**Programme Validation Descriptor**

**For programme(s) leading to FET non-CAS Major, Special Purpose and Supplemental Award(s) of more than 30 credits.**

**Provider Name:**

**Programme(s) Title:**

**Date:**

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# Section 1A: Provider Details

|  |
| --- |
| 1A.1 Provider |
| **Name:** |  |
| **Address:** |  |
| **Provider Website Address** |  |
| **Published QA Procedures** | *Enter hyperlink here* |

|  |
| --- |
| 1A.1.1 Contact coordinating validation  |
| **Name:** |  |
| **Title:** |  |
| **Address (if different):** |  |
| **E-mail:** |  |
| **Phone:** |  |
| **Mobile:** |  |

|  |
| --- |
| 1A.1.2 Person responsible for managing the programme  |
| **Name:** |  |
| **Title:** |  |
| **Address (if different):** |  |
| **E-mail:** |  |
| **Phone:** |  |
| **Mobile:** |  |

|  |
| --- |
| 1A.2 Contextual information about the provider and its other programmes |
| 1A.2.1 Contextual information about the provider  |
|  |
| 1A.2.2 Contextual information about other relevant programmes, if relevant. |
|  |

|  |
| --- |
| 1A.3 Approved Scope of Provision |
| **Lowest NFQ Level** | **Highest NFQ Level** | **Award Classes (Major, SPA, Minor)**  | **Fields of learning e.g., Healthcare, Business, Childcare, Construction, IT** |
|  |  |  |  |
| **Modes of Programme Delivery (✔ one or more as appropriate)** |
| **On-site, face-to-face only** | **Blended** | **Online** | **Apprenticeship** | **f/t** | **p/t** |
|  |  |  |   |  |  |
| **Collaborative Provision (✔ one or more as appropriate)** |
| **None** | **Yes, as first provider** | **Yes, as second provider** | **Yes, national** | **Yes, transnational** |
|  |  |  |  |  |
| **Sites of Delivery (✔ one or more as appropriate – if fully online, answer for main place of business)** |
| **Owned premises** | **Long term leased premises** | **On Customer Site** | **Rented space as required** |
|  |  |  |  |

|  |
| --- |
| 1A.4 Extension to Current Scope of Provision |
| Will the proposed programme(s) require QQI to approve an extension to the current approved scope of provision as set out above? Please ✔ |
| Yes |   | No |  |  |
| If Yes, please set out the QA implications of the extension and hyperlink to/append the amended QA procedures involved. |
|  |

# Section 1B: Application Summary - Programme and Award Titles

|  |
| --- |
| 1B.1 Principal Programme  |
| **Programme title** |  |
| **Award Class** | **ISCED code** *(use four digits)* | **NFQ Level** | **FET Credits** | **External Registration / Accreditation / Recognition** |
| **Total** | **Max Per Academic Year/Duration** | **Yes** | **No** |
|  |  |  |  |  |  |  |
| **Version(s): *How will delivery of this programme be marketed? ✔*** *all applicable* | **FT** | **PT** | **Other** *(label and describe)* |  |
|  |  |  |

|  |
| --- |
| 1B.2 Embedded Programme(s) leading to major award(s) |
| **Programme title**  |  |
| **Is the embedded programme a stream of equivalent FET credit value to the principal programme? *✔*** *as appropriate* | **Yes** | **No** |
|  |  |
| **Award Class** | **ISCED code** *(use four digits)* | **NFQ Level** | **FET Credits** | **External Registration / Accreditation / Recognition** | **Exit-only Award** |
| **Total** | **Max Per Academic Year/Duration** | **Yes** | **No** | **Yes** | **No** |
|  |  |  |  |  |  |  |  |  |

|  |
| --- |
| 1B.3 Embedded Programme(s) leading to minor special purpose / supplemental award(s) |
| **Programme title** |  |
|  **Award Class** | **ISCED code** *(use four digits)* | **NFQ Level** | **FET Credits** | **External Registration / Accreditation / Recognition** | **Exit-only Award** |
| **Total** | **Max Per Academic Year/Duration** | **Yes** | **No** | **Yes** | **No** |
|  |  |  |  |  |  |  |  |  |

