

Programme Review of QQI legacy CAS awards



City of Dublin ETB Validated QQI Programme Title and Code:

Date | Time | Venue of Meeting | Attendees

Agenda

1. Review programme objectives and learning outcomes
 - a. Determine if the programme is appropriate for the course offered
 - i. Propose change of programme for course (CIA process)
 - ii. Propose additional modules to be added to programme (CIA process)
 - b. Determine if your course is meeting all the programme objectives and learning outcomes
 - i. Learner and staff feedback
 - ii. Course reviews
 - iii. EA feedback
2. Review Programme and / or module descriptor (P1b or P1c form)
 - a. Identify if any changes are required
 - b. Propose changes based on review using P1b (full programme) (P1c Module) forms

<Insert additions to agenda>

Actions for QIP

List any quality improvement actions to be considered by the centre or service spheres Quality Improvement Plan

Closing

Thank all staff for their participation. Any Follow ups should be executed immediately and confirmed

QQI CAS award Programme Review - Sample Template



(you must have a cdetb.ie email account to access these templates) (submit to centre management Centre-Level or Service Sphere-Level Review and available to the Results Approval Panel)

QQI CAS Award Programme Review Report

City of Dublin ETB Programme Title		Review Date:	
Award Title and Code		Awarding Body	
Chairperson		Record taker	

Discussion Notes – expand text box as required.

- Programme Objectives and Learning Outcomes
 - Adding a module to a programme
 - Request change of programme for centre
- Programme modifications
 - proposed content corrections e.g.: learning outcomes, indicative content, assessment techniques etc.
- Actions for inclusion in QIP

Indicate the areas requiring action

<input type="checkbox"/> Amend programme descriptor (P1b)	<input type="checkbox"/> Amend to module descriptor (P1c)	<input type="checkbox"/> Add modules to a programme (CIA)	<input type="checkbox"/> Assessment modification (P1c)	<input type="checkbox"/> UDL methods inclusion (P1c)
<input type="checkbox"/> Amend learning outcomes (P1c)	<input type="checkbox"/> Learner resources (p1c)	<input type="checkbox"/> Work based learning (CIA)	<input type="checkbox"/> Progression links	<input type="checkbox"/> amend indicative content (P1c)

expand text box as required.

EXAMPLES: programme application to modify content in the City of Dublin ETB QQI validated CAS award programme and/or module. QIPAction items for Centre-Level/Service Sphere-Level Review and RAP.

Balanced appraisal of the programme questioning the following:

Is the programme or module descriptor still suitable for use?			
Can the issues raised be addressed without changing the module descriptor?			
Are there sufficient progression pathways for this programme			
Is this programme suitable for the courses your centre provides	<input type="checkbox"/> YES <input type="checkbox"/> NO <i>Add comments</i>	Is there a suitable alternative Programme	<input type="checkbox"/> YES <input type="checkbox"/> NO <i>Add comments</i>
Programme actions to feed into the Centre (QIP) Quality Improvement Plan			
Does the Programme Descriptor and/or Programme Module(s) need to be updated to reflect the needs of the Programme	<input type="checkbox"/> YES, Require CAS Programme modification. <i>Add comments</i>	<input type="checkbox"/> YES, Require CAS Award Module(s) modification. <i>Add comments</i>	

List the names of the attendees

Add additional rows as needed.

Name	Role