

The Rehab Group Programme Development & Approval Accredited & Non-Accredited Programmes

Applies Jurisdiction: Ireland ONLY

Division: Learning & Employability

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Version Number: V1

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1.0 POLICY STATEMENT

It is the policy of the Rehab Group to ensure that all training and education programmes are developed and approved in line with funding and awarding body requirements and the Rehab Group's Mission, Vision and Values.

The development and approval of programmes must include:

- Conducting a Feasibility Study
- Submitting a Programme Proposal
- Compliance with programme Development and Approval Processes
- Development of a National Training Specification (Appendix 3)
- Development of a Localised Training Specification (Appendix 4)

The development and approval of programmes must be conducted in a systematic way allowing sufficient time for internal consultation, external consultation with stakeholders and programme evaluation by the appropriate personnel.

2.0 PURPOSE

This policy outlines the process for the Development and Approval of Accredited and Non-Accredited Programmes

3.0 SCOPE

This policy applies to all Accredited and Non-Accredited training programmes provided by the Rehab Group (Ireland).

4.0 DEFINITIONS

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Accredited Programme – A planned experience offered based on identified needs and set against an agreed structure and/or set of guidelines leading to **a formal qualification**.

Non-Accredited Programme - A planned experience offered based on identified needs and set against an agreed structure and/or set of guidelines.

National Training Specification - NTS

A document that outlines the details of the programme available at national level across the Rehab Group.

Localised Training Specification - LTS

A document that outlines the details of the localised version of the national training programme.

5.0 GENERAL PROVISIONS / PROCEDURE

Step 1

Feasibility Study

The first stage to programme development is to carry out a feasibility study to document the potential benefits of a new programme or the continued relevance of an existing programme. Completing a feasibility study demonstrates the capacity to meet the needs of existing or potential learners and demonstrate the cost benefit aspects of the programme.

The outcome of a feasibility study should inform an outline specification of the programme in terms of purpose, content, duration, key activities and methodologies and expected outcomes. It should also specify the personnel, materials, equipment and full resources required to deliver the programme.

On completion of the feasibility study a programme proposal must be submitted to the Senior Development Officer for approval

Step 2

Programme Development

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Programme development work is carried out by the Programme Development Officer in consultation with the Centre Manager, Funders, Learners, Staff, Internal and External Experts and other Stakeholders, as appropriate.

Programme development work must include the development of:

- Programme Descriptors
- Module Descriptors
- Assessment Packs
- Lesson Plans

Programme Descriptors - accredited and or non-accredited modules required to make up a programme.

Module Descriptors – each individual module must include the module objectives, content, learning outcomes, key learning points, delivery mode, activities the learner will participate in, resources and personnel to deliver the module. Whether the module is accredited or non-accredited.

Assessment Packs - developed to ensure all learning outcomes are assessed. They must include an assessment brief, the assessment technique/s and the grading for the award.

Lesson Plan - a plan outlining what the instructor intends to cover during the lesson. (Appendix 5 - Sample Lesson Plan).

The Senior Development Officer will provide appropriate templates to support the development process.

Step 3

Programme Evaluation

When development work is complete the National Training Specification must be submitted to the Senior Development Officer for evaluation. The training specification will be evaluated to establish if the programme meets the need as well as the funding and awarding body requirements.

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Suitable evaluators will be appointed to evaluate the programme. The number of evaluators will depend on the size and volume of the programme and the level of expertise required. At a minimum 2 evaluators will be appointed. The appointed evaluators must be independent of the programme.

The role of the evaluator is to evaluate the programme against the stated criteria using the evaluation template available on sharepoint. Evaluators will reach a decision to recommend the programme for approval or request further information/revisions.

All evaluators will carry out their duties in line with a code of practice for evaluators. The Senior Development Officer will co-ordinate the evaluation process and submit the evaluation documentation to the Quality Improvement Officer for approval.

Step 4 Programme Approval

The Quality Improvement Officer will present the programme to the Quality & Governance Approval Committee for internal approval and where appropriate present to the awarding body for external validation.

