

Form PAC-01

Programme Delivery Request Formⁱ

It is a requirement of QQI's QA Guidelines, that ETBs must have oversight of, and programme approval mechanisms for, courses delivered across all centres. This form facilitates that oversight, and allows the WWETB Programme Approval Committee to make transparent, criteria-based decisions with respect to all applications for approval of new courses.

Notes for Completion of the Form

When should this form be used?

This form (PAC-01 Programme Delivery Request Form) should be used by all WWETB centres wishing to apply for approval to deliver a new course leading to a:

- QQI major award
- Special purpose award
- Certification by another awarding body, e.g. City & Guilds, ITEC, CIBTAC etc.

When should this form not be used?

This form does not need to be used when:

- The new course is a single module of a major award that the centre already delivers (e.g. a Computer Literacy course, when the centre already delivers General Learning 3M0874)
- The requirement is to amend an existing course.
- **Please note:** minor changes which do not affect the vocational area, such as exchanging Personal Effectiveness 3N0565 for Personal & Interpersonal Skills 3N0564, **do not need approval from the Programme Approval Committee, as long as the course structure remains valid. Please contact the QA Team to confirm if needed.**

Please contact alanogorman@wwetb.ie if you have any queries regarding approval for course delivery.

To be completed for each new course

Section 1: Programme / Centre Details	
Programme/Centre Name:	
Programme/Centre Manager, Principal:	
Email:	
Programme (e.g. BTEI, VTOS etc.):	
Contact Person (if different):	
Email:	
Registered Centre QBS Code:	

Section 2: Course Details	
Course Title:	
Award Title & Code:	
Awarding Body:	
Course Delivery Location:	
Course Aim / Profile:	
Target Learner Profile:	
How will the course be managed:	
Entry Criteria/Requirements:	
Transfer or Progression opportunities (please outline, including any agreed transfer & progression routes in further/higher education)	
Are current staff appropriately qualified to deliver the course?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please identify relevant or specialised qualifications of staff who will be delivering programme	
What guidance/other supports will be made available to learners?	
What physical resources are available to support successful delivery of this programme (e.g. classrooms, equipment, IT etc.)?	
Programme Commencement Date:	
Is the Programme: Full-Time or Part-Time	Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/>

Programme Duration: Indicate the overall duration of the programme including:	
Hours per week	
Overall duration (Years, months)	
Section 3: Details of Course Modules	
Please ensure that the mix of components proposed meets the certificate requirements as set out in the award specification.	
QQI Component Title	QQI Component Code
Section 4: Course Rational	
Has the centre capacity / resource hours to deliver this course?	
Has the proposed course been agreed with relevant manager / AEO?	
How does this proposed course contribute to national policy e.g. <i>Action Plan for Education 2017, Overarching Funding Parameters and Requirements 2019 (SOLAS), WWETB/SOLAS Strategic performance Agreement 2018-20 or identified skills shortages? (max. 100 words)</i>	
Does this course fall within existing scope ⁱⁱ of provision within the centre?	
How does this course differ from / complement what is already available in WWETB? <i>(max. 100 words)</i>	
List the WWETB centres where this course/these modules are already being delivered/planned, if applicable (see PLSS).	

Is this course intended for progression into employment (vocationally focused) or progression to further/higher education ? If vocationally focussed, which employers have been consulted with respect to this course proposal? (<i>max. 100 words</i>)	
Section 5: Resources required for delivery / Specific Validation Requirements	
Please confirm whether the proposed Programme/Module(s) can be delivered within existing resources. If not, identify additional resources required, including estimated costs.	
Please detail any Specific Validation Requirements for the programme which must be fulfilled and are these requirements in place.	
<p>Signed: _____ Date _____</p> <p>(Centre/College/Service Manager, Principal)</p> <p>Signed: _____ Date _____</p> <p>(Manager / AEO / Director of Schools)</p>	

For use by Programme Approval Committee only:

Section 6: Decision of the WWETB Programme Approval Committee	
<p>The request by [centre name] to deliver the course [course title] leading to a certificate in [award title and code] has been:</p> <p style="text-align: center;">Approved <input type="checkbox"/> Not Approved <input type="checkbox"/></p> <p>QQI have been informed that this centre has been approved for inclusion in the WWETB validation for the above named award: <input type="checkbox"/></p> <p>_____ Chair, WWETB Programmes Committee</p> <p style="text-align: right;">_____ Date</p>	
This decision may be appealed to the Chief Executive of the WWETB within 10 working days.	

ⁱ A **programme** is the validated programme of an award, consisting of a number of modules
 A **course** is a specific iteration of the programme delivered in a given centre

ⁱⁱ The scope refers to the fields of learning in which the centre has experience of delivering, as well as the level at which that learning is delivered