**Provider Access to Initial Validation of Programmes leading to QQI Awards**

**Report of the Quality and Capacity Evaluation Panel**

**Stage 1**

**Assessment of Capacity and Approval of QA Procedures**

**Part 1 Details of applicant provider and its proposed education and training provision**

|  |
| --- |
| **1.1 Applicant Provider** |
| Registered Business/Trading Name: |  |
| Address: |  |
| Date of Application: |  |
| Date of resubmission of application: |  |
| Date of site visit (if applicable): |  |
| Date of reconvene meeting (if applicable): |  |
| Date of recommendation to the Approvals and Reviews Committee: |  |

**1.2 Profile of applicant provider**

**1.3 Proposed education and training provision**

|  |  |  |
| --- | --- | --- |
| **NFQ Level** | **Award Class** | **QQI Award / Proposed Programme Title** |
|  |  |  |
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| **Part 2 The Quality and Capacity Panel Membership** |
| Name  | Role of panel member | Organisation |
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**Part 3 Findings of the Panel**

**3.1 Summary Findings**

**3.2     Recommendation of the panel to Approvals and Review Committee of QQI**

|  |  |
| --- | --- |
|  | **Tick one as appropriate** |
| **Approve** [the provider's – insert name] draft QA procedures   |  |
| **Refuse approval** of [the provider's – insert name] draft QA procedures **pending mandatory changes** set out in Section 6.1(If this recommendation is accepted by QQI, the provider may make a revised application within six months of the decision) |  |
| **Refuse to approve** [the provider's – insert name] draft QA procedures |  |

**Part 4 Evaluation of the capacity of the applicant to provide quality education and training to learners**

**4.1 Legal and compliance requirements:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | ***Criteria*** | ***Yes/No/Partially*** | ***Comments*** |
| *4.1.1(a)* | ***Criterion:*** *Is the applicant an established Legal Entity who has Education and/or Training as a Principal Function?*  |  |  |
| *4.1.2(a)* | ***Criterion:*** *Is the legal entity established in the European Union and does it have a substantial presence in Ireland?* |  |  |
| 4.1.3(a) | **Criterion:** *Are any dependencies, collaborations, obligations, parent organisations, and subsidiaries clearly specified?* |  |  |
| *4.1.4(a)* | ***Criterion:*** *Are any third-party relationships and partnerships compatible with the scope of access sought?* |  |  |
| 4.1.5(a) | **Criterion:** *Are the applicable regulations and legislation complied with in all jurisdictions where it operates?* |  |  |
| 4.1.6(a) | **Criterion:** *Is the applicant in good standing in the qualifications systems and education and training systems in any countries where it operates (or where its parents or subsidiaries operate) or enrols learners, or where it has arrangements with awarding bodies, quality assurance agencies, qualifications authorities, ministries of education and training, professional bodies and regulators.* |  |  |

**Findings**

**4.2 Resource, governance and structural requirements:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | ***Criteria*** | ***Yes/No/Partially*** | ***Comments*** |
| 4.2.1(a) | **Criterion:** *Does the applicant have a sufficient resource base and is it stable and in good financial standing?* |  |  |
| 4.2.2(a) | **Criterion:** *Does the applicant have a reasonable business case for sustainable provision?* |  |  |
| 4.2.3(a) | **Criterion:** *Are fit-for-purpose governance, management and decision making structures in place?* |  |  |
| 4.2.4(a) | **Criterion:** *Are there arrangements in place for providing required information to QQI?* |  |  |