The Quality Improvement Officer will notify all involved in the development and evaluation process that the programme has been approved and is available on the Training Programme Specification (TPS) database.

Step 5 Local Training Specification

The National Training Specification once approved will be available on the TPS database or from the funder e.g. ETB. The Programme Development Officer (PDO) will download the programme for conversion into a Local Training Specification.

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All local training specifications must be internally approved through the Quality and Governance Directorate. The PDO will submit the Local Training Specification for internal approval via the TPS database. The programme will be screened against the National Training Specification and either approved or returned for further information/revisions. Once approved an internal letter of approval will be issued. New programmes will be assigned a finance code. Programme delivery may commence on receipt of the internal approval letter.

6.0 ROLES & RESPONSILBITIES

- Responsibility for the development of programmes rests with Centre Mangers, Programme Development Officers and staff members who have the relevant expertise and experience to carry out this function.
- Responsibility for the internal evaluation and approval of programmes rest with the Quality and Governance Directorate.

7.0 EVALUATION & AUDIT

Compliance with this policy on programme development and approval will be evaluated and audited through Rehab Groups internal review and audit processes. This policy will be reviewed in line with the Rehab Groups policy on policies.

8.0 REFERENCES

Awarding Body Guidelines
Funding Body Guidelines

8.1 Related PPPGs

Feasibility Studies
Conformance to Local Training Specification

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9.0 APPENDICES

Appendix 1 – List of Authors

Appendix 2 – Read & Understood

Appendix 3 – National Training Specification

Appendix 4 - Local Training Specification

Appendix 5 – Programme Development & Approval Process Map

Appendix 1 Authors

Authors List for New/ Reviewed Policy Area

The following names individual authors/ reviewers to this policy area.

Division/Other	Name(s)
Quality & Governance	Helen Keogan Jeanette Haughey Laurie Flynn
Learning	Ger Columb Cormac Woods
Care	Arlene Sweeney Siobhan Barry
Programme Development Officers	SESW, MWNW, DWNE
Operations	Jackie Keane

*Note that it is not obligatory for each division to be involved in a new policy/ review if the policy is not relevant; this should be decided by each division on a case-by-case basis.

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Appendix 2 – Read & Understood

I have read, understand and agree to adhere to the attached Access, Transfer and Progression Policy, Procedure, Protocol/ SOP or Guideline:

Print Name	Signature	Date

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Appendix 3

National Training Specification

All National Training Specifications (NTS) must include:

- Programme Title
- Award Title (if appropriate)
- List of Development Team Members
- List of Accredited and Non-Accredited Modules
- Need identification - Identified needs of Funders, Learners and the Labour Market
- Rationale for the programme
- The Rehab Groups Mission, Vision and Values
- Best Practice/Research/New developments/Innovations
- Programme Profile
- Learner Profile
- Overall Programme Objectives
- Access Requirements, Transfer and Progression Options
- Duration, full or part-time
- Delivery mode and methodologies e.g. in-centre, community based, on the job
- Overall programme structure
- Well-structured Work Placements
- Explicit Learning Outcomes
- The Expected Learner Workload
- Assessment Plan for Certification (if appropriate)
- Integration of Assessment (as appropriate)
- Map of learning outcomes to assessment technique
- Programme Review Schedule
- Learner Supports available
- Sufficient number of programme modules to meet local requirements
- The quality assurance and training standard requirements set by the funding body, awarding body and the Rehab Group.
- Specific Validation Requirements (if appropriate) e.g. Access to a fully equipped kitchen

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Appendix 4

Local Training Specification

All Local Training Specifications (LTS) must include:

- Programme Title
- Award Title (if appropriate)
- List of Trainers
- List of Accredited and or Non-Accredited Modules
- Need identification - Identified needs of Local Funders, Learners and the Labour Market
- Rationale for the programme
- Programme Profile
- Learner Profile
- Overall Programme Objectives
- Access Requirements, Transfer and Progression Options
- Duration, full or part-time
- Delivery mode and methodologies e.g. in-centre, community based, on the job
- Overall programme structure
- Well-structured Work Placements
- Explicit Learning Outcomes
- The Expected Learner Workload
- Assessment Plan for Certification (if appropriate)
- Integration of Assessment/Assessment Matrix (as appropriate)
- Map of learning outcomes to assessment technique (as appropriate)
- Programme Review Schedule
- Learner Supports available
- Sufficient number of programme modules to meet local requirements
- The quality assurance and training standard requirements set by the funding body, awarding body and the Rehab Group.
- Specific Validation Requirements (if appropriate) e.g. Access to a fully equipped kitchen

