**Programme Validation Descriptor**

**For programme(s) of less than 60 credits leading to FET CAS Minor Award(s)**

**Provider Name:**

**Programme(s) Title:**

**Date:**

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# Section 1A: Provider Details

|  |  |
| --- | --- |
| 1A.1 Provider | |
| **Name:** |  |
| **Address:** |  |
| **Provider Website Address** |  |
| **Published QA Procedures** | *Enter hyperlink here* |

|  |  |
| --- | --- |
| 1A.1.1 Contact coordinating validation | |
| **Name:** |  |
| **Title:** |  |
| **Address (if different):** |  |
| **E-mail:** |  |
| **Phone:** |  |
| **Mobile:** |  |

|  |  |
| --- | --- |
| 1A.1.2 Person responsible for managing the programme | |
| **Name:** |  |
| **Title:** |  |
| **Address (if different):** |  |
| **E-mail:** |  |
| **Phone:** |  |
| **Mobile:** |  |

|  |
| --- |
| 1A.2 Contextual information about the provider and its other programmes |
| 1A.2.1 Contextual information about the provider |
|  |
| 1A.2.2 Contextual information about other relevant programmes, if relevant |
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| 1A.3 Provider’s Approved Scope of Provision | | | | | | | | | | | | | | |
| **Lowest NFQ Level** | | **Highest NFQ Level** | | | **Award Classes (Major, SPA, Minor)** | | | **Fields of learning e.g., Healthcare, Business, Childcare, Construction, IT** | | | | | | |
|  | |  | | |  | | |  | | | | | | |
| **Modes of Programme Delivery (✔ one or more as appropriate)** | | | | | | | | | | | | | | |
| **In-person face-to-face only** | | | **Blended** | | | **Fully Online** | | | **Apprenticeship** | | **f/t** | | | **p/t** |
|  | | |  | | |  | | |  | |  | | |  |
| **Collaborative Provision (✔ one or more as appropriate)** | | | | | | | | | | | | | | |
| **None** | **Yes, as first provider** | | | | | | **Yes, as second provider** | | | **Yes, national** | | | **Yes, transnational** | |
|  |  | | | | | |  | | |  | | |  | |
| **Sites of Delivery (✔ one or more as appropriate – if fully online, answer for main place of business)** | | | | | | | | | | | | | | |
| **Owned premises** | | | | **Long term leased premises** | | | | | **On Customer Site** | | | **Rented space as required** | | |
|  | | | |  | | | | |  | | |  | | |

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| 1A.4 Extension to Current Scope of Provision | | | | |
| **Will the proposed programme(s) require QQI to approve an extension to the current approved scope of provision as set out above? Please ✔** | | | | |
| Yes |  | No |  |  |
| **If ’Yes‘, please set out the QA implications of the extension and hyperlink to/append the amended QA procedures involved.** | | | | |
|  | | | | |

# Section 1B: Application Summary - Programme and Award Titles

*For explanations, see Guidance document page 7 and following*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1B.1 Principal Programme | | | | | | | | | |
| ***Linked Certificate:*** | ***Award Code:*** |  | | ***Award Title:*** | | |  | | |
| ***Programme Title*** |  | | | | | | | | |
| **Award Class** | **ISCED code** *(use four digits)* | **NFQ Level** | **FET Credits** | | | | | **External Licencing/ Registration Body Approval** | |
| **Total** | | | **Max Per Academic Year/Duration** | | **Yes** | **No** |
|  |  |  |  | | |  | |  |  |
| **Version(s): *How will delivery of this programme be marketed? ✔*** *all applicable* | | **FT** | **PT** | | **Other** *(label and describe)* | | |  | |
|  |  | |  | | | | |

|  |  |  |
| --- | --- | --- |
| 1B.1.1 CAS Minor awards | | |
| **Code** | **Title** | **Credit Value** |
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| --- | --- | --- | --- |
| 1B.1.2 Expected Award[[1]](#footnote-2) | | | |
| **Linked Certificate** | N/A | **Component Certificate(s)** | ***✔*** |

