

SNAPSHOT OF GOOD PRACTICE SEMINAR SERIES

Thursday 22 October 2015

*Interim Governance Processes
for Programme Management*



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Siobhan
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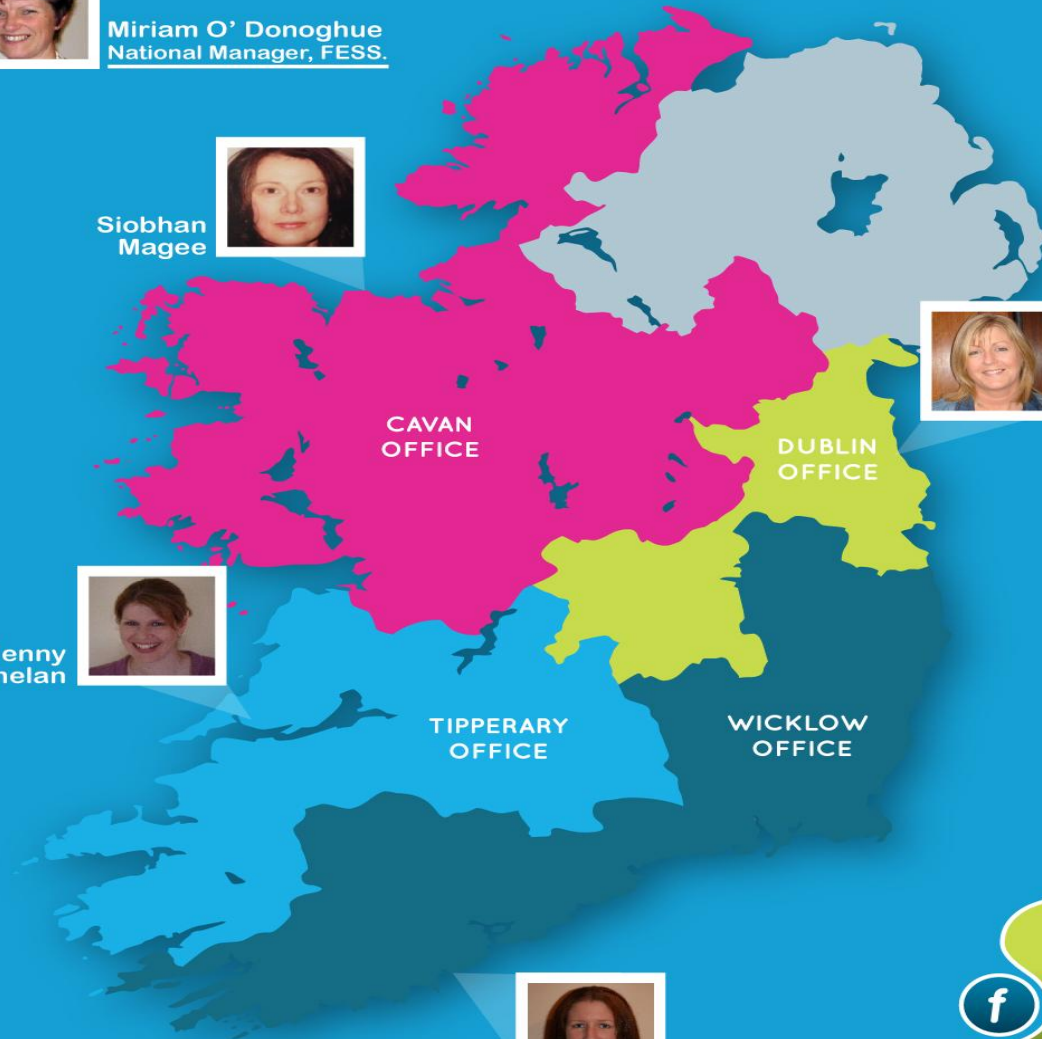
Finola
Butler



Jenny
Whelan



Mary
Sheehy



Programme Approval Agreements

- Relationship between FETAC and:
 - FÁS – single PAA with FÁS
 - VECs – three scenarios:
 - PAA between a VEC and FETAC
 - PAA between a cluster of VECs and FETAC
 - Service agreement between 2 VECs where one VEC had a PAA with FETAC and the other did not

Generic programme approval agreement provided by FETAC in late 2010. This was reviewed/modified/customised by the provider for its specific context/processes and then agreed with FETAC

April 2014 Regularisation of Arrangements:

