SECTION 2
Part II

City of Dublin ETB POLICY AND PROCEDURES FOR PROGRAMME DEVELOPMENT AND COURSE DELIVERY –
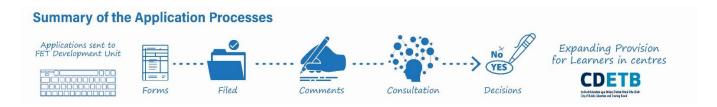## CENTRE APPLICATIONS

Section 2 PART II:
City of Dublin ETB POLICY AND PROCEDURES FOR PROGRAMME DEVELOPMENT AND COURSE DELIVERY – CENTRE APPLICATIONS

Rationale

City of Dublin ETB has a responsibility to manage the development of its programmes, including amendments and changes to its existing programmes efficiently and effectively, and to determine who should deliver its range of programmes.

City of Dublin ETB also has responsibility to review and co-ordinate course delivery within Dublin City to meet the needs of learners. This takes into account the demand and supply issues and meeting the evolving needs of learners in the City of Dublin to ensure positive outcomes for learners in terms of progression to industry or Higher Education Institutions.

➢ How does City of Dublin ETB maintain oversight on the development of its programme resources?
— What programmes we have to offer in the City.
➢ How does City of Dublin ETB maintain oversight on what each centre offers to learners
— Who offers what courses and where?

Summary of the Application Processes

Applications sent to FET Development Unit — Forms — Filed — Comments — Consultation — Decisions — Expanding Provision for Learners in centres — CDETB — An Bord Oideachais agus Oiliúna Cathair Bhaile Átha Cliath / City of Dublin Education and Training Board

Process: The process consists of two application streams for centres who wish to make an:

1. *FET Application to deliver a new course, change a course title, a modified course (new selection of modules), or change in mode of delivery e.g. from traditional to blended learning*

A centre must apply for permission to offer any new course to learners including change of delivery mode. Centres who have received approval previously and have not delivered the course in the last 3 academic periods must re-apply for delivery for the forthcoming academic year, (FET FORM Application) See Link.

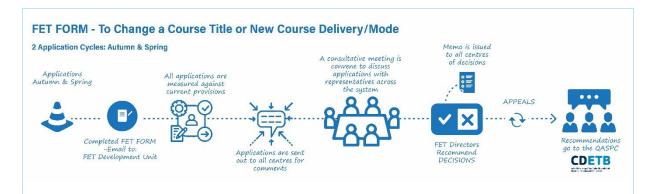2. *Programme Application to develop a new programme or modify the content of an existing programme*

A centre must apply for approval to modify an existing City of Dublin ETB programme/programme module, develop a City of Dublin ETB programme/programme module or a QQI award proposal. (Programme/**P** Applications) See link

Time Lines:

It is envisaged that there will be two windows of opportunity for FET FORM Applications to deliver new or modified courses for the following academic year. The schedule runs in line with Funding Allocation Request and Reporting (FARR) planning for SOLAS. The application windows open in Autumn and Spring.

Programme Applications (**P** Forms) to develop or modify a City of Dublin ETB programme, is sent to the Programme Management and Development Committee (PMDC). The PMDC will be held twice a year but will be held more frequently where application levels dictate.

Applications and Corresponding Forms

FET FORM - To Change a Course Title or New Course Delivery/Mode

2 Application Cycles: Autumn & Spring

Applications
Autumn & Spring

All applications are measured against current provisions

A consultative meeting is convene to discuss applications with representatives across the system

Memo is issued to all centres of decisions

APPEALS

Completed FET FORM --Email to: FET Development Unit

Applications are sent out to all centres for comments

FET Directors Recommend DECISIONS

Recommendations go to the QASPC

CDETB

Type of Application	Forms
FET FORM – City of Dublin ETB Centre Request to provide a <u>New Course Offering to Learners</u> — Go to the FET Director for decisions	
1. **Request to Change a Course Title** or **Request to Deliver a City of Dublin ETB Programme not currently being delivered by the Centre** *This covers:* 1. Moving to new versions of old programmes, 2. Newly developed programmes 3. Change to the award Learners are registered for, due to award review/upgrade. 4. To deliver programmes not previously delivered by the centre	**FET FORM – Request to Deliver a New Course, Modified Course or new Mode of Delivery eg. Blended** **[FET FORM Application - Link](#)** All approved applications result in the centre having approval to deliver a course which will be new to the centre, and must be delivered within the following three academic years. *(Permission needs to be sought if the centre has not delivered the course within the 3 years).* *City of Dublin ETB reserves the right to review any course and can withdraw approval to deliver based upon findings of review.

