

1.1.3. Programme Approval and Validation

Procedure code and title:	1.1.3 Programme Approval and Validation
Policy area:	1.1 Programme Development, Approval and Validation
Version Number:	1
Reviewed by:	Quality Assurance Sub-Group
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Review Date:	

Purpose

The purpose of this procedure is to detail how KWETB ensures that programmes are approved and validated in line with internal governance structures and adhere to current regulations.

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

This procedure is core to the governance processes of KWETB Programme Governance sub-group in submitting for approval and validation.

All proposed programme leading to a QQI award must be approved in line with KWETB's annual FET service plan submission to SOLAS. Courses are entered onto the National Course Database and FARR and are formally approved following review by the FET Management Team, under the direction of the Director of Further Education and Training.



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Procedure – 1.1.3 Programme Approval and Validation

1	<p>The designated person with responsibility for programme validation should circulate a Programme Approval and Validation Schedule to all stakeholders which sets out timelines for submission of applications and dates of Programme Governance Sub-group meetings at beginning of year.</p> <p>The designated person with responsibility for programme validation should issue reminders of deadline dates to stakeholders ahead of deadline dates for submission of applications.</p>
2	<p>The Centre Co-ordinator should complete the application for programme approval and validation in the Approval hub and upload relevant documentation. The application should be uploaded according to the Schedule for Programme Approval and Validation timelines.</p>
3	<p>The designated person with responsibility for programme validation should ensure that all applications for programme approval and validation are screened in the specified timelines.</p>
4	<p>The designated person with responsibility for programme validation should ensure that all documentation for programme approval and validation is uploaded to the Programme Governance sub-group Teams site, ensuring that members have a minimum of two weeks to review applications prior to Programme Governance sub-group meeting.</p>
5	<p>The designated person with responsibility for programme validation should present the application for programme approval and validation to the Programme Governance sub-group.</p> <p>The person or nominee who is making the application for programme approval and validation can be invited to attend the Programme Governance sub-group to discuss their application and answer any relevant questions.</p>
6	<p>The Programme Governance sub-group should decide to either approve or decline the application for programme approval or to seek further clarification.</p>
7	<p>If approved, the Programme Governance sub-group Chair or nominee should present to the Quality Council and recommend for approval and submission to the awarding body for validation.</p>
8	<p>Following the Quality Council meeting, the Adult Education Officer with responsibility for Quality Assurance should ensure that the application is forwarded to the Chief Executive or nominated delegate (usually the FET Director for review.</p>
9	<p>The Chief Executive or nominated delegate (usually the FET director should review the proposal and sign off on the application for approval and validation.</p>

10	If this decision is positive, the designated person with responsibility for programme validation should upload all the required documentation to qHub.
11	The Adult Education Officer with responsibility for Quality Assurance will receive notification once the award has been approved. If the awarding body seeks amendments or makes recommendations, the designated person with responsibility for programme validation should forward to the applicant for amendments to be made. Once amendments have been made and resubmitted, the designated person with responsibility for programme validation should ensure the amendment is noted at the next Programme Governance sub-group meeting.
12	The designated person with responsibility for programme validation should advise all relevant personal when the application has been validated.
13	The designated person with responsibility for QA authentication should ensure that all documentation is uploaded to the QA site on Sharepoint, old documents are archived, and centres are aware of the changes.

Link to other Policies/Procedures

1.1.2	Programme Development
1.1.4	Local delivery of validated programmes



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