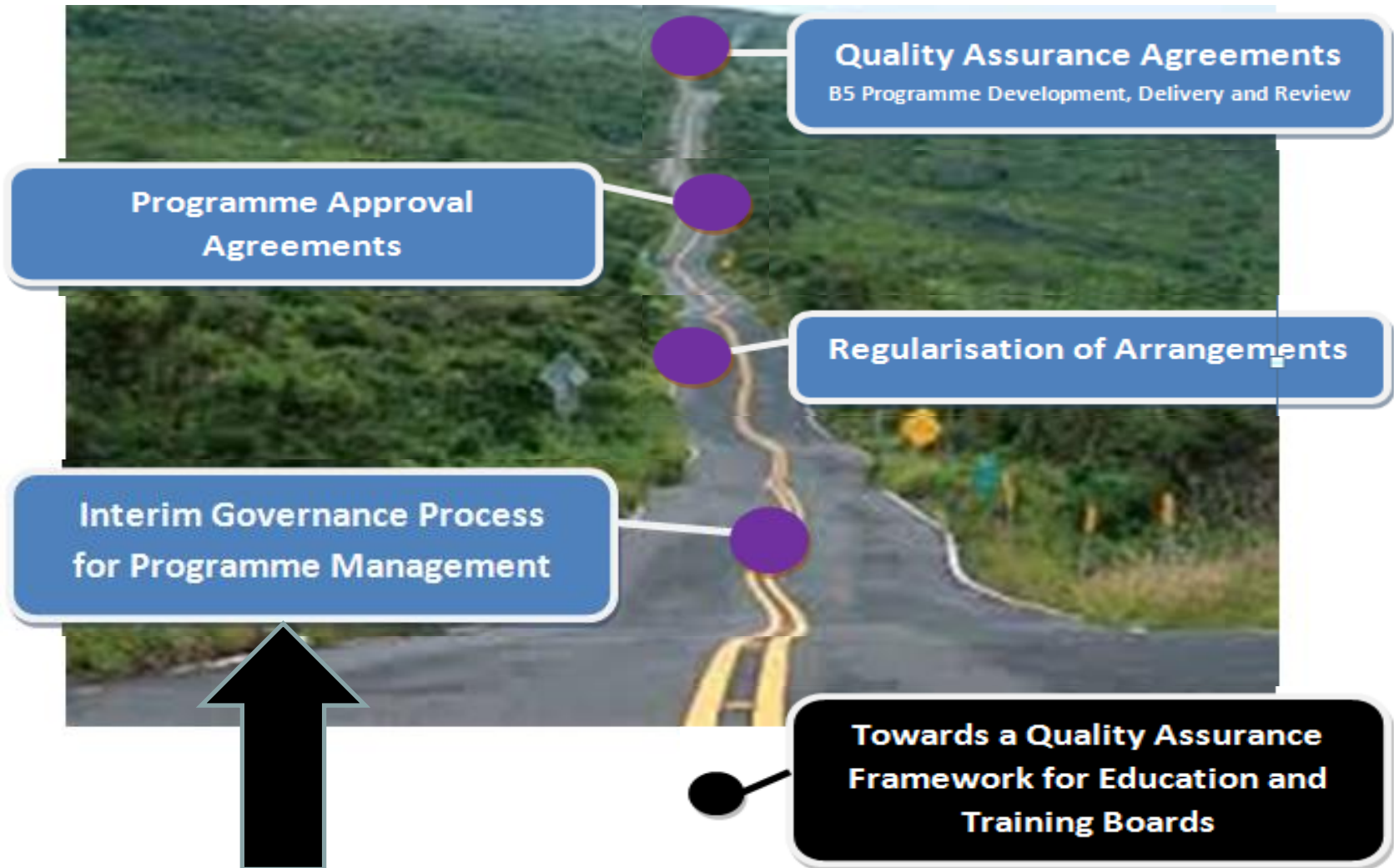
- Each ETB signed up to a regularisation of arrangements
- Single relationship between QQI and each ETB
- Maintain the programme governance structures previously implemented under the PAA