|  |
| --- |
| 1B.4 Embedded Programme(s) leading to minor / special purpose award(s) |
| **Programme title**  |  |
| **Award Class** | **ISCED code** *(use four digits)* | **NFQ Level** | **FET Credits** | **External Registration / Accreditation / Recognition** | **Exit-only Award** |
|  |  |  | **Total** | **Max Per Academic Year/Duration** | **Yes** | **No** | **Yes** | **No** |
|  |  |  |  |  |  |  |  |  |

|  |
| --- |
| **1B.5** **Proposed Programme Schedule(s)***Copy and paste the template for each additional stage of the programme.  Create a version of the schedule for each different version of the programme also i.e. f/t, p/t, blended etc*  |
| **Name of Provider:** |  |
| **Programme Title** *(Principal)* |  |  |  | **Credits** |  |
| **Stage (1,2,3, Award etc)** |  | **Exit Award Title***(if relevant)* |  | **Stage Credits** |  |
| **Programme Delivery Mode -** *✔ one as appropriate.* | **On-site Face-to-Face** | **Blended** | **Online** | **Apprenticeship** |
|  |  |  |  |
| **Teaching and Learning Modalities** *– ✔ one or more as appropriate.* | **On-site Face-to-Face**  | **Synchronous Hybrid** | **Synchronous Online** | **Asynchronous** | **Independent**  | **Work Based** |
|  |  |  |  |  |  |
| **Assessment Techniques Utilised in Stage** *– ✔ one or more as appropriate.* | **Continuous Assessment** | **Invigilated Exam – in person** | **Proctored Exam - online** | **Project** | **Practical Skills Demonstration** | **Work Based** |
|  |  |  |  |  |  |
| **Modules in this stage** (add rows as required) |
|  | **Total Student Effort Module (hours)** | **Assessment – Allocation of Marks**  *(from the module assessment strategy)* |
| **Module Title** | **Semester** | **Mandatory (M) or Elective (E)** | **Credits** | **Total Hours** | **On-site Face-to-Face**  | **Synchronous**  | **Asynchronous**  | **Independent**  | **Work Based** | **Continuous Assessment %** | **Invigilated****Exam** **– in person %** | **Proctored Exam – online %**  | **Project** | **Practical Skills Demonstration %** | **Work Based %** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

# Section 1C: Programme Overview

|  |
| --- |
| 1C.1 Principal Programme |
| 1C.1.1 Programme Title |  | **1C.1.2** **ISCED Code**  |  |
| 1C.1.3 NFQ Level *(1 - 6)* |  | 1C.1.4 Award Class  |  |
| **1C.1.5** **Award Type** |  | **1C.1.6** **FET Credits** |  |

|  |
| --- |
| **1C.1.7** **Programme Duration** *(refer to version(s) in 1B.1 above)* |
| **Version*****(e.g., f/t, p/t, other)*** |  | **Calendar** **years:** |  | **Months:** |  | **Weeks:** |  | **Days:** |  |
| **Version*****(e.g., f/t, p/t, other)*** |  | **Calendar** **years:** |  | **Months:** |  | **Weeks:** |  | **Days:** |  |

|  |
| --- |
| **1C.1.8 Attendance options available to learners:**(refer to version(s) in 1B.1 above) |
| **Option** | **Learner direct contact hours per week (number plus description)** |
| **Version** ***(e.g., f/t, p/t, other)*** |  |  |
| **Version*****(e.g., f/t, p/t, other)*** |  |  |

|  |
| --- |
| 1C.1.9 Additional delivery locations *for in-person, face-to-face elements of delivery, if any.*  |
| **Location Name and Address** | **Rationale for choice** | **Covered by Provider QA? (Yes/No)** | **Minimum Learners per Intake** | **Maximum Learners per Intake** |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| 1C.1.10 Intakes onto the programme *(refer to version(s) in 1B.1 above)* |
| **Version*****(e.g., f/t, p/t, other)*** | **Planned First Intake Date**(01/MM/YY) | **Intakes per Annum** | **Enrolment (intake size)** |
| **Minimum**  | **Maximum**  | **Minimum required for Programme Viability**  | **Maximum that can be accommodated for Programme Viability**  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **If there are multiple intakes per annum, please set out how these will be spaced e.g. rolling intakes, September, April etc.** |
|  |
| **Please specify how intakes will be managed.** *Please Tick ✔* | **Intakes will remain separate and discrete** | **Intakes will be merged** |
|  |  |
| **If intakes will be merged, describe when and how. For example, if modules will be shared or cohorts combined, indicate this.** |
|   |
| **1C.1.11** **Proposed new learner numbers over five years**  *(all attendance options and intakes)* | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** |
| **Minimum total enrolment per year:** |  |  |  |  |  |
| **Maximum total enrolment per year:** |  |  |  |  |  |

