

## Response to Report of Programme Validation Panel

**Date: 19th June 2017**

|                             |  |
|-----------------------------|--|
| <b>Named Award:</b>         | Certificate  |
| <b>Programme Title(s):</b>  | Certificate in Applied Business Development for Food Tourism |
| <b>Exit Award(s):</b>       | n/a  |
| <b>Award Class:</b>         | Special Purpose Award  |
| <b>NFQ Level:</b>           | 7  |
| <b>ECTS / ACCS Credits:</b> | 30   |
| <b>First Intake:</b>        | September 2017   |

### Panel Members

|                       |                            |   |
|-----------------------|----------------------------|---|
| Dr. Brendan O'Donnell | Chair                      | Registrar, IT Tralee  |
| Mr. Michael Johnson   | External Discipline Expert | CEO, Microfinance Ireland                                   |
| Dr. Brendan Galbraith | External Academic          | Senior Lecturer, University of Ulster                       |
| Mr. Frank O'Connor    | External Academic          | Lecturer in Professional Cookery, GMIT                      |
| Dr. Breda Brennan     | Secretary to Panel         | Assistant Registrar, Dundalk Institute of Technology (DkIT) |

### Programme Development Team

|  |                        |                 |
|--|------------------------|-----------------|
| Mr. Colin Cooney, Head of Department of Business Studies |                        |                 |
| Ms. Brianain Erraught, Head of Department of Hospitality |                        |                 |
| Mr. Brian Boyd   | Ms. Lorraine Dunne     | Ms. Fiona Oster |
| Ms. Karen Commins  | Ms. Lorna Cooney, MLEO |                 |

## 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:

### **Certificate in Applied Business Development for Food Tourism**

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 congratulates the team on their enthusiasm and on this initiative and commend the team on the collaboration with the Local Enterprise Offices in the development of the award.

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

### **Certificate in Applied Business Development for Food Tourism**

|  |   |
|--|---|
| 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

|                              |  |
|------------------------------|--|
| <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):**

- Consider submitting this programme for Springboard funding in 2017/18.

**School Response:**

Thank you for this valuable suggestion. We will consider this when the next Springboard call is issued.

### 4.2 Award

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

**Condition(s):**

- None.

**Recommendation(s):**

- None.

### 4.3 Institute Strategy Alignment

|                              |  |
|------------------------------|--|
| <i>Validation Criterion:</i> | Is the proposed programme aligned to the Institute's strategy? |
| <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 QQI and does it accommodate a variety of access and entry requirements? |
| <i>Overall Finding:</i>      | Yes   |

**Condition(s):**

- None.

**Recommendation(s):**

- Depending on the success of this programme, consider developing another 30 credit SPA in the areas of exports and international marketing/sales. Alternatively develop a full 60 credit award.

**School Response:**

The School of Business & Humanities has been considering developing a range of CPD programmes in this area, and is currently working on a 60 credit Business Management programme with sales and marketing components. We hope to progress this over the coming months.

## 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)?<br><br>For parent award?<br>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):

- The panel recommend that the programme team consider if a change of title of the award would make it attractive to a wider number of applicants.

### School Response:

The programme team will discuss this with the programme funders – Meath LEO. For the initial offering, however, we expect the programme title to remain as is.

## 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 Assessment and Standards 2013) |
| <i>Overall Finding:</i>      | Yes  |

Assessment strategies are required in line with QQI's Assessment and Standards (2013) and should form a substantial part of the documentation to be considered by the programme validation panel.

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

|                              |  |
|------------------------------|--|
| <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>      | 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, and we look forward to offering it.

As this report does not require any changes to be made to the programme document or programme management system (Akari), the original programme documents submitted to the Panel remain unchanged.

**Validation Panel Report Approved By:**

**Signed:**

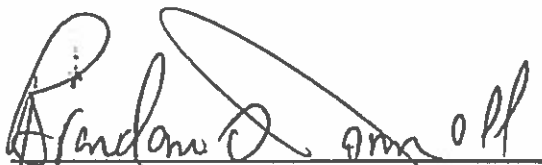


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Prof. Colette Henry, Head of School of Business & Humanities

**Date:** 30<sup>th</sup> August 2017

**Signed:**



Dr. Brendan O'Donnell, Registrar, IT Tralee.

**Date:**

<date>  
31/8/2017,

