



Response to the Report of the Programme Validation Panel

Date: 7th December 2016

Type of Validation:	Differential
Named Award:	Certificate
Programme Title(s):	<i>Certificate in Management and Quality Initiatives in Intellectual Disability Services</i>
Exit Award(s):	N/A
Award Class:	Special Purpose Award
NFQ Level:	8
ECTS / ACCS Credits:	10
First Intake:	January 2017

Panel Members

Dr. Derek O'Byrne	Chair	Registrar, Waterford Institute of Technology
Ms. Teresa O'Malley	External Discipline Expert	Nursing Practice Development Co-ordinator, Health Services Executive.
Ms. Sandra Fleming	External Academic	Assistant Professor, School of Nursing and Midwifery, Trinity College Dublin
Dr. Breda Brennan	Secretary	Assistant Registrar, Dundalk Institute of Technology

Programme Development Team

Dr. Edel Healy (Head of School of Health and Science)	
Dr. Myles Hackett (Head of Department of Nursing, Midwifery and Health Studies)	
Dr. Geraldine O'Connor, Head of Section for Part-time Programmes.	
Mr. John Reid	Mr. Gerry Gallagher, E-Learning Co-ordinator
Mr. Joe Treacy	Mr. Alvin McEvoy
Mr. Michael Meehan, Assistant Director of Nursing/PIC, Redwood Extended Care Facility.	
Ms. Paula Hand, Director of Nursing Care and Support, St. John of God NE Community Services.	

1 Introduction

The following report to Academic Council is a validation panel report from an expert panel of assessors on a proposal from the School of Health and Science at Dundalk Institute of Technology to design the following programme:

- Certificate in Management and Quality Initiatives in Intellectual Disability Services

The evaluators would like to thank the members of the development team for engaging generously and openly with the review process.

The report is divided into the following sections:

- Background to Proposed Programme
- General Findings of the Validation Panel
- Programme-Level Findings
- Module-Level Findings

2 Background to Proposed Programme

See programme submission for more detailed information.

3 General Findings of the Validation Panel

The panel congratulated the programme team on this initiative and commend the team's engagement with service providers.

Having considered the documentation provided and discussed it with the programme development team, the validation panel recommends the following:

Certificate in Management and Quality Initiatives in Intellectual Disability Services

Accredited for the next five academic years or until the next programmatic review, whichever occurs sooner	
Accredited subject to conditions and/or recommendations	X
Re-designed and re-submitted to the same validation panel after additional developmental work	
Not Accredited	

Approval is conditional on the submission of a revised programme document that takes account of the conditions and recommendations outlined below and a response document describing the actions of the Department to address the conditions and recommendations made by the programme validation panel. In this report, the term Condition is used to indicate an action or amendment which in the view of the validation panel must be undertaken prior to the commencement of the programme. Conditions are mandatory if the programme is to be approved. The term Recommendation indicates an item to which the Programme Board should give serious consideration for implementation at an early stage and which should be the subject of on-going monitoring.

4 Programme-Level Findings

This section of the report addresses the following programme level considerations:

- Demand
- Award
- Institute strategy alignment
- Entry requirements
- Access, transfer and progression
- Standards and Outcomes
- Programme structure
- Teaching and Learning Strategies
- Assessment Strategy
- Resource requirements
- Quality Assurance.

4.1 Demand

<i>Validation Criterion:</i>	Is there a convincing need for the programme and has evidence been provided to support it?
<i>Overall Finding:</i>	Yes

Condition(s):

- None.

Recommendation(s):

- None.

4.2 Award

<i>Validation Criterion:</i>	Is the level and type of the award appropriate?
<i>Overall Finding:</i>	Yes

Condition(s):

- Change the programme title to include 'Leadership'. More explicit reference to leadership should be made in the content and learning outcomes.
- **School Response:**
- The title of the programme now is "Certificate in leadership, management and quality initiatives in intellectual disability services".
- Leadership is now reflected in the learning outcomes of the programme.
- An updated Module Descriptor is attached.

Recommendation(s):

- Consider incorporating this module into the level 8 curriculum at a later date.
- **School Response:**

- Consideration will be given to this in the next DkIT programmatic review

4.3 Institute Strategy Alignment

<i>Validation Criterion:</i>	Is the proposed programme aligned to the Institute's strategy and are the strategic themes of entrepreneurship, sustainability and internationalisation embedded in the proposed programme as appropriate?
<i>Overall Finding:</i>	Yes

Condition(s):

- None.

Recommendation(s):

- None.

4.4 Entry Requirements

<i>Validation Criterion:</i>	Are the entry requirements for the proposed programme clear and appropriate?
<i>Overall Finding:</i>	Yes

Condition(s):

- None.