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| 1B.4 Proposed Programme Schedule(s) *Create a separate version of the schedule for each different version of the programme – p/t, f/t, onsite, blended, online.*  *Copy and paste the template for each additional stage (year) of the programme, if appropriate.* | | | | | | | | | | | | | | | | |
| **Name of Provider:** |  | | | | | | | | | | | | | | | |
| **Linked Certificate** | | | | | | | | | | | | | | | | |
| ***Award Code*** |  | | | | | | | | | | | | | | | |
| ***Programme Title*** |  | | | | | | | | | | | | | | | |
| **QQI Award Title** |  | | | | | | | | | **FET Credits** | | | |  | | |
| **Stage (1, Award etc.)** | **Award** | **Exit Award Title***(if relevant)* | | | **N/A** | | | | | **Stage FET Credits** | | | | **N/A** | | |
| **Programme Delivery Mode -** *✔ one as appropriate.* | **On-site Face-to-Face** | | | | | **Blended** | | | **Fully Online** | | | | **Apprenticeship** | | | |
|  | | | | |  | | |  | | | | **N/A** | | | |
| **Teaching and Learning Modalities** *– ✔ one or more as appropriate.* | **On-site Face-to-Face** | | | **Synchronous Hybrid** | | | | **Synchronous Online** | | | **Asynchronous** | | | | **Work Based** | |
|  | | |  | | | |  | | |  | | | |  | |
| **Assessment Techniques Utilised in Stage** *– ✔ one or more as appropriate.* | **Continuous Assessment** | | **Invigilated Exam – in person** | | | | **Proctored Exam – online** | | **Project** | | | **Practical Skills Demonstration** | | | | **Work Based** |
|  | |  | | | |  | |  | | |  | | | |  |

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| **Module(s)** | | | | | | | | | | | | | | | | | |
| **Total Student Effort Module (hours)** | | | | | | | | **Assessment – Allocation of Marks** *(from the module assessment strategy)* | | | | | | | **Component(s) achievable on this module (code and title as per example below)** | | |
| **Module Title** | **Credits (FET Credits)** | **Mandatory (M) or Elective (E)** | **Total Hours** | **On-site Face-to-Face** | **Synchronous** | **Asynchronous** | **Work Based** | **Continuous Assessment %** | **Invigilated Exam**  **– in person %** | **Proctored Exam – online %** | **Project %** | **Practical Skills Demonstration %** | **Work Based %** | **Number of Minor Awards** |  |  |  |
| Working as a Carer | 45 | M | 400 | 150 | 45 | 30 | 175 | 50 | 10 |  |  | 10 | 30 | 3 | **5N0758** Care Support | **5N2770** Care Skills | **5N2706**  Care of the Older Person |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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# Section 1C: Programme Overview

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1C.1 Principal Programme | | | | | | | | | | | | | |
| **1C.1.1** **Programme Title** | | **As in 1.B.1 above** | | | | | **1C.1.2 ISCED Code** | | **As in 1.B.1 above** | | | | |
| **1C.1.3 NFQ Level (1 - 6)** | | **As in 1.B.1 above** | | **1C.1.4 Award Class** | | | **Minor(s)** | | **1C.1.5 Award Code** | | | **As in 1.B.1 above** | |
| **1C.1.6 Award Type** | | **CAS Minor Award(s)** | | | | | **1C.1.7 FET Credits** | | **As in 1.B.1 above** | | | | |
| **1C.1.8 Programme Duration**  (refer to version(s) in 1B.1 above) | | | | | | | | | | | | | |
| **Version**  ***(e.g., f/t, p/t, other)*** |  | **Calendar**  **years:** | **N/A** | | **Months:** |  | | **Weeks:** | |  | **Days:** | |  |
| **Version**  ***(e.g., f/t, p/t, other)*** |  | **Calendar**  **years:** | **N/A** | | **Months:** |  | | **Weeks:** | |  | **Days:** | |  |