|  |
| --- |
| 1C.1.12 Brief synopsis of the programme |
|  |
| 1C.1.13 Target learner group (profile) |
|  |
| 1C.1.14 Special requirements for the programme |
|  |

|  |
| --- |
| 1C.1.15 Total costs and income over the 5 years  |
|  |

|  |
| --- |
| 1C.1.16 Support for International Learners *(if applicable)* |
|  |

|  |
| --- |
| 1C.2 Embedded Programme 1 *(remove if not applicable)* |
| 1C.2.1 Programme Title |  | **1C.2.2** **ISCED Code**  |  |
| 1C.2.3 NFQ Level *(1 - 6)* |  | 1C.2.4 Award Class  |  |
| **1C.2.5** **Award Type**  |  | **1C.2.6** **FET Credits**  |  |
| **1C.2.7** **Programme Duration** |
| **Duration F/T** | **Years** |  | **Months:** |  | **Weeks:** |  | **Days:** |  |
| **Duration P/T** | **Years:** |  | **Months:** |  | **Weeks:** |  | **Days:** |  |
| **1C.2.8 Is this an Exit-only Award? Please Tick ✔** If ‘Yes’, please complete Section 1C.2.8, then proceed to section 2. If No, i.e., where this is a programme to be offered standalone with its own intakes, please complete sections 1C.2.9 to 1.C.2.11.  | **Yes** | **No** |
|  |  |
|  |
| **1C.2.9** **Brief synopsis of the programme**  |
|  |
| **Sections 1C.2.9 to 1C.2.15 only to be completed for embedded programmes which are to be offered to learners as standalone enrolment options separate from the principal programme.** |
| **1C.2.10** **Target learner group (profile)** |
|  |
| 1C.2.11 Intakes onto the programme – full time and part time. |
| **Version*****(e.g., f/t, p/t, other)*** | **Planned First Intake Date** | **Intakes per Annum** | **Enrolment (intake size)** |
| **Minimum**  | **Maximum**  | **Minimum required for Programme Viability**  | **Maximum that can be Accommodated for Programme Viability**  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Please specify how intakes will be managed.** *Please Tick ✔* | **Intakes will remain separate and discrete** | **Intakes will be merged** |
|  |  |
| **If intakes will be merged, describe when and how. For example, if modules will be shared or cohorts combined indicate this.** |
|   |
| 1C.2.12 Proposed new learner numbers over five years *– all attendance options and intakes* | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** |
| **Minimum total enrolment per year over five years:** |  |  |  |  |  |
|  **Maximum total enrolment per year over five years:** |  |  |  |  |  |

# Section 2: Award Standards and Learning Outcomes

*(where there is more than one embedded programme, copy and paste for each additional one)*

|  |
| --- |
| 2.1 Graduate Attributes (refer to guidance document) |
| **Principal programme:** |
|  |
| **Embedded programme 1** *(enter title):* |
|  |

|  |
| --- |
| 2.2 QQI Award Standards |
| **Standard Used** | **Level of priority** |
|  |  |
|  |  |
|  |  |

|  |
| --- |
| 2.3 QQI Named Award Stem and Specialisation |
| **Principal programme:** |
|  |
| **Embedded programme 1** *(enter title):* |
|  |

|  |
| --- |
| 2.4 Minimum Intended Programme Learning Outcomes (MIPLOs) |
| **Principal programme:**  |
| On successful completion of this programme a learner will be able to: |

|  |
| --- |
| **Embedded programme 1** *(enter title):* |
| On successful completion of this programme a learner will be able to: |

|  |
| --- |
| 2.5 Mapping of MIPLOs to QQI Award Standards  |
| *See Appendix 1* |

