEMO of decisions is circulated to all centres

Blended Learning Applications require additional criteria in-line with the City of Dublin ETB's Blended Policy & Procedures

All centres entering the online and blended delivery space should have these in place
Consult with the TEL Officer re CDETB supported applications and hardware

NOTE:
Blended Learning Applications for Medium and Strong blend must complete the blended criteria outlined in the **blended learning procedures document** and provide the relivant evidence to progress the application for final approval.

Medium blend is synchronous delivery that may occur online

Medium Blend

Phase 01 Centre Gap Analysis · TEL /Blended Team TORs

Introduction to BLENDED Teaching and Learning

BLENDED LEARNING Design Course - with Digital Technology

7 Follow City of Dublin ETB's **Blended Learning Policy and Procedures** of Light Medium and Strong blends

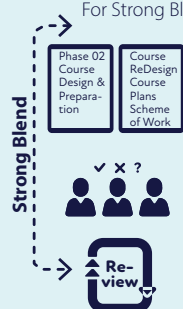**8** Submit **Phase 01 Form -** centre confirms technical capacity

9 Complete the CDU Moodle course for staff delivering blended courses, **Introduction to Blended Learning**

10 Course is redesigned - see CDU Moodle Course **Blended Learning Design Course** and other teaching resources

For Strong Blend Approval - all of the above plus criteria below must be presented

Strong Blend is where part of the course delivery is Asynchronous

Strong Blend

Phase 02 Course Design & Preparation · Course ReDesign Course Plans Scheme of Work

Re-view

11 Additional approval required. Submitting course re-design, course plans with the **Phase 02 Course Checklist** Documentation is submitted to the FET Development

12 Panel evaluates Blended Learning course design. Panel may be composed of internal or external assessors

Review of Course takes place annually in centre with updates and up-skilling - this is ongoing

APPEALS to Course Decisions can be lodged within 5 days of MEMO being issued Grounds for Appeal are set out in the Memo

City of Dublin — Bord Oideachais agus Oiliúna Education and Training Board

13 Quality Assurance & Strategic Planning Council — Course decisions are presented to the **QASPC to be recommended to the SLT**

14 SLT — Recommendations are forward to the City of Dublin ETB **Senior Leadership Team**

CDU — CURRICULUM DEVELOPMENT UNIT

All course applications follow this process and are not fully complete until they are passed by the City of Dublin ETB Senior Leadership Team