Recommendation(s):

- None.

4.5 Access, Transfer and Progression

<i>Validation Criterion:</i>	Does the proposed programme incorporate the procedures for access, transfer and progression that have been established by the NQAI and does it accommodate a variety of access and entry requirements?
<i>Overall Finding:</i>	Yes

Condition(s):

- None.

Recommendation(s):

- None.

4.6 Standards and Outcomes

<i>Validation Criterion:</i>	Does the proposed programme meet the required award standards for programmes at the proposed NFQ level (i.e. conform to QQI Award Standards)? For parent award? For exit award (if applicable)?
<i>Overall Finding:</i>	Yes

The awards standards requirements for programmes on the NFQ Framework can be found at <http://www.nfq-qqi.com/index.html>

Condition(s):

- None.

Recommendation(s):

- None.

4.7 Programme Structure

<i>Validation Criterion:</i>	Is the programme structure logical and well designed and can the stated proposed programme outcomes in terms of employment skills and career opportunities be met by this programme?
<i>Overall Finding:</i>	Yes

Condition(s):

- None.

Recommendation(s):

- None.

4.8 Teaching and Learning Strategies

<i>Validation Criterion:</i>	Have appropriate teaching and learning strategies been provided for the proposed programme?
<i>Overall Finding:</i>	Yes

Condition(s):

- None.

Recommendation(s):

- None.

4.9 Assessment Strategies

<i>Validation Criterion:</i>	Have appropriate programme assessment strategies been provided for the proposed programme (as outlined in the QQI Quality Assuring Assessment Guidelines 2013)?
<i>Overall Finding:</i>	Yes

Assessment strategies are required in line with QQI's Assessment and Standards and should form a substantial part of the documentation to be considered by the programme validation panel. (See: <http://www.qqi.ie/Publications/Quality%20Assuring%20Assessment%20-%20Guidelines%20for%20Providers.%20Revised%202013.pdf>)

- Description and Rationale for the choice of assessment tasks, criteria and procedures. This should address fairness and consistency, specifically their validity, reliability and authenticity;
- Describe any special regulations;
- Regulate, build upon and integrate the module assessment strategies;
- Provide contingent strategy for cases where learners claim exemption from modules, including recognition of prior learning;
- Ensure the programme's continuous assessment workload is appropriately balanced;
- Relate to the teaching and learning strategy;
- Demonstrate how grading criteria will be developed to relate to the Institutional grading system.

The Institute resource entitled *Assessment and Learning: A Policy for Dundalk Institute of Technology* (Nov 2010) (<https://www.dkit.ie/celt/documents-and-policies/assessment-and-learning-guidelines-dundalk-institute-technology>) should also be consulted.

Condition(s):

- Provide more clarity on the assessment structure, method and marking in the document. This should include clear guidance on the type of service project acceptable, the necessary consultation with the service provider, the expectations of the service and student, any ethical issues of relevance and the any consent processes required. Also clarify how the student will be supported throughout the assessment process and the marking and grading criteria to be applied.
- **School Response:**
- The development team acknowledges that greater detail is required regarding the assessment criteria. A more detailed description of the assessment is included as Appendix 5 in the updated curriculum document (attached).

Recommendation(s):

- None.

4.10 Resource Requirements

<i>Validation Criterion:</i>	Does the Institute possess the resources and facilities necessary to deliver the proposed programme?
<i>Overall Finding:</i>	Yes

Condition(s):

- None.

Recommendation(s):

- None.

4.11 Quality Assurance

<i>Validation Criterion:</i>	Does the proposed programme demonstrate how the Institute's quality assurance procedures have been applied and that satisfactory procedures exist for the on-going monitoring and periodic review of programmes?
<i>Overall Finding:</i>	Yes

The Institute's Quality Assurance Procedures are published in the Academic Quality Assurance Manual available at: <https://www.dkit.ie/registrar/policies/academic-quality-manual> and include approved procedures for the on-going monitoring and periodic review of Programmes.

Condition(s):

- None.

Recommendation(s):

- None.

4.12 Module-Level Findings

Condition(s):

- None.

Recommendation(s):

- None.

4.13 Assessment Strategies

<i>Validation Criterion:</i>	Have appropriate module assessment strategies been included in the proposed programme?
<i>Overall Finding:</i>	

Condition(s):

- None.

Recommendation(s):

- None.

4.14 Other Findings

Condition(s)

- None.

Recommendation(s):

- None.

Validation Panel Report Approved By:

Signed:



Dr. Derek O'Byrne, Registrar WIT

Date: <date>