# Section 3: Programme Concept and Rationale

|  |
| --- |
| 3.1 Education and training needs met by the programme |
| **Principal programme:** |
|  |
| **Embedded programme 1** *(enter title):* |
|  |

|  |
| --- |
| 3.2 Programme Origins and Development |
| **Principal programme:** |
|  |
| **Embedded programme 1** *(enter title):* |
|  |

|  |
| --- |
| 3.3 Stakeholder Involvement in Programme Development |
| **Principal programme:** |
|  |
| **Embedded programme 1** *(enter title):* |
|  |

|  |
| --- |
| 3.4 Comparison with similar programmes |
| **Principal programme:** |
|  |
| **Embedded programme 1** *(enter title):* |
|  |
| 3.5 Evidence of learner demand for the programme |
| **Principal programme:** |
|  |
| **Embedded programme 1** *(enter title):* |
|  |

|  |
| --- |
| 3.6 Evidence of employment opportunities for graduates |
| **Principal programme:** |
|  |
| **Embedded programme 1** *(enter title):* |
|  |

# Section 4: Access, Transfer and Progression

*The information here relates to the principal programme and, unless explicitly stated, also to any embedded programmes. Where any of the information is different in an embedded programme to what applies to the principal programme, please identify the embedded programme and make the difference(s) clear.*

|  |
| --- |
| 4.1 Access: Information to be made available to learners about the programme |
| **Information Type** | **Available (Yes/No)** | **Where to be available** | **When to be available** |
| Programme and Award Titles |  |  |  |
| Graduate Outcomes |  |  |  |
| Target Learner Profile |  |  |  |
| Entry Criteria |  |  |  |
| Advanced Entry - arrangements and criteria |  |  |  |
| Programme duration and delivery mode(s) |  |  |  |
| Please confirm the information is/will be provided to learners in Plain English |  |

|  |
| --- |
| 4.2 Access: Entry criteria and procedures for the programme |
| 4.2.1 Minimum requirements for general learning  |
|  |

|  |
| --- |
| 4.2.2 Minimum requirements for discipline-specific learning |
|  |

|  |
| --- |
| 4.2.3 Minimum experiential requirements *(if applicable)* |
|  |

|  |
| --- |
| 4.2.4 Minimum language proficiency requirements |
|  |

|  |
| --- |
| 4.2.5 Minimum mathematical proficiency requirements *(if applicable)* |
|  |

|  |
| --- |
| 4.2.6 Minimum criteria for passing the access interview *(if applicable)* |
|  |

|  |
| --- |
| 4.2.7 Minimum criteria for enrolment on online/blended programme *(if applicable)* |
|  |

|  |
| --- |
| 4.2.8 Any other entry criteria |
|  |

|  |
| --- |
| QA Policies and Procedures for Admission and Recognition of Prior Learning (RPL) *(provide hyperlink to published approved procedures)* |
|  |

|  |
| --- |
| 4.2.10 Programme Specific Admission Procedures*(if applicable, supply additional QA documentation)* |
|  |

|  |
| --- |
| 4.2.11 Programme Specific RPL criteria and arrangements  |
|  |

|  |
| --- |
| 4.3 Transfer and Progression |
| 4.3.1 Programme Specific Transfer Arrangements - Inward *(if applicable)* |
| **Programme name** | **Provider** |
|  |  |
|  |  |
| 4.3.2 Programme Specific Progression Arrangements – Inward *(if applicable)* |
| **Programme name** | **Provider** |
|  |  |
|  |  |
| 4.3.3 Programme Specific Transfer Arrangements - Outward *(if applicable)* |
| **Programme name** | **Provider** |
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| 4.3.4 Programme Specific Progression Arrangements – Outward *(if applicable)* |
| **Programme name** | **Provider** |
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| 4.4 Credit |
| **4.4.1** **Calculation of Credit** |
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# Section 5: External Professional Licencing/Registration of the Programme

*If this section does not apply, please skip it and proceed to Section 6.*

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| 5.1 External Professional Licencing/Registration of the Programme |
| **Is this programme intended for submission to a PSRB for approval pre or post validation? If so, give details** |
| **Programme** | **External Licencing/ Registration Body Approval** *Yes / No?* | **External Licencing/ Registration Body Name(s) + website***(add rows as necessary)* | **When is External Licencing/ Registration Body Approval Required?** |
| Principal Programme |  |  |  |
| Embedded Programme (Identify) |  |  |  |