|  |  |  |
| --- | --- | --- |
| **1C.1.9 Attendance options available to learners:**  *(refer to version(s) in 1B.1 above)* | | |
| **Option** | | **Learner direct contact hours per week (number plus description)** |
| **Version**  *(e.g., f/t, p/t, other)* |  |  |
| **Version**  *(e.g., f/t, p/t, other)* |  |  |

|  |  |  |
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| **1C.1.10 Delivery and assessment locations**  *for in-person, face-to-face elements of delivery, if any.* | | |
| **Multiple Locations (Y/N?)** | **Provider owned centre(s) only (Y/N?)** | **Covered by Provider QA? (Yes/No)** |
|  |  |  |

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| **1C.1.11 Intakes onto the programme.**  *(refer to version(s) in 1B.1 above)* | | | | | | | | | | |
| **Version**  ***(e.g., f/t, p/t, other)*** | **Planned First Intake Date**  (01/MM/YY) | **Intakes per Annum** | | | **Enrolment (intake size)** | | | | | |
| **Minimum** | **Maximum** | | **Minimum required for Programme Viability** | | | **Maximum that can be accommodated for Programme Viability** | | |
|  |  |  |  | |  | | |  | | |
|  |  |  |  | |  | | |  | | |
| **If there are multiple intakes per annum, please set out how these will be spaced e.g. continuous intakes, September, April etc. If the programme uses a continuous enrolment approach, please describe how this is managed.** | | | | | | | | | | |
|  | | | | | | | | | | |
| **1C.1.12 Proposed new learner numbers over five years**  *(all attendance options and intakes)* | | | | **Year 1** | | **Year 2** | **Year 3** | | **Year 4** | **Year 5** |
| **Minimum total enrolment into first year:** | | | |  | |  |  | |  |  |
| **Maximum total enrolment into first year:** | | | |  | |  |  | |  |  |

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| --- |
| **1C.1.13 Brief synopsis of the programme** |
|  |
| **1C.1.14 Target learner group(s) for principal and each embedded programme** |
|  |
| **1C.1.15 Special requirements for the programme(s) for principal and each embedded programme** |
|  |

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| 1C.1.16 Total costs and income over the 5 years |
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| 1C.1.17 Support for International Learners *(if required)* |
|  |
| 1C.2 Embedded Programme 1 – NA for Minor Programme |
|  |

# Section 2: Award Standards and Learning Outcomes

*(where there is more than one embedded programme, copy and paste for each additional one)*

|  |
| --- |
| 2.1 Programme Objectives |
| **Principal programme:** |
|  |

|  |
| --- |
| 2.2 Minimum Intended Programme Learning Outcomes (MIPLOs) |
| **Principal programme:** |
| On successful completion of this programme a learner will be able to: |

|  |
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| 2.3 MIPLOs for Embedded Programmes – NA for Minor Programme |

|  |
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| 2.4 Mapping of MIPLOs to QQI Award Standards |
| *See Appendix 1* |

# Section 3: Programme Concept and Rationale

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| --- |
| 3.1 Education and Training Needs met by the Programme |
| **Principal programme:** |
|  |

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| 3.2 Programme Origins and Development |
| **Principal programme:** |
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| --- |
| 3.3 Stakeholder Involvement in Programme Development |
| **Principal programme:** |
|  |

|  |
| --- |
| 3.4 Comparison with Similar Programmes |
| **Principal programme:** |
|  |

|  |
| --- |
| 3.5 Evidence of Demand for the Programme |
| **Principal programme:** |
|  |

