1.1.2 Programme Development

Procedure code and title:	1.1.2 Programme Development
Policy area:	1.1 Programme Development, Approval and Validation
Version Number:	1
Reviewed by:	Quality Assurance Sub-Group
Date approved by Quality Council:	27th June 2023
Date of Implementation:	1st January 2024
Review Date:	

Purpose

The purpose of this procedure is to detail how KWETB ensures that programmes developed within KWETB are of the highest standard and meet demands for local and national needs. Programme development comprehends the development of programmes from levels 1-6.

Scope

This procedure applies to all FET Provision and FET Provision-Second Providers. There is an integrated single policy, with integrated procedures for FET Provision and FET Provision-Second Providers.

Preamble

KWETB delivers programmes leading to Major, Minor and Special Purpose certificates together with programmes leading to non QQI awards. A structured application process applies to all centres seeking to develop a new programme.

The process of programme development draws on the expertise of personnel with experience of the subject areas. Demand for programme development may come from labour market reviews, new company start-ups and industry closures, internal research, regional business needs, job vacancy trends, EU initiatives or external stakeholders.

Programmes leading to Common Award System awards should be developed in accordance with QQI's CAS Compound Programme Descriptor Template and associated Guidelines (can be located in resources for this procedure).

Programmes leading to non-common award system awards should be developed in accordance with QQIs non-CAS Compound Programme Descriptor and associated Guidelines (can be located in resources for this procedure).

Apprenticeship programmes should be developed having regard to QQI's Topic Specific Statutory Quality Assurance Guidelines for Apprenticeship Programmes.

Every proposal for programme development will be the subject of robust evaluation and governance procedures for both QQI and non QQI programme development.

Objectives of Programme Development

- To provide programmes which reflect changing educational, academic, industry, technological and environmental needs.
- To ensure that the programme level is aligned with the National Framework of Qualifications and national standards.
- To ensure that all programmes are compliant with internal and regulatory frameworks.
- To ensure that KWETB provide opportunities for smooth progression for learners, with well-defined and coherent pathways.
- To ensure that programmes reflect the required levels of knowledge, skills and attributes and that learning outcomes are fit for purpose.
- To ensure that learning outcomes enable assessment for advanced entry and recognition of prior learning.

Procedure – 1.1.2 Programme Development

1	The proposer who is proposing the development of a new programme or programme module should ensure that they submit a Proposal for Programme Development Application to their line manager. The proposer should ensure that the proposal is based on evidence and well-founded research into the need for the programme and based on either skills or progression. The proposer should ensure that research has been carried out as to whether the proposal duplicates any other programmes already delivered with KWETB.
2	The line manager of the person making the proposal should ensure that they sign off on the proposal. The line manger should ensure they forward the application to the designated person with responsibility for programme development.
3	The designated person with responsibility for programme development

	should ensure that the proposal is screened. Further information/clarification can be requested at this stage before submission to the Programme Governance Sub-group.
4	The designated person with responsibility for programme development should ensure that they forward the proposal application to the Secretary of the Programme Governance sub-group at least two weeks prior to the next Programme Governance sub-group meeting.
5	The proposer or nominee who is proposing the development of a new programme can be invited to the Programme Governance sub-group meeting to discuss their application and answer any relevant questions. The Programme Governance sub-group should review the proposal and either request further information or make a recommendation for approval of the development and establishment of a Programme Development Group.
6	If the Programme Governance sub-group approve the proposal, they should ensure that a working group is established to undertake the work of developing the new programme. This work should be co-ordinated by the designated person with responsibility for programme development. The Programme Governance sub-group may seek the support and guidance from the designated person with responsibility for programme development. The Programme Governance sub-group may seek the support and guidance from the Quality Team in relation to QQI guidelines and QA procedures.
7	The designated person with responsibility for programme development should ensure that the working group are provided with a specified timebound period, programme template and access to an online platform for their work.
8	The designated person with responsibility for programme development should support and give guidance to the working group throughout the process.
9	The Programme Governance sub-group should monitor the progress of the project, providing support where necessary.
10	When the new programme has been developed, the Programme Governance sub-group should ensure they review the programme documentation.
11	The Programme Governance sub-group, with the support of the designated person with responsibility for programme development should assign one or more evaluators to conduct a self-evaluation of the programme. These may be drawn from within KWETB or may be external individuals with relevant expertise.
12	The Evaluator(s) should complete the self-evaluation report. They may also request further information if necessary.

	The designated person with responsibility for programme development should screen the draft programme and associated documents to ensure that all relevant details are included.
13	If necessary, the designated person with responsibility for programme development should address any concerns raised by the Evaluator(s) and should submit the final version of the programme to the Programme Governance sub-group together with the self-evaluation report.
14	The Programme Governance sub-group should review all programme documentation and either recommend approval for submission or decline the submission for validation.
15	If approved, the Programme Governance sub-Group Chair or nominee should present the programme to the Quality Council for approval and submission to the awarding body for validation.
16	The Director of FET or nominated person should sign off on the application for validation.
17	The designated person with responsibility for programme development should upload and submit application for validation to relevant awarding body.
18	Once approved by the awarding body the AEO responsible for Quality Assurance should notify the PLSS team.

Link to other Policies/Procedures

1.1.3	Programme Approval
1.1.5	Decisions about local delivery of validated programmes
1.2.4	Work Placement

Resources

Resources	- Proposal for Programme Development Application - Programme Template - Evaluation Report Template