

Form PAC-02

Request Amendments to an Existing Course

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 QA Steering Group and 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-02 Request Amendments to an Existing Course) should be used by WWETB centres when they require the addition of new module(s) to an existing programme. **Please note: Additional modules can only be added to the "Remaining Credit Value" section of a Programme Descriptor and only in the following conditions;**
 - This programme module has been validated by QQI for use by this provider
 - The programme module is appropriate to the purpose of the major award
 - By adding the programme module/s it constitutes a change of less than 20% of the original overall programme
 - The provider approves, notifies and agrees this change with QQI prior to delivery of the amended programme

Please note: requests that are of a technical nature can be approved by the WWETB QA Steering Group

- This form (PAC02 Request Amendments to an Existing Course) should be used by WWETB centres when the course is an amendment of an existing course, where the changed module(s) result in a changed **vocational** emphasis for the course (e.g. in Business Studies 5M2102, swapping Medical Terminology 5N2428 for Advertising 5N0748, leads to a significantly different course).

Please note: where the requested amendments result in a significant change to the vocational focus of the course the request may need approval from the WWETB Programme Approval Committee.

When should this form not be used?

This form does not need to be used when:

- 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.

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: Amended Course Details

Course Title:		
Award Title & Code:		
Awarding Body:		
What amendments are required in the course e.g. change of component(s) (where these are already in the validated WWETB Programme Descriptor)?		
Rationale for amendment(s)		
Do you require a new component [module] to be added to the existing Programme Descriptor?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Please note: Additional modules can only be added to the "Remaining Credit Value" section of a Programme Descriptor.	QQI Component Title	QQI Component Code
Do you have staff appropriately qualified to deliver the new module/s? Please indicate relevant qualifications?		
If the new module is at a different level of the overall award, please justify why this is necessary		
How has demand for the amended course been identified?		
Is the amended course intended for progression into employment (vocationally focused) or progression to further/higher education? If vocationally focussed, which		

employers have been consulted to identify need? (max 100 words)	
Where this course/these modules are being delivered in another centre in WWETB, how does this amended course differ/complement?	
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 new programme module(s) which must be fulfilled and are these requirements in place.	

Section 3: Details of Course Modules	
Please confirm the proposed modules for the programme with the inclusion of the module requested for addition	
QQI Component Title	QQI Component Code

Signed: _____ (Centre/College/Service Manager, Principal)	_____ Date
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To be completed by the QA Steering Group or Programme Approval Committee

Section 4: Decision of the WWETB QA Steering Group or Programme Approval Committee

The request by [centre name] to amend the existing course [course title] has been:

Approved ☐ Not Approved ☐

The request to add the additional component(s) to the existing WWETB programme [Programme Title and Code] has been:

Approved ☐ Not Approved ☐

Chair, WWETB QA Steering Group

Date

Chair, WWETB Programme Approval Committee

Date