2. **Blended learning permissions at the FET FORM application stage, are only preliminary**
 - the application can only proceed pending an Approved decision by the FET Director.
 To progress any application of Blended Learning delivery the centre must fulfill the following:
 	
     Blended learning gap/capacity analysis and check list. Please see the City of Dublin ETB Blended Learning Quality Assurance Guide on the Blended Learning Policy, Key Features and Application Process, found on the https://curriculum.etbonline.ie/ in the **Pedagogy and Concepts of Blended Learning** section.
     All preparation stage criteria have to be addressed sufficiently for full approval to be secured
     Conditions of Approval: Preliminary approval may be given under the course approval process, however, final approval to move to a blended mode of programme delivery does not occur until the preparation stage is successfully completed	

Programme/P Applications
- P1 P2 P3 P4 Programme/Award Development or to Modify a Programme

Type of Application	Forms
"Programme/P Form" Applications will go to the Programme Management Development Committee (PMDC) for Consultation and Recommendations to FET Directors and QASPC. All PMDC applications can be submitted to the FET Development Unit at any time.	
3. To modify an existing programme or programme module (within the *20% rule)	**P1** – Request to Modify an Existing Programme Module or Programme
a. To develop a new programme or programme module	**P2** – Notice of Interest to Develop a Programme Module or a Programme.
b. To develop or modify an award	**P3** – Notice of Interest to Develop QQI Award **P4** – Notice of Interest to Develop QQI Minor Award
∗ 20% Rule allows for modification of the programme by additions or corrections to content and/or adding modules to the programme under the additional 15 credit limit. (applies to CAS legacy awards only)	**NOTE: The Award as set out by QQI cannot be altered or modified in any way. See QQI.ie**

Application Process – Overview
<< TWO APPLICATION ROUTES>>

2 x Application Routes

Programme Development Route: - The **Programme Management and Development Committee** - P1, 2, 3, 4 Forms

FET New Course Delivery Route: - The **FET Director** and **(QASPC)** for recommendations to the **(SMT)** decision.

Step 1 – All Applications Sent to the FET Development Unit Submit applications on the most recent version of the application form on the City of Dublin ETB.ie (**FET FORM Application**). Complete applications – will be included in a final summary list which is circulated to all centres for comment.

	⬇ FET FORM APPLICATION		**⬇ PROGRAMME/ P APPLICATIONS**
Application Process Start Complete FET FORM Application online All applications are measured against current provisions Applications are sent out to all centres for comments A consultative meeting is convene to discuss applications with representatives across the system FET Directors DECISIONS Memo is issued to all centres of decisions APPEALS to any Decisions Recommendations from the QASPC Senior Management Team (SMT) have final approval of all recommendations CDETB	**Step 2:** Applications **FET FORM** **A summary list of applications is sent to all City of Dublin ETB Centres for comments.** **FET Course Approval Working Group** The FET Director convenes and Chairs the **FET QASPC Sub Committee Working Group**. The Group are consulted on the FET Applications and will make recommendations to the FET Director.	Application Process PMDC meets twice yearly Complete "P1, 2, 3, 4" Application form Submit to FET Development Unit PMDC A PMDC meeting convened to discuss applications with representatives across the system PMDC Recommendataions and forward to the QASPC APPEAL QASPC Recommen-dations to the SMT	**Step 2:** Applications **Programme/P Forms** Applications **P1 P2 P3 P4** Programme/Award Development or to Modify a Programme **Programme Management Development Committee (PMDC)** Applications can be forwarded to the **PMDC** Committee for consideration at any time. The **PMDC** gives recommendations for programme development and in seeking QQI validation.
	Step 3: **FET Directors will take a decision on applications.** These are Provisional. **A memo of decisions from the FET Director will be sent to all**		**Step 3:** **Recommendations of the PMDC** forwarded to QASPC for consideration and recommendations in sight of the City of Dublin ETB Strategic Plan and QA obligations
	Step 4: Appeals are made within 5 days		**Step 4:** **QASPC Recommends Approvals to SMT** Decisions will be issued to Principals/Heads of Centres.
	Step 5: **QASPC** FET Director convenes and Chairs the FET **Quality Assurance and Strategic Planning Council (QASPC). Decisions without appeal will be forward to the QASPC.** The QASPC will make recommendations on applications and the FET Directors and SMT will finalise decisions		**Step 5:** Appeals are made to the Senior Management Team