OR

Replace the programme governance structures previously implemented under the PAA

- Each ETB to independently submit its programmes to QQI for validation

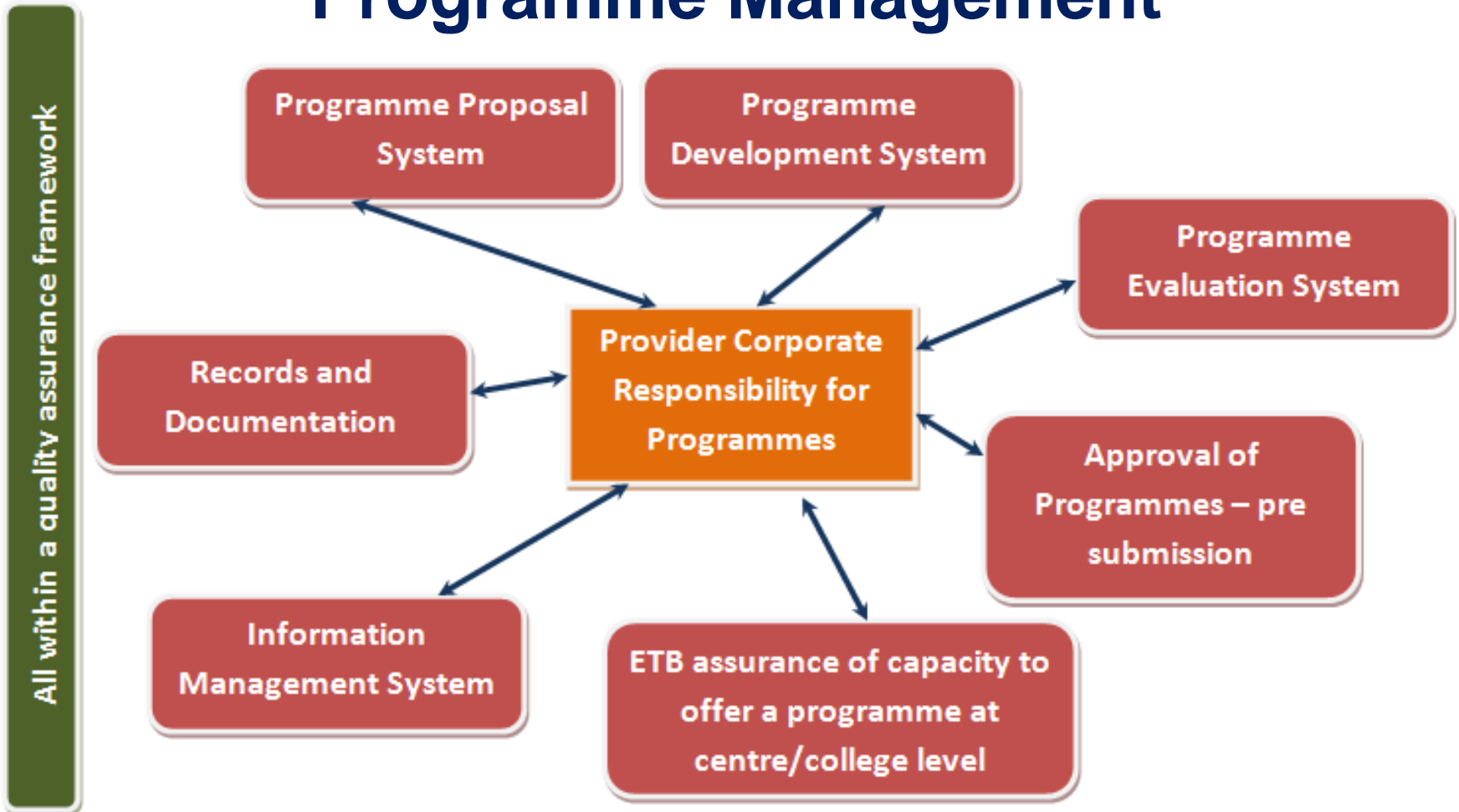
Interim Governance Process for Programme Management



ETB Governance of programmes

- The ETB owns the programmes validated for use in that ETB
- The ETB has responsibility for offering the programmes, as validated, and ensuring adequate capacity in terms of staffing, resourcing and other specific requirements in named centres/colleges
- The ETB has autonomy in modifying the programmes to ensure they are fit for that ETB's purpose
- The management of programmes and related processes

