**Criteria for the Selection of Programme Developers**

The following criteria should be considered when selecting programme developers:

* Qualifications and/or experience relevant to education and/or training
* Experience in the design and development of programmes
* Qualifications and/or experience in a specific field, domain (subject expertise) or level
* Experience in the assessment of learning

The programme developer must not be a member of the Programme Evaluation Team for the programmes they develop.

**Programme Developers: Role and Duties**

The role of programme developers is to design and develop a learning package that will describe how a specific award standard will be reached. In developing the programme, the developers should concentrate on the relationship between the typical learner group and the award and consider the journey the programme will take the learners on so that they can reach their destination which is certification in a QQI award.

Programme developers may work alone or in groups of 2 or more.

Programme developers duties include:

* Attending in-service/training, as appropriate
* Adhering to the QQI Guidelines for Preparing Programme Descriptors for Further Education and Training Programmes Leading to QQI CAS Awards
* Using agreed templates to record the programme/programme module information. These templates will be available from the Process Co-ordinator
* Liaising with other programme developers working on the same programme/programme module
* Considering any feedback received from a consultation process
* Considering any feedback from the evaluators in the form of requests for further information
* Making any necessary changes to the programme/programme module in response to feedback and/or requests for further information
* Providing all necessary documentation to the process co-ordinator to facilitate him/her to arrange to get the programme/programme module evaluated
* Adhering to agreed time lines

**Support for Programme Developers**

[Named ETB] will ensure that appropriate programme developers will be selected and provided with in-service/training in how to develop programmes/programme modules. Relevant guidelines will also be provided to the programme developers to facilitate them in adhering to agreed processes.

Relevant templates to record the programme/programme module information will be provided by the process co-ordinator.