

1.1.4 Local Delivery of Validated Programmes

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| Procedure code and title: | 1.1.4 Local Delivery of Validated Programmes |
| 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 all programmes delivered at local level comply with internal governance structures.

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 is an approved regional provider for the delivery of programmes leading to awards on the National Qualification Framework across FET Provision and FET Provision-Second Providers.

All programme delivery is subject to KWETBs programme governance. The Programme Governance sub-group and Quality Council have oversight for programme delivery across FET Provision and FET Provision-Second Providers.

There are instances when:

- A validated programme may be designed to be delivered by specific centres or colleges because they have specific expertise or are equipped with the correct facilities and equipment to deliver in the field.
- There may be a need to add a currently validated component or components to a currently validated programme.



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Centres/colleges may make a change request application to deliver one of these validated programmes, or centres may make a change request to add a validated component to an existing validated programme.

A requesting centre must complete an application through the KWETB Approval Hub and give a detailed rationale supporting their ability to run this programme including staffing capacity and staff qualification. Approval will only be given if the requesting centre can meet all requirements.

The request will be reviewed by the Quality Team who may request further information, and the completed application will be evaluated by the Programme Governance sub-group. Following approval by the Programme Governance sub-group, the decision will be recommended to the Quality Council for approval.

Procedure – 1.1.4 Local Delivery of Validated Programme

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| 1 | The designated person with responsibility for programme validation should circulate a Programme Approval and Validation Schedule to all stakeholders which should set out timelines for the submission of applications and dates of Programme Governance sub-group meetings at the beginning of the academic year. The Schedule should include clear timelines for submission of request, noting times for submission, further information requests which should enable submission to Programme Governance sub-group two weeks prior to their meeting. The designated person with responsibility for programme validation should issue reminders of deadline dates to stakeholders ahead of deadline dates for submission of applications. |
| 2 | The Programme Co-ordinator should propose changes to local delivery to their Line Manager at area planning stage prior to formal application through Approval Hub. |
| 3 | The Programme Co-ordinator should complete the application for the change request in the Approval Hub setting out detailed rationale which should match the criteria for approval. All relevant documentation should be uploaded. |
| 4 | The designated person with responsibility for programme validation should review the application, check for accuracy and request additional information if necessary. |
| 5 | The designated person with responsibility for programme validation should forward the application and supporting documentation to the secretary of the Programme Governance Sub-group. All documents should be received two weeks ahead of the Programme Governance sub-group meeting. |
| 6 | The Programme Governance sub-group should review the application prior to meeting. |

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| 7 | The Co-ordinator or nominee who is making the application can be invited to the Programme Governance sub-group meeting to discuss their application and answer any relevant questions. |
| 8 | The Programme Governance sub-group should discuss the application, it should be either accepted, declined or referred for further information. |
| 9 | If additional information is required, the designated person with responsibility for programme validation should liaise with the Programme Co-ordinator and upload relevant documentation. |
| 10 | If approved, the Programme Governance sub-group Chair or nominee should recommend approval to the Quality Council. |
| 11 | The Director of Further Education and Training or nominated person should sign off on the approval. |
| 12 | The designated person with responsibility for programme validation should notify QQI or the awarding body of the approved change request. |
| 13 | The designated person with responsibility for programme validation should inform the outcome of the process to the Programme Co-ordinator. |

Link to other Policies/Procedures

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| 1.1.2 | Programme Development |
| 1.1.3 | Programme Approval and Validation |
| 3.2.2 | Operation of Working Groups |



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