Establishing an Interim Process for Programme Management

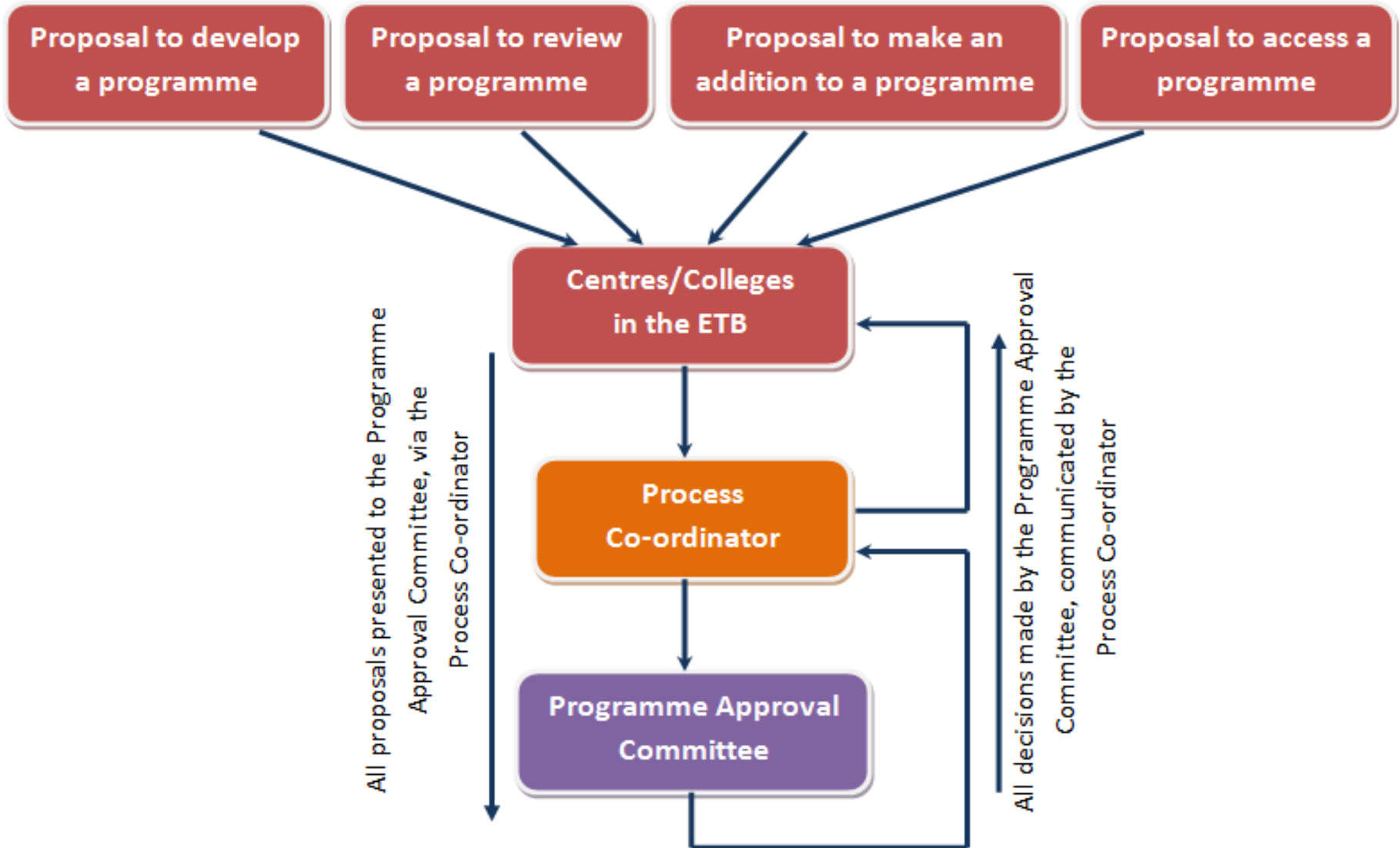


Programme Related Proposals – Governance Required

Proposal / Approval for the following:

- Development of a new programme / programme module
- Review of an existing programme / programme module
- Addition of a new programme module to an existing programme
- Offer a programme in a specific centre/college
- Information flow from centres/schools to the programme approval committee, via the process co-ordinator

Information flow within the ETB



Exemplar templates

Appendices (for consideration):

- A. Proposal to develop a new programme
- B. Proposal to review an existing programme
- C. Proposal to add additional programme modules to an existing programme
- D. Request to offer a programme in a specific centre/college
- E. Guidelines for adding a programme module that was not developed as part of the ETBI shared programme development process to an already validated programme