# Section 4: Access, Transfer and Progression

|  |  |  |  |
| --- | --- | --- | --- |
| 4.1 Access: Information to be made available to learners about the programme | | | |
| **Information Type** | **Available (Yes/No)** | **Where to be available** | **When to be available** |
| Programme and Award Titles |  |  |  |
| Graduate Outcomes |  |  |  |
| Target Learner Profile |  |  |  |
| Entry Criteria |  |  |  |
| Advanced Entry – RPL arrangements and criteria |  |  |  |
| Programme duration and delivery mode(s) |  |  |  |
| Please confirm the information is/will be provided to learners in Plain English |  |  |  |

|  |
| --- |
| 4.2 Access: Entry criteria and procedures for the programme |
| 4.2.1 Minimum requirements for general learning |
|  |

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| 4.2.2 Minimum requirements for discipline-specific learning |
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| 4.2.3 Minimum experiential requirements *(if applicable)* |
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| **4.2.4 Minimum language proficiency requirements** |
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| **4.2.5 Minimum mathematical proficiency requirements (if applicable)** |
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| 4.2.6 Minimum criteria for passing the access interview (if applicable) |
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| **4.2.7 Minimum criteria for enrolment on online/blended programme** *(if applicable)* |
|  |

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| **4.2.8 Any other entry criteria** |
|  |

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| --- |
| QA Policies and Procedures for Admission and Recognition of Prior Learning (RPL) *(provide hyperlink to published approved procedures)* |
|  |

|  |  |
| --- | --- |
| 4.3 Transfer and Progression | |
| **4.3.1 Programme Specific Transfer Arrangements - Inward** *(if applicable)* | |
| **Programme name** | **Provider** |
|  |  |
|  |  |
| **4.3.2 Programme Specific Progression Arrangements – Inward** *(if applicable)* | |
| **Programme name** | **Provider** |
|  |  |
|  |  |
| 4.3.3 Programme Specific Transfer Arrangements - Outward *(if applicable)* | |
| **Programme name** | **Provider** |
|  |  |
|  |  |
| **4.3.4 Programme Specific Progression Arrangements – Outward** *(if applicable)* | |
| **Programme name** | **Provider** |
|  |  |
|  |  |

# Section 5: External Professional Licencing/Registration of the Programme

*If this section does not apply, please skip it and proceed to Section 6.*

|  |  |  |  |
| --- | --- | --- | --- |
| 5.1 External Professional Licencing/Registration of the Programme | | | |
| **Is this programme intended for submission to another external body for approval pre or post validation? If so, give details.** | | | |
| **Programme** | **External Licencing/ Registration Body[[2]](#footnote-3) Approval**  *Yes / No?* | **External Licencing/ Registration Body Name(s) + website**  *(add rows as necessary)* | **When is External Licencing/ Registration Body Approval Required?** |
| Principal Programme |  |  |  |
| Embedded Programme (Identify) |  |  |  |

|  |
| --- |
| 5.2 External Licencing/Registration Body Approval Criteria and Process |
|  |

|  |
| --- |
| 5.3 Alignment of the programme with the professional / occupational profile |
| **Principal programme:** |
|  |
| **Embedded programme 1** *(enter title):* |
|  |

|  |
| --- |
| 5.4 Quality assurance of professional placements |
|  |

# Section 6: Written curriculum

|  |  |  |  |
| --- | --- | --- | --- |
| 6.1 Module Level Outline | | | |
| **Principal Programme** | | | |
| **Stage Name** *(Copy and paste table if there are multiple stages)* | | | |
| **Module Number** | **FET Credits** | **Module Title** | **Module synopsis and contribution to programme overall** |
|  |  |  |  |
|  |  |  |  |

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| --- |
| 6.2 Rationale for choice of elective minor awards – **N/A for Minor programme** |
|  |

|  |
| --- |
| 6.3 Programme Teaching, Learning and Assessment (TLA) Strategy |
|  |

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| --- |
| 6.4 Integrity of Assessment |
|  |

