**Programme Validation Descriptor**

**For programme(s) leading to FET CAS Major, Special Purpose and Supplemental Award(s) of more than 30 credits.**

**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 |
|  |

|  |
| --- |
| 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** |
|  |  |  |  |

|  |
| --- |
| 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 |
| **Linked Certificate** |  | **Component Certificate(s)** |  |

|  |
| --- |
| 1B.2 Embedded Programme(s) leading to major award(s) |
| **Linked Certificate** |
| ***Award Code*** |  |
| ***Programme Title*** |  |
| **Award Class** | **ISCED code** *(use four digits)* | **NFQ Level** | **FET Credits** | **External Licencing/ Registration Body Approval** | **Exit-only Award** |
| **Total** | **Max Per Academic Year/Duration** | **Yes** | **No** | **Yes** | **No** |
|  |  |  |  |  |  |  |  |  |
| **List the codes and titles of the CAS minor awards (components) which are to be available to learners on this embedded programme. Remove unused rows.** |
| **Code** | **Title** | **Credit Value** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| 1B.3 Embedded Programme leading to special purpose award(s) |
| **Linked Certificate** |
| ***Award Code*** |  |
| ***Programme Title*** |  |
|  **Award Class** | **ISCED code** *(use four digits)* | **NFQ Level** | **FET Credits** | **External Licencing/ Registration Body Approval** | **Exit-only Award** |
|  |  |  | **Total** | **Max Per Academic Year/Duration** | **Yes** | **No** | **Yes** | **No** |
|  |  |  |  |  |  |  |  |  |
| **List the codes and titles of the CAS minor awards (components) which are to be available to learners on this embedded programme. Remove unused rows.** |
| **Code** | **Title** | **Credit Value** |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| 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.)** |  | **Exit Award Title***(if relevant)* |  | **Stage FET Credits** |  |
| **Programme Delivery Mode -** *✔ one as appropriate.* | **On-site Face-to-Face** | **Blended** | **Fully Online** | **Apprenticeship** |
|  |  |  |  |
| **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** |
|  |  |  |  |  |  |

|  |
| --- |
| **Modules in this stage** (add rows as required. An example module is provided and can be deleted) |
| **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

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

|  |
| --- |
| 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)** |
|  |  |  |

|  |
| --- |
| 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:** |  |  |  |  |  |

|  |
| --- |
| 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 |
|  |

|  |
| --- |
| 1C.1.16 Total costs and income over the 5 years |
|  |

|  |
| --- |
| 1C.1.17 Support for International Learners *(if required)* |
|  |

|  |
| --- |
| 1C.2 Embedded Programme 1 |
| 1C.2.1 Programme Title  |  | 1C.2.2 ISCED Code  |  |
| 1C.2.3 NFQ Level*(1 - 6)* |  | 1C.2.4 Award Class  |  | 1C.2.5 Award Code |  |
| **1C.2.6** **Award Type**  |  | **1C.2.7** **FET Credits**  |  |
| **1C.2.8** **Programme Duration** |
| **Duration F/T** | **Years** |  | **Months:** |  | **Weeks:** |  | **Days:** |  |
| **Duration P/T** | **Years:** |  | **Months:** |  | **Weeks:** |  | **Days:** |  |
| 1C.2.9 Is this an Exit-only Award? **Please Tick ✔** If ‘Yes’, please complete Section 1C.2.8, then proceed to section 2. If No, i.e., where this is a programme to be offered standalone with its own intakes, please complete sections 1C.2.9 to 1.C.2.11.  | **Yes** | **No** |
|  |  |
|  |
| **1C.2.10** **Brief synopsis of the programme**  |
|  |
| **Sections 1C.2.10 to 1C.2.15 only to be completed for embedded programmes which are to be offered to learners as standalone enrolment options separate from the principal programme.** |
| **1C.2.11** **Target learner group**(s) for principal and each embedded programme |
|  |
| 1C.2.12 Intakes onto the programme – full time and part time. |
| **Version*****(e.g., f/t, p/t, other)*** | **Planned First Intake Date** | **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.2.13 Please specify how intakes will be managed**.** *Please Tick ✔* | **Intakes will remain separate and discrete** | **Intakes will be merged** |
|  |  |
| 1C.2.14 If intakes will be merged, describe when and how.**For example, if modules will be shared or cohorts combined indicate this.** |
|  |
| 1C.2.15 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 per year over five years:** |  |  |  |  |  |
|  **Maximum total enrolment per year over five years:** |  |  |  |  |  |

