





CIA Course Innovation Applications



City of Dublin FET College operates a staged approach to manage and maintain its oversight of courses offered by centres known as the Course Innovation Application (CIA). The stages operate across Strategy Planning & Development and CDU Programme Development. CIA applications requests: to deliver a new course, change of course title, change of delivery mode to blended & requests to delivery programmes from another ETB under Differential Validation (DV). Course titles should follow the naming conventions of the City of Dublin FET College format "course title (award title)". All courses in a centre must apply through the CIA process including Apprenticeship, Traineeships, Tertiary Degrees and any other programmes

SPD CIA Stage 01 - Strategic Planning & Development

-  QR Code to Course Allocation Guiding Principles
-  CIA Application window opens: December to January
- Start 1** ● Centre reviews their courses and in response to City of Dublin FET College's course allocation guiding principles and strategic goals
- 2** ● All course applications are submitted using the CIA MS FORM
- 3** ● Applications are assessed and measured against the [Course Allocation Guiding Principles & Strategic Goals](#).
- 4** ● Directors of FET consult with campus meetings re CIA applications and any feedback in the CIA padlet
- 5** ● Directors of FET Approve, Decline or Proceed a course application in principle to Stage 02 Quality Checks re programmes and blended take place.
 - the CIA MEMO (draft) of decisions is circulated to centres pending all QA checks are met.
- 6** ● Appeals to Course Decisions can be lodged within 5 days of Draft MEMOs issue. Grounds for Appeal are set out in the CIA Procedures

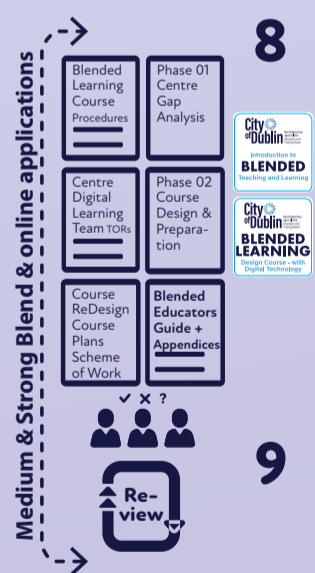
CDU CIA Stage 02 & 03 - CDU, Programme Development

- 7** ● The Programme Development Team commence programme quality checks to ensure applications comply with City of Dublin FET College's programme validation and delivery permissions.
 - When a request to add a module to a programme is made, the addition request is done with recommended approval through the quality governance processes, (PMDG and QASPC).
 - Actions requiring QOI validation will be followed up, (resources dependent), validation requests may take some time.
 - Modules/programmes are uploaded to CDU Moodle site, when QA work is complete. Where modules are not validated to City of Dublin FET College, efforts to develop or seek modules will follow, resource dependent. This may include Differential Validation DV sought where programmes are available in other ETBs and must be validated for City of Dublin FET College.
 - All programme decisions are governed by the PMDG

CDU CIA Stage 03 - CDU, Programme Development - Blended

Blended and Fully Online applications require additional blended QA evidence to proceed from approval to delivery. Ensure to follow the blended learning course procedures of light, medium and strong

CDU Programme Development Team request evidence to proceed the application from approval to delivery



- ### Blended applications require additional submissions
- Centres should consult with the CDU regarding supported applications and hardware in advance of delivery
- 8** ● Consult City of Dublin FET College's Blended Learning Course Procedures for Light Medium and Strong blends
 - Centre submits a Phase 01 Centre Capacity ms form- centre confirms its technical/infrastructural
 - Centre submits a centre Digital Learning team TORs
 - Each course submits a Phase 02 Course Checklist, course re-design, course plan, course assessment plan and outline of course
 - CDU conducts a centre check of technical infrastructural capacity
 - Complete the CDU online Moodle courses Introduction to Blended Learning and Blended Learning Design Course
 - Approval requires: a blended/online course design, course plan, course content accompanying the Phase 02 Course Checklist. These are submitted to the CDU for review.
 - 9** ● Strong blend applications require a panel review to evaluate the blended learning course design. Panel may be composed of internal and/or external assessors
 - Quality Maintenance Enhancement and Assurance Course Reviews form part of the City of Dublin FET Colleges annual course and centre reviews.

Final part of CIA process - when all course checks and appeals are processed the final list of approved courses are sent to the QASPC for recommendation to the SLT

Approved courses are taken through City of Dublin FET College governance structures for formal approval by SLT

- 10** ● Course decisions are taken through the quality governance structures SPDG and PMDG and presented to the QASPC to be recommended to the SLT
- 11** ● Course and programme recommendations are forward to the City of Dublin FET College Senior Leadership Team

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