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| --- | --- | --- | --- | --- |
| 6.5 Programme Summative Assessment Strategy *Outline the overall strategy to assess the achievement of the MIPLOs and how that achievement is classified. See Guidance.* | | | | |
| **MIPLO #** | **Identify which Modules (M) and MIMLO(s) address this MIPLO, e.g.,**  **M3-MIMLO2** | **Assessment Technique(s)** | **Weighting per Assessment Instrument** | **CAS Minor Award(s) assessed.**  (Fully / partially) e.g.  5N2770 Care Skills (F)  5N2706 Care Support (P) |
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| 6.6 Indicative Assessment Calendar **Please Tick ✔** when a summative assessment is planned. | | | | | | | | |
| **Module Title** | **Week 1** | **Week 2** | **Week 3** | **Week 4** | **Week**  **5** | **Week**  **6** | **Week**  **7** | **Week**  **8** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

*Add or delete rows and columns as required.*

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| --- |
| 6.7 Indicative Timetables and Rationale |
| *These may be best provided as clearly labelled appendices.* |

|  |
| --- |
| 6.8 Programme Learning Environment |
|  |

|  |
| --- |
| 6.9 Work Based Learning |
| *Insert hyperlink to QA procedures for Work Based Learning* |

# Section 7: Module Descriptors

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 7.1 Module Overview *(copy and paste for other modules)* | | | | | | | | | | |
| **Module Number** |  | | **Module Title** |  | | | | | | |
| **Stage of Principal Programme** | **N/A** | | **Duration** |  | | | | **FET Credits** | |  |
| **Mandatory/Elective (M/E)** |  | | **Hours of Learner Effort / Week**[[3]](#footnote-4) |  | | | | | | |
| **Analysis of required hours of learning effort** | | | | | | | | | | |
| **Teaching and Learning Modalities** | | | | | ✔**if relevant to this module** | | **Approx. proportion of total (hours)** | | | |
| **Direct Contact Hours** | | | | | | | | | | |
| In person face-to-face | | | | |  | |  | | | |
| Synchronous online | | | | |  | |  | | | |
| Synchronous Hybrid | | | | |  | |  | | | |
| **Indirect/Non-contact Hours** | | | | | | | | | | |
| Asynchronous | | | | |  | |  | | | |
| Work Based | | | | |  | |  | | | |
| Other (Identify) | | | | |  | |  | | | |
| **Total** | | | | | | |  | | | |
| **Pre-Requisite Module, if any. Module Number and Title** | | | | | |  | | | | |
| **Co-Requisite Module, if any. Module Number and Title** | | | | | |  | | | | |
| **Maximum number of learners per instance of the module** | | | | | |  | | | | |
| **Specification of the qualifications (academic, pedagogical and professional/occupational) and experience required of staff working in this module.** | | | | | | | | | | |
| **Role e.g.,**  **Trainer, Tutor, Mentor, Teacher, etc.** | | **Qualifications & experience required** | | | | | | | **Staff (X) : Learner (Y) Ratio**  **Express as X:Y** | |
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| 7.2 CAS Minor Awards (components) achievable on this module | |
| **Component Code** | **Component Title** |
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| 7.3 Module learning outcomes (MIMLOs) and relationship to MIPLOs and Award LO’s (*It should be possible to see that (i) this module contributes to achievement of the MIPLOs and (ii) the award LOs of the components covered by this module have been referenced.* *It is accepted that the mapping to award LOs may be broad where the LOs are dated and / or overly prescriptive)* | | | |
| **On completion of this module, a learner will be able to:** | **Related MIPLO #** | **Component Code** | **Component LOs #s** |
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| 7.4 Assessment Techniques chosen for this module | | | |
| **Technique** | **Rationale for choosing this technique** | | **Weighting** |
|  |  | |  |
|  |  | |  |
| 7.5 Mapping of module learning outcomes to assessment techniques/tasks | | | |
| **Module Learning Outcome:** | | **Assessment Technique(s) / Tasks** | |
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| 7.6 Guidelines for Assessors designing briefs / exams *This should provide guidance, not only to the panel, but to staff charged with delivery of this programme post validation.* | | | |
|  | | | |
| 7.7 Assessment Criteria and Grades *This should provide guidance, not only to the panel, but to staff charged with delivery of this programme post validation.* | | | |
|  | | | |
| 7.8 Guidelines for Assessors when assigning grades *This should provide guidance, not only to the panel, but to staff charged with delivery of this programme post validation.* | | | |
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| 7.9 Sample assessment materials *(Samples should be supplied. Include a reference here to where they can be found.)* | | | |
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| 7.10 Indicative Module Content, Organisation and Structure |
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| 7.11 Work-Based Learning and Practice-Placement *(if applicable)* |
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| 7.12 Specific Module Resources Required *(if applicable)* |
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| 7.13 Application of programme teaching, learning and assessment strategies to this module |
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| 7.14 Indicative reading lists and other information resources |
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# Section 8: Programme Staff