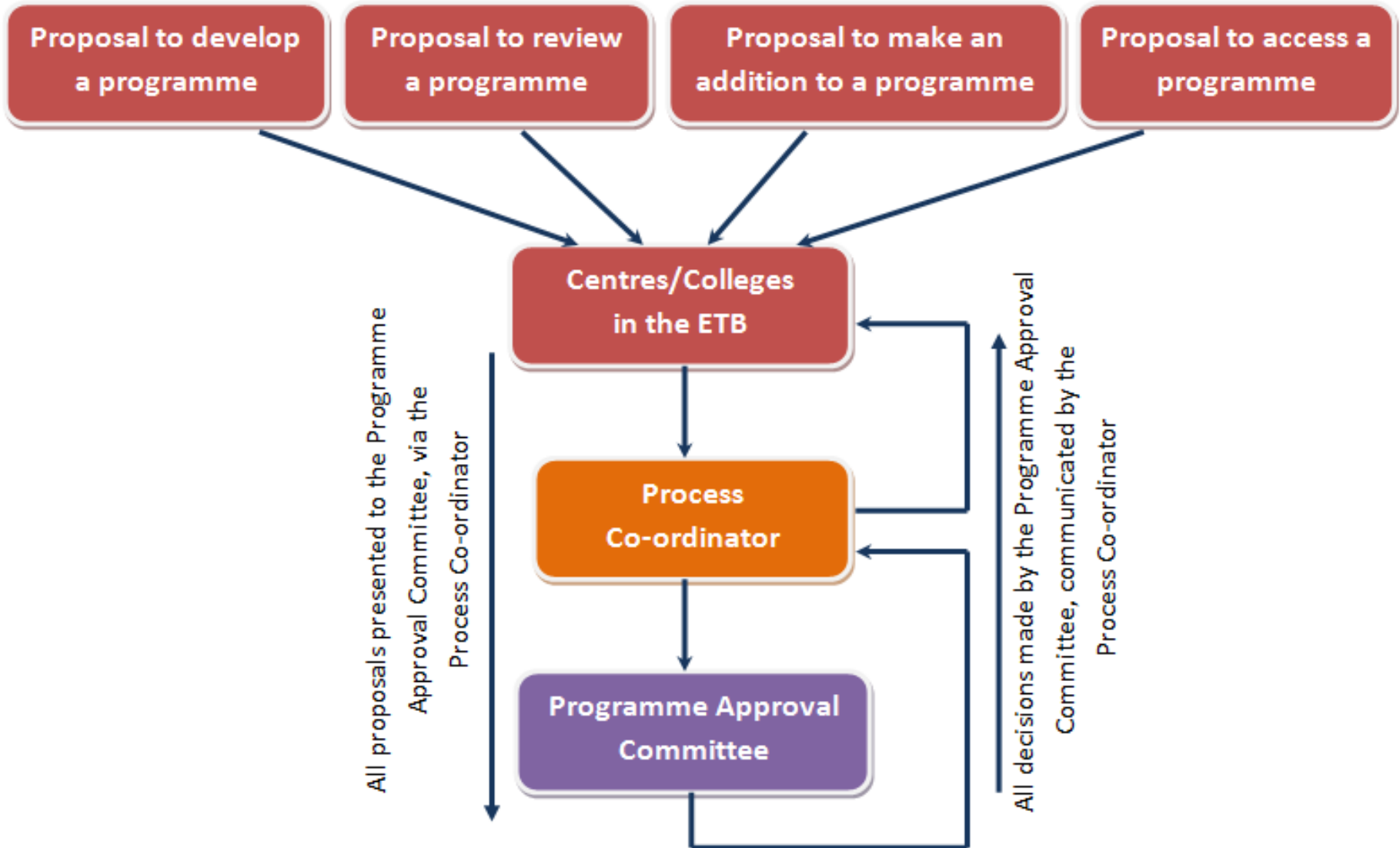
Exemplar templates

Appendices (for consideration):

- F. PAC sign off for making an application for validation of a programme that was developed as part of the ETBI shared programme development process