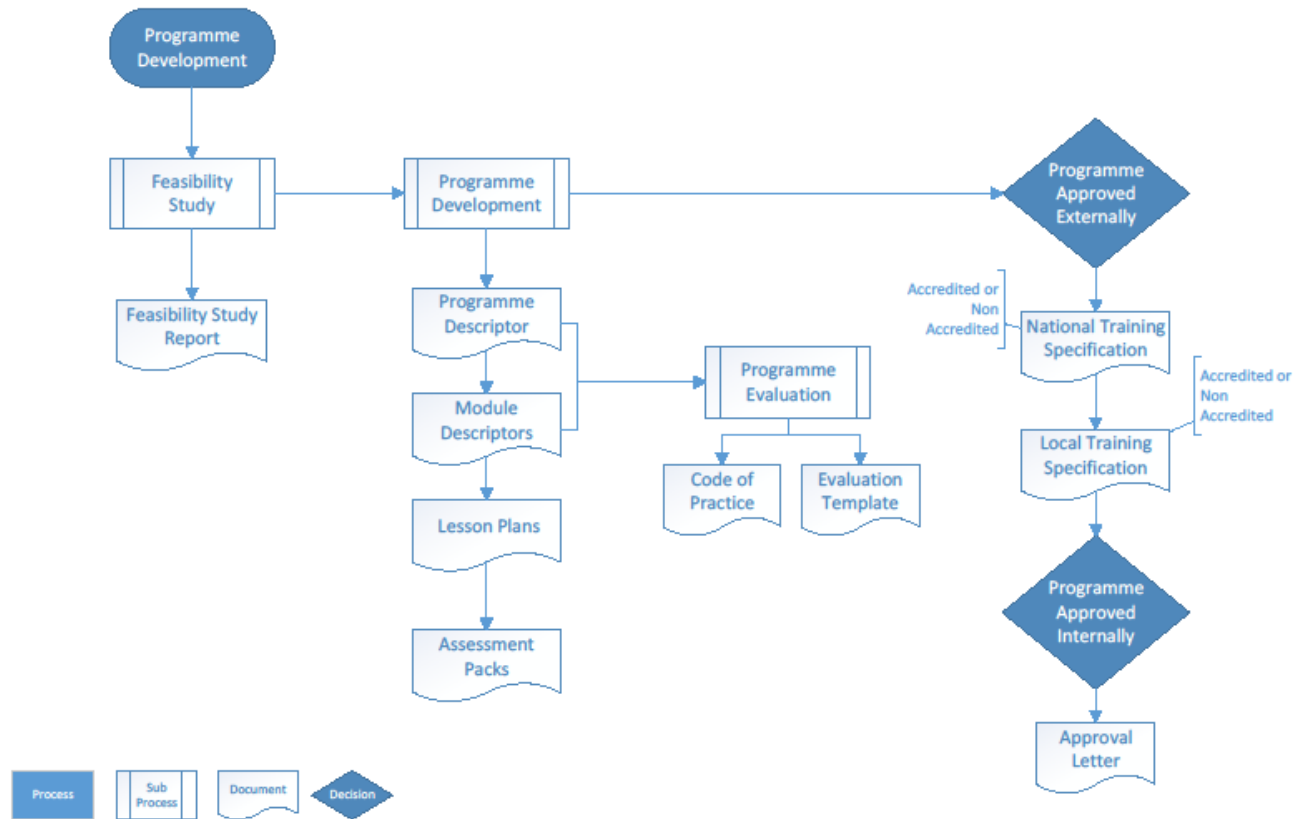
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The Quality & Governance Directorate will provide the appropriate programme templates.

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Programme Development & Approval Process



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