



CIA Course Innovation Applications

Procedures for applying to deliver new courses in your centre

This application process is for current validated programmes running across centres

Autumn Cycle

- [Link to CIA 2024/25 Application Form \(Autumn Cycle 2023\)](#) – link will be available from 9 – 27 October 2023.

CIA Consultation Meeting takes place 15 November – Links will be sent to Members and applying centres. This is an online meeting in MS TEAMS. Centres will present their CIA applications.

Spring Cycle

- [Link to CIA 2024/25 Application Form \(Spring Cycle 2024\)](#) – this link will be active from 23 January 2023

CIA Consultation Meeting takes place 15 March 2024 – Links will be sent to Members and applying centres. This is an online meeting in MS TEAMS. Centres will present their CIA applications.

Overview of CIA Application Process



CIA Application Steps

- CIA Application windows open twice in the year – Autumn Cycle (October-November) & Spring Cycle (January-February) to apply to delivery new courses in the following academic year.
- Notice is sent to all centre Managers and Principals via email when the window opens. Every application cycle has a unique CIA MS Form.
NOTE: only staff with cdetb.ie email accounts can access the application form. (see links above)
- **If a module needs to be added to the programme to support your CIA course application, you can select the link to the [P1 application form](#) and make both applications.**

- All received applications will be checked for accuracy and corrections e.g. award details. Applications missing any details may be asked to provide the omissions or clarifications.
- Centres should check that City of Dublin ETB 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](#)).
- Centres should assess their applications with regard to the [Course Application criteria](#) - see criteria below in this document.
- Centres should identify the occupational employment profiles outlined by SOLAS.
- Centres should approve course applications going forward to CIA, in advance of making the online application. A [draft of the CIA form in MS Word format is available from this link](#) for centre's to use for application preparation at local centre level approval.
- When the application window closes, the CIA Applications are circulated to all centres in a excel file format. The centre can view the collection of CIA course applications for that cycle and feedback can be given by the centre through the [Consultation Padlet](#). Centres can add their comments to the [CIA Consultation Padlet](#). Comments are available to all centres who have the link to the padlet. Comments will be provided to the Directors of FET for consideration when making decisions on course applications.
- A CIA consultation meeting will takes place between the CIA members, Directors of FET and applying centre representatives to gain further information to support or explain the course. Centres present their course application. (see dates of meetings at the top of document)
- The Directors of FET meet to consider additional information/comments. Decisions regarding the applications are taken where it is possible to Approve, Decline or regarding Blended to Proceed;- additional criteria must be submitted and approved to meet the blended policy and procedures for delivery in City of Dublin ETB.
- Memo of Decisions is issued to all centres, centres have up to 5 days to lodge an Appeal against one of their applications that may have been declined.

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 Chief Executive 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.

Adding Modules to a programme is now included as part of the CIA application process.

- The process of identifying application modules that need to be included in the City of Dublin ETB validated programme, this is requested through the **P1 application process**.
If the centre lists modules that are in addition to the current list of modules included in the City

of Dublin ETB validated programme, then these modules need to be added to the programme. This process is included in the CIA MS form where the centre is asked to highlight these modules in the question:

**If this course requires modules to be added to the QQI programme,
please list the modules below to be added?"**

(If the module is not listed in the City of Dublin ETB programme description, it must be formally added through the **Programme Application Process** and recommended through the **Programme Management and Development Committee or PMDC** governance group. City of Dublin ETB must manage its programmes as part of its statutory maintenance and enhancement commitments. The PMDC may recommend or decline additions depending on the program's capabilities.

- If a module needs to be added to the programme the CIA MS form provides the link to the [P1 application form](#) ensuring the centre is meeting both application requirements.

NOTE: Modification to a City of Dublin ETB 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.

Please see application criteria for CIA Course Applications and grounds for appeal found on the next page.

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 City of Dublin ETB 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 City of Dublin ETB 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 PREPARTION 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