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| 5.2 External Licencing/Registration Body Approval Criteria and Process |
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| 5.3 Alignment of the programme with the professional / occupational profile  |
| **Principal programme:** |
|  |
| **Embedded programme 1** *(enter title):* |
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| 5.4 Quality Assurance of professional placements  |
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# Section 6: Written curriculum

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| 6.1 Stage Level Outline |
| **Principal Programme**  |
| **Stage**  | **Stage Synopsis** | **Exit Point (Y/N?)** |
| 1 |  |  |
| Award |  |  |

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| **Embedded Programme 1** *(identify programme. Copy and paste table for other programmes)* |
| **Stage**  | **Stage Synopsis** | **Exit Point (Y/N?)** |
| Award |  |  |

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| --- |
| 6.2 Module Level Outline |
| **Principal Programme**  |
| **Stage 1** |
| **Number** |  **FET Credits** | **Module Title** | **Module synopsis and contribution to programme overall** |
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| **Award Stage** |
| **Number** |  **FET Credits** | **Module Title** | **Module synopsis and contribution to programme overall** |
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| 6.3 Rationale for the curriculum structure |
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| 6.4 Rules for electives and their rationale |
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| 6.5 Programme Teaching, Learning and Assessment (TLA) Strategy  |
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| 6.6 Integrity of Assessment |
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| 6.7 Opportunities for cross-modular integration of assessment |
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| 6.8 Programme summative assessment strategy |
| *Outline the overall strategy to assess the achievement of the MIPLOs and how that achievement is classified. See Guidance.* |
| **MIPLO #** | **Identify which Modules (M) and MIMLO(s) address this MIPLO, e.g.,** **M3-MIMLO2** | **Assessment Technique(s)**  | **Weighting per Assessment Instrument** |
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| **Describe how the overall award classification is derived.** |
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## ****6.9**** ****Indicative Assessment Calendar****

**Please Tick ✔** when a summative assessment is planned.

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| --- | --- | --- |
| **Stage** |  |  |
| **Semester** |  |
| **Module Title** | **Week 1** | **Week 2** | **Week 3** | **Week 4** | **Week****5** | **Week****6** | **Week****7** | **Week****8** | **Week****9** | **Week****10** | **Week****11** | **Week****12** | **Week****13** | **Week****14** | **Week****15** |
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| **Stage** |  |  |
| **Semester** |  |
| **Module Title** | **Week 1** | **Week 2** | **Week 3** | **Week 4** | **Week****5** | **Week****6** | **Week****7** | **Week****8** | **Week****9** | **Week****10** | **Week****11** | **Week****12** | **Week****13** | **Week****14** | **Week****15** |
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*Add or delete rows and columns as required.*

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| 6.10 Indicative timetables and rationale |
| *These may be best provided as clearly labelled appendices.*  |

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| 6.11 Programme learning environment |
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| 6.12 Work Based Learning |
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| *Insert hyperlink to QA procedures for Work Based Learning* |

# Section 7: Module Descriptors

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| 7.1 Module Overview *(copy and paste for other modules)* |
| **Module Number** |  | **Module Title** |  |
| **Stage of Principal Programme** |  | **Duration** *(Weeks/Days F/T)* |  | **FET Credits** |  |
| **Mandatory / Elective (M/E)** |  | **Hours of Learner Effort / Week**[[1]](#footnote-2) |  |  |
| **Analysis of required hours of learning effort** |
| **Teaching and Learning Modalities** | ✔**if relevant to this module** | **Approx. proportion of total (hours)** |
| **Direct Contact Hours** |
| On-site face-to-face  |  |   |
| Synchronous online |  |  |
| Hybrid |  |  |
| **Indirect/Non-contact Hours** |
| Asynchronous  |  |  |
| Independent Learning  |  |  |
| Work Based |  |  |
| Other (Identify) |  |  |
| **Total** |  |