- G. Programme Developers: Selection, Role, Duties and Support

Information flow within the ETB

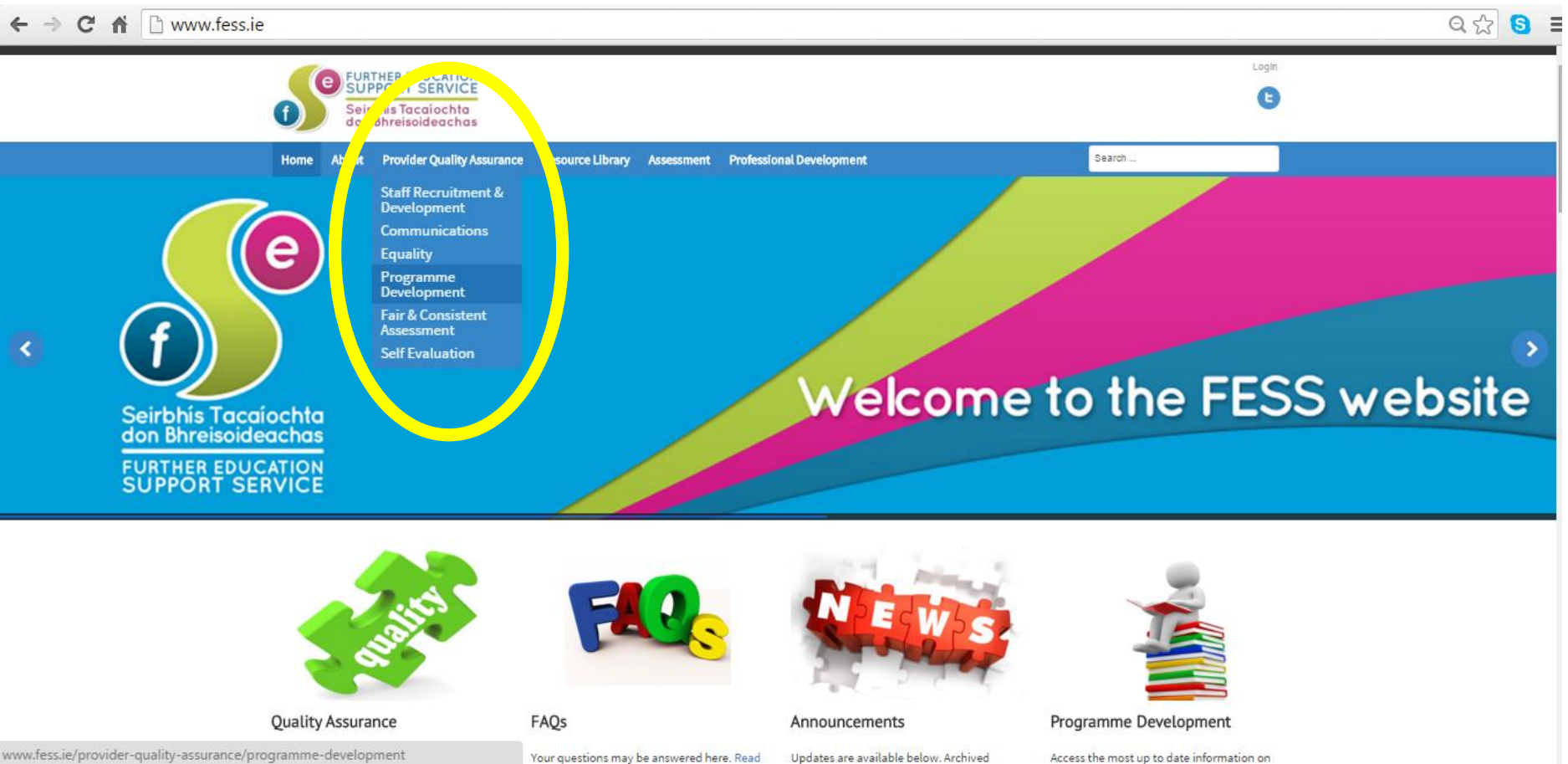


Programme Approval Committee (PAC)

The following roles may be represented on the PAC, as appropriate to the types of proposals / agenda items for each PAC meeting:

- AEO ETB
- ALO ETB
- Centre Managers of FE Centres, for example, VTOS Co-ordinator, Youthreach Co-ordinator, etc
- Chief Executive ETB
- EO ETB
- Managers of Training Centres
- Principals and Deputy Principals of PLC colleges
- Process co-ordinator
- QA Officer
- QQI Co-ordinators from centres/colleges

Accessing the presentation and related appendices



The screenshot shows the FESS website interface. The browser address bar displays www.fess.ie. The website header includes the FESS logo and navigation links: Home, About, Provider Quality Assurance, Resource Library, Assessment, and Professional Development. A search bar is located on the right. A yellow circle highlights the 'Provider Quality Assurance' dropdown menu, which lists the following items: Staff Recruitment & Development, Communications, Equality, Programme Development, Fair & Consistent Assessment, and Self Evaluation. The main content area features a large banner with the text 'Welcome to the FESS website'. Below the banner, there are four featured sections: Quality Assurance (represented by green puzzle pieces), FAQs (represented by colorful letters), Announcements (represented by red puzzle pieces), and Programme Development (represented by a person reading a book on a stack of books). The URL <http://www.fess.ie/provider-quality-assurance/programme-development> is visible in the browser's address bar.

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