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| 8.1 Summary profiles of staff | | | | |
|  | | | ✔ | |
| **Role** e.g., Tutor, Trainer, Mentor, Programme Lead, Counsellor, Librarian, etc. | **Qualifications/Experience Profile** | **Number Required** | **In post** | **To be recruited** |
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| 8.2 Recruitment plan for staff not already in post |
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| 8.3 Employer Based Personnel |
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# Section 9: Physical and / or Digital Resources

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| 9.1 Specification of the programme’s physical and /or digital resource requirements | | | |
| **Resource** | **Quantity** | **In place already** ✔ | **To be procured prior to first enrolment** ✔ |
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| 9.2 Premises |
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| 9.3 Plan to acquire premises and / or resources that are not in place |
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| 9.4 Selection of temporary / contracted premises |
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# Section 10: Programme Management

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| 10.1 Quality Assurance to be applied to this programme *for the following aspects of programme management*: |
| 10.1.1 Programme Oversight and Maintenance |
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| 10.1.2 Compliance with special validation criteria |
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| 10.1.3 Academic Integrity |
|  |
| 10.1.4 Collaborative provision *(if applicable)* |
|  |
| 10.1.5 Transnational provision *(if applicable)* |
|  |

# Appendix 1 Mapping of proposed MIPLOs to QQI Award Standards

*(This is only for programmes leading to a named CAS major or special purpose award. The purpose of this mapping is to show that the proposed MIPLOs align to the standards / NFQ Level indicators identified in 2.2 above.)*

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| --- | --- | --- | --- | --- | --- |
| **Minimum Intended Programme Learning Outcomes (MIPLOs) of new programme** *(ref. 2.4 above)* | | | | | |
| **MIPLO1: Learner will be able to:** | **MIPLO2: Learner will be able to:** | **MIPLO3: Learner will be able to:** | **MIPLO4: Learner will be able to:** | **MIPLO5: Learner will be able to:** | **MIPLO6: Learner will be able to:** |
|  |  |  |  |  |  |

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| **Overview Analysis of the MIPLOs against QQI Standards and Outline of the support for the MIPLOs**  Please map against the learning outcomes of the linked certificate | | | |
| **Sub-strand:** | **Knowledge, Skill and Competence Statements of the relevant Linked Certificate e.g. 5M4339 Healthcare Support** | **MIPLO(s) addressing the sub-strand** (use MIPLO numbers above) | **Evidence** **and Commentary**: describe how / why you are assured that the relevant MIPLO(s) is/are aligned with the relevant statement. This should include which modules deliver and assess the learning relevant to this MIPLO. |
| ***Knowledge:*** *breadth and kind* |  |  |  |
| ***Know-how and skill:*** *range and selectivity* |  |  |  |
| **Competence**  *Role*  *Learning-to-learn*  *Insight* |  |  |  |

1. If this programme is to lead to a major, special purpose or supplemental award or a total credit value of 60 credits or more then you should use the appropriate descriptor template. [↑](#footnote-ref-2)
2. Regulatory / Licensing authority relevant to award e.g. Health & Safety Authority, Private Security Authority etc. [↑](#footnote-ref-3)
3. Average (over the duration of the module) of the contact hours per week i.e. effort while in contact with staff [↑](#footnote-ref-4)