WWETB Programme Approval Committee - Terms of Reference

FET provision in WWETB is the responsibility of the FET Management Team.

Programme Approvals is a function of that responsibility; the FET Mgt Team performs this role as a Programme Approval Committee (PAC). The PAC has approval and decision-making functions relating to all FET provision for WWETB.

This, inter alia, includes applications relating to:

- the **development of new programmes or modules**
- the amendment or addition of modules to **existing validated programmes (PAC01)**
- the approval of centres to run **new accredited programmes (PAC02)**
- request to implement **blended learning methodologies** within a programme **(PAC03)**

These functions are carried out in three stages:

Stage 1: Applications

- All applications are made in the first instance to the QA team and copied to the members of the QASG.
- Copies of applications to run **new accredited programmes** are sent to the FET Management Team & PLC principals for comment & possible objection.
- All Responses are made to the QA team and copied by them to the FET Mgt. Team.

Stage 2: Quality Assurance:

- In advance of the PAC meetings; Programme Development, Amendment or Delivery applications are reviewed from a Quality Assurance and Validation perspective.
- This stage is carried out by the QA Team on behalf of the QA Steering Group (QASG).
- The QASG makes a report to the PAC which includes its recommendations.
- Proposals that are not approved by the QASG are referred back to the proposer for resubmission or withdrawal and do not go before the PAC.
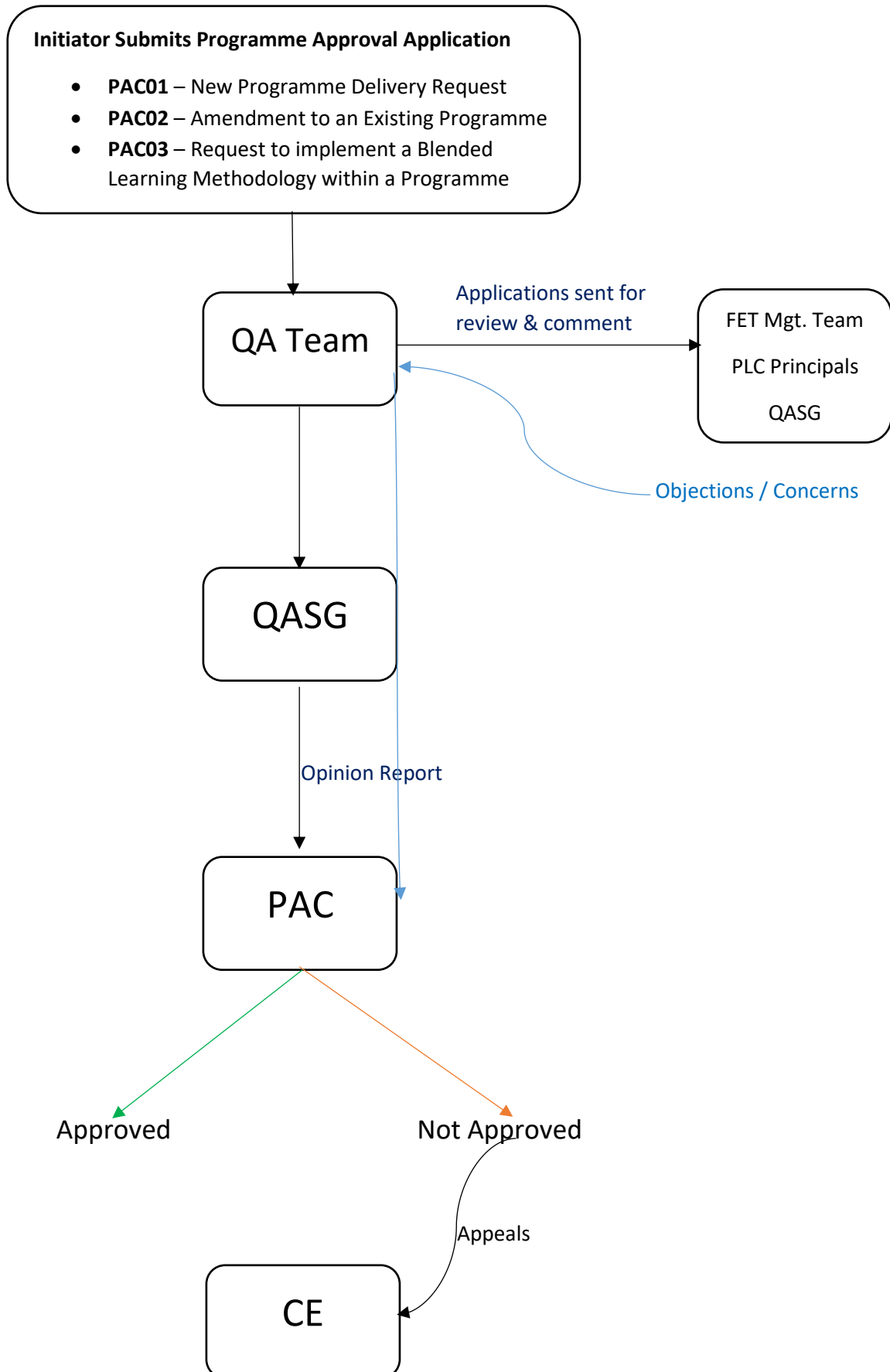
Stage 3: Programme Approval:

At the following PAC meeting;
The report of the QASG on each proposal is reviewed
- Amendments to existing validated programmes are noted.
- New Programme proposals are considered
    - Comment and discussion around programme, planning, management and delivery issues are made. Objections are noted and discussed.
    - Approval for Programmes or centres to deliver new courses is given or refused.
    - If the PAC is unable to reach a consensus the Director of FET will make a final decision.
- Development of new programmes or modules
    - Approval to develop new programmes or modules (for, unaccredited, QQI and non-QQI programmes) is given or refused.
- Appeals
    - The decision of the PAC may be appealed to the Chief Executive of WWETB within 10 working days.
- Emergency Applications
    - In emergency situations, interim approval can be given by the Director of FET with the application reviewed at the next PAC.

Initiator Submits Programme Approval Application

- **PAC01** – New Programme Delivery Request
- **PAC02** – Amendment to an Existing Programme
- **PAC03** – Request to implement a Blended Learning Methodology within a Programme

QA Team

Applications sent for review & comment

FET Mgt. Team

PLC Principals

QASG

Objections / Concerns

QASG

Opinion Report

PAC

Approved

Not Approved

Appeals

CE

Appendix 2: Frequency and dates

Deadlines for receipt of Programme Approval Applications:

- October 2023
- January 2024
- April 2024

Meetings of the PAC for 2023/2024 (as part of the FET Management Meeting)

- September 2023
- November 2023
- February 2024
- May 2024