School Response to Report of Programme Validation Panel

Date: 11th May 2017

Named Award:	Certificate
Programme Title(s):	Certificate in Business Strategy
Exit Award(s):	n/a
Award Class:	Special Purpose
NFQ Level:	9
ECTS / ACCS Credits:	15
First Intake:	September 2017

Panel Members

Mr. Billy Bennett	Chair	Registrar, LYIT
Ms. Carmel Crawford	Industry Representative	Newzmonkeys Ltd.
Ms. Lynsey McKitterick	Academic Expert	University of Ulster Business School
Dr. Breda Brennan	Secretary to Panel	Assistant Registrar, DkIT

Programme Development Team

Dr. Colette Henry, Head of School of Business and Humanities	
Mr. Colin Cooney, Head of Department of Business Studies	
Ms. Maeve McCardle	Mr. John Morrison
Mr. John Sisk	Ms. Fiona Oster

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 Business and Humanities at Dundalk Institute of Technology to design the following programme(s):

- Certificate in Strategic Business Planning

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 congratulate the team on this programme which is timely and relevant. The international link is to be particularly commended and should be promoted in the marketing of the programme.

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

Certificate in Strategic Business Planning

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	

Note:

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

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

Condition(s):
- None.

Recommendation(s):
- None.

4.2 Award

Validation Criterion:	Is the level and type of the award appropriate?
Overall Finding:	Yes

Condition(s):
- None.

Recommendation(s):
- None

4.3 Institute Strategy Alignment

Validation Criterion:	Is the proposed programme aligned to the Institute's Strategy?
Overall Finding:	Yes

Condition(s):
- None.

Recommendation(s):
- None.

4.4 Entry Requirements

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

Condition(s):
- None.

Recommendation(s):
- None.

4.5 Access, Transfer and Progression

Validation Criterion:	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?
Overall Finding:	Yes

Condition(s):
- None.

Recommendation(s):
- None.

4.6 Standards and Outcomes

Validation Criterion:	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)?
Overall Finding:	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):
- The panel recommends that the programme learning outcomes are more programme specific. These can be mapped to the relevant award standard (not all award standard outcomes need to be achieved as this is a non-major award).

School Response:
The programme learning outcomes will be revisited by the Programme Team next month.

4.7 Programme Structure

Validation Criterion:	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?
Overall Finding:	Yes

Condition(s):
- None.

Recommendation(s):
- The panel recommend that the title of the programme is reviewed to ensure it aligns with programme module titles and content (e.g. Certificate in Strategy, Certificate in Business Strategy).

School Response:
The Programme Team has revisited the programme title and has decided to amend it to: '*Certificate in Business Strategy*.' This has been changed in both the Programme and Akari documentation.

4.8 Teaching and Learning Strategies

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

Condition(s):
- None.

Recommendation(s):
- None.

4.9 Assessment Strategies

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

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

Accordingly the assessment strategy should address the following:
- 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):

- None.

Recommendation(s):

- None.

4.10 Resource Requirements

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

Condition(s):

- None.

Recommendation(s):

- The panel recommends that appropriate resources are provided for learning, including up to date reading lists, a formal induction process and supports for academic writing.

School Response:

The Programme Team will be updating reading lists as part of the current programmatic review. The Team will ensure that learners are appropriately supported in this programme. It is intended to invite learners to part of the induction week for the general MBS programme.

4.11 Quality Assurance

Validation Criterion:	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?
Overall Finding:	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

Validation Criterion:	Have appropriate module assessment strategies been included in the proposed programme?
Overall Finding:	Yes

Condition(s):

- None.

Recommendation(s):

- None.

4.14 Other Findings

Condition(s)

- None.

Recommendation(s):

- None.

On behalf of the Programme Team, the School of Business & Humanities would like to thank the Panel Members for their valuable and constructive feedback. We are delighted that this new programme is recommended for validation. We look forward to offering this new programme.

I confirm that all changes (where appropriate) have been made in the programme management system (Akari Document).

Validation Panel Report Approved By:

Signed:

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Professor Colette Henry, Head of School of Business & Humanities

Date: 28th August 2017

Signed:

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Mr. Billy Bennett, Panel Chair, LYIT.

Date: 29/8/17