Form PAC-03

Blended Learning Course Delivery Request Form[i]

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.

QQI have defined the extent to which providers ca offer courses via a blended format of delivery

This allows WWETB to move programmes to blended or online delivery modes. Any amendments or transitions of programmes to online, blended, or remote teaching & learning, must adhere to the same rigour of Quality Assurance, corporate governance, and approval. This form facilitates that oversight and allows WWETB 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-03 Blended Learning Delivery Request Form) should be used by all WWETB centres wishing to apply for approval to migrate an existing course to a blended or online delivery mode OR applying to deliver a programme for the first time in a particular location (PAC 01), via a blended learning mode. It relates to courses leading to:

- QQI major award
- QQI Special purpose award
- QQI minor
- City & Guilds awards

*List not exclusive.

Centres/ Providers applying to run blended-delivery courses should ensure:

- All participants are 18 years of age or over. (See 6.1.8- WWETB Blended Learning Policy).
- An appropriate portion of course delivery is via traditional 'Face-to-face' methodologies.
- All remote activity is synchronous and facilitated by a designated practitioner(s)

- Assessments take place as per the module descriptor and no assessments such as examinations or skills demonstrations take place online (except in instances of emergency contingency measures).

Please contact alanogorman@wwetb.ie if you have any queries regarding approval for migration of courses to a blended or online delivery mode.

Section 1: Programme / Centre Details

Programme/Centre Name:	
Programme/Centre Manager, Principal:	
Email:	
Programme (e.g. BTEI, PLC, Training 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:	
Has the programme/centre/location previously been approved to run this programme via PAC 01?	Yes ☐ No ☐
Will the online content be delivered: <u>Synchronously</u> ☐ <u>Asynchronously</u> ☐ <u>Both Synchronously and Asynchronously</u> ☐	
Target Learner Profile: (include information here about the consideration given to the appropriateness of the intended ratio of online synchronous learning with face-to-face learning in the context of: - The learner cohort. - The course of content - The intended level of support	
Has the centre access to a Virtual Learning Environment (VLE), (e.g. Moodle)	Yes ☐ No ☐ **VLE:** Click or tap here to enter text.
Are current staff appropriately trained in TEL, VLE & Online to deliver the course?	Yes ☐ No ☐
Is there a designated anchor person for the blended learning elements of the course?	Yes ☐ No ☐ **Name:** Click or tap here to enter text.
What induction/TEL/VLE/guidance/other supports will be made available to learners?	
What physical resources are available to support successful online remote delivery of this programme (e.g. classrooms, equipment, IT etc.)?	
Will course assessments be delivered: <u>On-line</u> ☐ <u>In-house</u> ☐ <u>Both online and In-house</u> ☐	
Outline of Assessment Plan:	
Course Commencement Date:	
Is the Programme: Full-Time or Part-Time	Full-Time ☐ Part-Time ☐
Programme Duration: Indicate the overall duration of the programme including:	

Hours per week	
Overall duration (Years, months)	
Amount of course proposed to be moved to online remote delivery	
Hours per week	
Has an update course delivery plan or training plan been developed?	Yes ☐ No ☐

Section 3: Details of Course Modules moving to Emergency Remote Delivery		
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	Remote Delivery Mode (Yes/No) & Percentage

Section 4: Course Rational	
Does the centre already deliver this course using standard face-to-face delivery?	
Why is it considered necessary to migrate the course to a delivery mode?	
How much of the existing class direct contact hours is it proposed to move to an online remote delivery?	
Has the proposed course migration been agreed with relevant Manager / AEO / Principal?	

Section 5: IT Plan	
Who will be the in-house person who will be designated to support the IT elements?	
Detail the access and inclusivity plan for the course so that all appropriate	

applicants are support with online delivery.	
Outline the current competencies of practitioner staff and plans further training?	
Outline the Learner Induction Plan	
Outline the Learner Support Plan	
Outline the proposed Periodic Review Plan	
Outline the Learner Support Plan	
Compliance Checklist: Confirm that the following statutory requirements are adequately considered for compliance	General Data Protection ☐ Child Protection ☐ Intellectual Property and Copyright ☐
Has the proposed course plan been approved by the appropriate FET/Unit Manager?	

Section 6: Resources required for remote delivery	
Please confirm whether the proposed Programme/Module(s) can be delivered remotely within existing resources. If not, identify additional resources required, including estimated costs.	

Signed: _____   _____

(Centre/College/Service Manager, Principal)   Date

Signed: _____   _____

(Manager / AEO / Director of Schools)   Date