**Findings**

**4.3 Programme development and provision requirements:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | ***Criteria*** | ***Yes/No/Partially*** | ***Comments*** |
| 4.3.1(a) | **Criterion:** *Does the applicant have experience and a track record in providing education and training programmes?* |  |  |
| 4.3.2(a) | **Criterion:** *Does the applicant have a fit-for-purpose and stable complement of education and training staff?* |  |  |
| 4.3.3(a) | **Criterion:** *Does the applicant have the capacity to comply with the standard conditions for validation specified in Section 45(3) of the Qualifications and Quality Assurance (Education and Training) Act (2012) (the Act)?* |  |  |
| 4.3.4(a) | **Criterion:** *Does the applicant have the fit-for-purpose premises, facilities and resources to meet the requirements of the provision proposed in place?* |  |  |
| 4.3.5(a) | **Criterion:** *Are there access, transfer and progression arrangements that meet QQI’s criteria for approval in place?* |  |  |
| 4.3.6(a) | **Criterion:** *Are structures and resources to underpin fair and consistent assessment of learners in place?* |  |  |
| 4.3.7(a) | **Criterion:** *Are arrangements for the protection of enrolled learners to meet the statutory obligations in place (where applicable)?* |  |  |

**Findings**

**4.4 Evaluation of capacity to provide the proposed education and training provision - Overall finding:**

**Part 5 Evaluation of draft QA Procedures submitted by <Provider Name>**

*The following is the panel’s findings following evaluation of <Provider name> quality assurance procedures against QQI’s Core Statutory Quality Assurance Guidelines (April 2016) and Topic Specific QA Guidelines - <Blended Learning, Research Degrees and Apprenticeship - select or delete as appropriate>. Sections 1-11 of the report follows the structure and referencing of the Core QA Guidelines.*

**1 GOVERNANCE AND MANAGEMENT OF QUALITY**

***Panel Findings:***

**2 DOCUMENTED APPROACH TO QUALITY ASSURANCE**

***Panel Findings:***

**3 PROGRAMMES OF EDUCATION AND TRAINING**

***Panel Findings:***

**4 STAFF RECRUITMENT, MANAGEMENT AND DEVELOPMENT**

***Panel Findings:***

**5 TEACHING AND LEARNING**

***Panel Findings:***

**6 ASSESSMENT OF LEARNERS**

***Panel Findings:***

**7 SUPPORT FOR LEARNERS**

***Panel Findings:***

**8 INFORMATION AND DATA MANAGEMENT**

***Panel Findings:***

**9 PUBLIC INFORMATION AND COMMUNICATION**

***Panel Findings:***

**10 OTHER PARTIES INVOLVED IN EDUCATION AND TRAINING**

***Panel Findings:***

**11 SELF-EVALUATION, MONITORING AND REVIEW**

***Panel Findings:***

**12 TOPIC-SPECIFIC QA PROCEDURES: BLENDED LEARNING**

***Panel Findings:*** *<remove this section if not applicable to the provider>*

**13 TOPIC-SPECIFIC QA PROCEDURES: RESEARCH DEGREES**

***Panel Findings:*** *<remove this section if not applicable to the provider>*

**14 TOPIC-SPECIFIC QA PROCEDURES: APPRENTICESHIP**

***Panel Findings:*** *<remove this section if not applicable to the provider>*

**Evaluation of draft QA Procedures - Overall panel findings**

**Part 6 Conditions of QA Approval**

**6.1 Conditions of QA Approval**

**Part 7 Mandatory Changes to QA Procedures and Specific Advice**

**7.1 Mandatory Changes**

**7.2 Specific Advice**

**Part 8 Proposed Approved Scope of Provision for this provider**

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| --- | --- | --- |
| **NFQ Level(s) – min and max** | **Award Class(es)** | **Discipline areas** |
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**Part 9 Approval by Chair of the Panel**

This report of the Quality and Capacity Panel is approved and submitted to QQI for its decision on the recommendation to approve the draft Quality Assurance Procedures of <Provider Name> and approve its progression to Stage 2 of the initial programme validation process.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:

**Annexe 1: Documentation provided to the Panel in the course of the Evaluation**

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| --- | --- |
| Document | Related to |
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| **Annexe 2: Provider staff met in the course of the Evaluation** |
| Name | Role/Position |
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