

## New Programme Validation and Re-Validation

### Policy & Procedure

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QA Committee

Date: 29/06/2021

Approved By: Tony O' Brien  
CEO

Date: 22/09/2021

This policy pertains to **Northridge House Education and Research Centre at St Luke's Cork**, hereafter referred to as **the Centre**.

## 1. Purpose of Policy

The purpose of this policy is to set out the process for programme validation and re-validation. This policy will assist the Centre when applying for new programme validation and re-validation.

## 2. Definitions

**QQI** – Quality & Qualifications Ireland

**Validation** is a regulatory process that determines if a QQI award can be offered in respect of a provider's programme of education and training. Education and training programmes are validated by QQI. To be considered for validation by QQI, programmes must be developed in relation to QQI policies and criteria.

**Re-validation** is QQI's process of validating a programme that has evolved from a programme that had been previously validated by QQI. This process is required for any programme that will continue to enrol learners following the expiry of the duration of enrolment (typically five years). Revalidation provides an opportunity to substantially update and modify the original programme.

**Provider** – a provider of validated programmes leading to a QQI award.

## 3. Scope of Policy

This policy applies to Northridge House when applying for validation or re-validation of programmes.

### Policy Statement

Northridge House is committed to the development and delivery of programmes that meet the needs of its learners and anticipate future training needs. Both the Governance Committee and Academic Committee engage in long-term planning to support the design and external approval of new courses and programmes of study. Programmes are developed and reviewed in order to ensure that they:

- Meet QQI's validation requirements
- Meet the course specification, learning outcomes and standards for the award
- Meet the emerging needs of learners, the economy and society
- Offer suitable learning and progression paths for a diverse range of learners
- Ensure continuous improvement in order to meet national quality standards.

### **Programme development and approval**

Northridge House places excellence in teaching and learning at the heart of programme design. All programmes are developed in accordance with a strong commitment to a learner-centred ethos. The Centre programme development and approval is informed by current market research; contact with employers, policy makers, service providers and service users; contact with other education providers; public bodies, professional bodies and relevant government reports, policies, and regulatory initiatives. The process for programme reviews and revalidation are guided by the QQI Programme Validation Manual (2016) and adheres to the QQI Programme Review Manual (2016/17).

Ideas for new programmes emerge from various sources including:

- Learner and employer feedback, e.g., survey responses, learner-tutor discussions, group meetings
- Tutor discussions and feedback
- Responses to marketing activities and promotions, e.g., phone calls, web chats, social media postings, competitor analysis and survey responses; and
- Forward planning business meetings, analysis of employment and training data and reports, plus wider discussions with stakeholders.

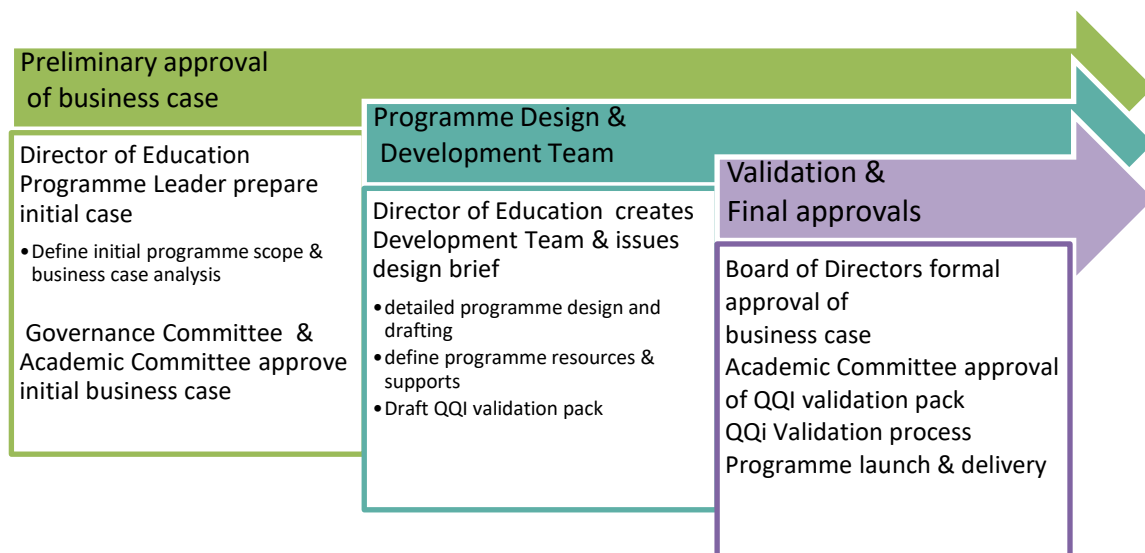
All of the above factors may be used in the new programme development process.

Preliminary approval for new programme development is required from both the Governance Committee and the Academic Committee. These bodies evaluate the required organisational resources and overall suitability of the programme for learners and other stakeholders.

The Director of Education and relevant Programme Leader will carry out the initial work in this area. Once preliminary approval has been granted by the Governance Committee and Academic Committee, a Development Team is convened and tasked with designing the programme structure, delivery, and assessment methodologies. The Development Team's work covers:

- Programme Design
- Programme structure
- Delivery method(s)
- Admissions and related criteria
- Assessment methodologies
- Planning for programme delivery

All documentation is reviewed by the Academic Committee, and this gives final approval prior to submission of the QQI validation application. The Programme Design & Development process is outlined below.



In addition to scheduled programme monitoring arrangements, the Director of Education and course administrator maintain a log of programme revalidation dates (normally every 5 years or such date as agreed between the Centre and QQI).

### **New Programme Design and Development**

Once a new programme has been approved through QQI's validation process, the Director of Education is responsible for providing a panel of suitably qualified tutors to deliver the programme.

Entry requirements and progression opportunities for each programme module are documented in the QQI validation application. These also form part of web marketing and related promotional materials for the course, with clear information on programme titles, the awarding body (QQI), access routes and outline of content being made available to learners and other stakeholders.

Admission requirements will be framed by reference to a clear and consistent approach for all learners, based on:

- QQI component award specification
- NFQ award level
- Course delivery method (e.g., IT skills for access to learning materials; and
- Learner existing competencies and suitability for the course (e.g., English language and IT skills).

### **4. Roles and Responsibilities**

The Director of Education and Programme Leader are responsible for preparing initial case to go before the Governance and Academic Committees for approval. The Director of Education and Development Team issue design brief to Board of Directors for formal approval of business case.

### **5. Associated Documentation**

- QQI Programme Validation Manual (2016) and adheres to the QQI Programme Review Manual (2016/17)

## **6. Referenced Policies**

- QCI: Articles/Programme Validation
- Quality Assurance Policy ED18
- English Language Policy ED7

## **7. Monitoring and Review**

This policy will be reviewed every 3 years or more frequently as required.