|  |  |
| --- | --- |
| **Pre-Requisite Module, if any. Module Number and Title** |  |
| **Co-Requisite Module, if any. Module Number and Title** |  |
| **Maximum number of learners per instance of the module** |  |
| **Specification of the qualifications (academic, pedagogical and professional/occupational) and experience required of staff working in this module.** |
| **Role e.g.,** **Trainer, Tutor, Mentor, Teacher etc.** | **Qualifications & experience required** | **Staff (X) : Learner (Y) Ratio** **Express as X:Y** |
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| **Assessment Techniques – percentage contribution** |
| **Continuous Assessment**  |  | **Proctored Exam – in person** |  | **Practical Skills Based** |  |
| **Project** |  | **Proctored Exam - online** |  | **Work Based** |  |
| **Capstone modules (Yes/No)?** |  | **If Yes, provide details** |  |

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| 7.2 Minimum Intended Module Learning Outcomes (MIMLOs) |
| **MIMLO****On successful completion of this module a learner will be able to:** | **Related MIPLO #** |
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| 7.3 Indicative Module Content, Organisation and Structure |
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| 7.4 Work based learning and practice-placement *(if applicable)* |
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| 7.5 Specific module resources required *(if applicable)* |
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| 7.6 Application of programme teaching, learning and assessment strategies to this module |
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| 7.7 Summative Assessment Strategy for this module |
| ***MIMLOs*** | ***Technique(s)*** | ***Weighting*** |
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| 7.8 Sample Assessment Materials |
| *Supply sample assessment materials as supporting documentation.* |

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| 7.9 Indicative reading lists and other information resources |
|  |

# Section 8: Programme Staff

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| 8.1 Summary profiles of staff  |
|  | ✔ |
| **Role** e.g., Tutor, Trainer, Mentor, Programme Lead, Counsellor, Librarian, etc. | **Qualifications/Experience Profile** | **Number Required** | **In post** | **To be recruited** |
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| 8.2 Recruitment plan for staff not already in post |
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| 8.3 Employer Based Personnel |
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# Section 9: Physical and / or Digital Resources

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| 9.1 Specification of the programme’s physical and/or digital resource requirements |
| **Resource** | **Quantity** | **In place already** ✔ | **To be procured prior to first enrolment** ✔ |
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| 9.2 Premises |
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| **9.3** **Plan to acquire premises and / or resources that are not in place** *(if applicable)* |
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| 9.4 Selection of temporary / contracted premises *(if applicable)* |
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# Section 10: Programme Management

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| 10.1 Quality Assurance to be applied to this programme*for the following aspects of programme management:* |
| 10.1.1 Programme Oversight and Maintenance |
|  |
| 10.1.2 Academic Integrity |
|  |
| 10.1.3 Collaborative provision *(if applicable)* |
|  |
| 10.1.4 Transnational provision *(if applicable)* |
|  |

# Appendix 1 Mapping of proposed MIPLOs to QQI Award Standards

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| **Comparison of Purpose of Programme <Enter Programme Title> to Purpose of <Award Class> awards at level <Enter Proposed Level> in the National Framework of Qualifications** |
|  | **Purpose – NFQ Level N-1** | **Purpose – NFQ Level N** | **Statement of programme’s purpose** | **Alignment with purpose of award class** |
|  |  |  |  |  |
| **Comparison of MIPLOs to QQI Awards standards in <Enter Standards Name e.g. Science>**  |
| **NFQ Indicator Strand** | **Standard – NFQ Level N-1** | **Standard – NFQ Level N** | **Relevant MIPLOs***Write in full* | **Evidence***Demonstrate where in the programme (i.e. in which module(s)) this MIPLO will be delivered and assessed.* | **Commentary** |
| **Knowledge: breadth and kind** |  |  |  |  |  |
| **Know-how and skill: range and selectivity** |  |  |  |  |  |
| **Competence - Context** |  |  |  |  |  |
| **Competence - Context****Role** |  |  |  |  |  |
| **Competence - Learning-to-learn** |  |  |  |  |  |
| **Competence - Insight** |  |  |  |  |  |
| **Articulation and Progression** |  |  |  |  |  |
| **Assessment** |  |  |  |  |  |

1. Average (over the duration of the module) of the contact hours per week i.e. effort while in contact with staff [↑](#footnote-ref-2)