

Applicable to:	Staff
Date:	2019
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PROGRAMME APPROVAL PROCEDURE

1. Purpose of the Procedure

This procedure ensures that programmes are checked and receive approval from management prior to being submitted to QQI and other validating bodies for validation. This procedure refers to both full-time and part-time courses offered by the college where the college has responsibility for curriculum development. The purpose of this procedure is to ensure proposed programmes comply with all requirements of the relevant approved external validating body.

2. Scope/to whom it applies

This procedure applies to college academic staff including Principal, Deputy Principals, Course Co-ordinators, Subject Teachers, Examination Section, Marketing Section and Guidance Counselling Service.

The process of approval involves:

- A Proposer, individual or group
- A Developer, individual or group
- Programme Team to deliver the course
- Senior Management, Principal, Deputy Principals
- An approved validating body whether QQI or other approved validating bodies
- Board of Management
- Cork Education and Training Board
- Department of Education and Skills

3. Procedure Details

3.1. Senior Management Programme Approval

- Proposers must submit an outline of the programme on a **COURSE PROPOSAL FORM** to the Deputy Principal for consideration prior to the development of a full submission.
 - Adequate research, marketing and financial aspects must be carried out before making the proposal to ensure that Management can make a fair decision.
 - Proposals will be considered both on their own merit and within the framework of the college
- The Deputy Principal will examine the outline proposal and may approve the proposal based on the college plan and resources or refer it for consideration to the Principal.
- The Principal and Deputy Principals will decide whether to grant outline approval to the proposed programme.
- Proposals approved will be required to complete a Programme Design Submission as outlined in Procedure B5.2 This document is to outline in detail the following sections:

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- Section 1: Provider Details
- Section 2: Consultative Process
Industry, Third Level Institutes, Agencies, Participants/Direct Clients
- Section 3: Rationale
Rationale for Certificate, Government Policy, Potential Job Placement, Local Skills Needs, Added Value to the Learner/Community, Progression Opportunities
- Section 4: Aims & Objectives
Aims & Objectives, Delivery Schedule
- Section 5: Learner Profile
Minimum Entry Requirements, Access
- Section 6: Modules
- Section 7: Additional Information
Physical Resources, Human Resources, Assessment, Learner Support

3.2. Board of Management Programme Approval

The Principal will present the Programme Design Document to the Board of Management for Approval.

- If the Board of Management is satisfied that the proposal document, the Board will approve the programme and forward it to the Cork Education and Training Board for approval

3.3 Cork Education and Training Board Programme Approval

A Cork Education and Training Board Course Proposal form must be submitted to the Cork Education and Training Board for approval to run the course

3.4 QQI Programme Approval

The Programme Design Document is submitted to the Examination Section and checked against QQI guidelines prior to submitting it to QQI for certification approval.

4. Monitoring Process

This procedure is monitored annually by Senior Management and the College Board of Management

5. Associated Documents

- Course Proposal Form
- Programme Design Document/Template
- Cork Education and Training Board Course Proposal Form
- QQI Programme Guidelines