# 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:** |
|  |
| **Embedded programme 1** *(enter title):* |
|  |

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

|  |
| --- |
| 2.3 MIPLOs for Embedded Programmes  |
| **MIPLOs – Embedded Programme 1** |
| **MIPLOs - Embedded Programme 2** |
| **MIPLOs – Embedded Programme 3** |
| **MIPLOs - Embedded Programme 4** |

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

# Section 3: Programme Concept and Rationale

|  |
| --- |
| 3.1 Education and Training Needs met by the Programme |
| **Principal programme:** |
|  |
| **Embedded programme 1** *(enter title):* |
|  |

|  |
| --- |
| 3.2 Programme Origins and Development |
| **Principal programme:** |
|  |
| **Embedded programme 1** *(enter title):* |
|  |

|  |
| --- |
| 3.3 Stakeholder Involvement in Programme Development |
| **Principal programme:** |
|  |
| **Embedded programme 1** *(enter title):* |
|  |

|  |
| --- |
| 3.4 Comparison with Similar Programmes |
| **Principal programme:** |
|  |
| **Embedded programme 1** *(enter title):* |
|  |
| 3.5 Evidence of Demand for the Programme |
| **Principal programme:** |
|  |
| **Embedded programme 1** *(enter title):* |
|  |

# Section 4: Access, Transfer and Progression

*The information here relates to the principal programme and, unless explicitly stated, also to any embedded programmes. Where any of the information is different in an embedded programme to what applies to the principal programme, please identify the embedded programme and make the difference(s) clear.*

|  |
| --- |
| 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 - arrangements and criteria |  |  |  |
| Programme duration and delivery mode(s) |  |  |  |
| Please confirm the information is/will be provided to learners in Plain English |  |  |  |

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| 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)* |
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| 4.3 Transfer and Progression |
| 4.3.1 Programme Specific Transfer Arrangements - Inward *(if applicable)* |
| **Programme name** | **Provider** |
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| 4.3.2 Programme Specific Progression Arrangements – Inward *(if applicable)* |
| **Programme name** | **Provider** |
|  |  |
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| 4.3.3 Programme Specific Transfer Arrangements - Outward *(if applicable)* |
| **Programme name** | **Provider** |
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| 4.3.4 Programme Specific Progression Arrangements – Outward *(if applicable)* |
| **Programme name** | **Provider** |
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# Section 5: External Professional Licencing/Registration of the Programme

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

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| 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[[1]](#footnote-2) 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) |  |  |  |

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| 5.2 External Licencing/Registration Body Approval Criteria and Process |
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| 5.3 Alignment of the programme with the professional / occupational profile  |
| **Principal programme:** |
|  |
| **Embedded programme 1** *(enter title):* |
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| 5.4 Quality assurance of professional placements  |
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# Section 6: Written curriculum

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| 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 |
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| 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** | **Week****9** | **Week****10** | **Week****11** | **Week****12** | **Week****13** | **Week****14** | **Week****15** |
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*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.*  |

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| 6.8 Programme Learning Environment |
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| 6.9 Work Based Learning |
| *Insert hyperlink to QA procedures for Work Based Learning* |

# Section 7: Module Descriptors

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| 7.1 Module Overview *(copy and paste for other modules)* |
| **Module Number** |  | **Module Title** |  |
| **Stage of Principal Programme** |  | **Duration**  |  | **FET Credits** |  |
| **Mandatory/Elective (M/E)** |  | **Hours of Learner Effort / Week**[[2]](#footnote-3) |   |
| **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** |
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| 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.* |
|  |
| 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 |
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| 10.1.4 Collaborative provision *(if applicable)* |
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| 10.1.5 Transnational provision *(if applicable)* |
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# 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. Regulatory / Licensing authority relevant to award e.g. Health & Safety Authority, Private Security Authority etc. [↑](#footnote-ref-2)
2. Average (over the duration of the module) of the contact hours per week i.e. effort while in contact with staff [↑](#footnote-ref-3)