INSTITUTE of TECHNOLOGY CARLOW

Institiúid Teicneolaíochta Cheatharlach

(Policy & Procedure for Validation of all Programmes at Level 6-10 NFQ)

NEW TAUGHT PROGRAMME EVALUATION PANEL REPORT

MINOR AND SPECIAL PURPOSE AWARDS

1. GENERAL INFORMATION

1.1 Provider: Institute of Technology Carlow

1.2 Provider Locations: All IT Carlow locations

1.3 Date of Visit: 14th February 2022

1.4 Proposed Programmes:

1.4.1

Type of Award	Level	Proposed Programme Title Evaluated	Total Credits	Proposed Embedded Exit Award Evaluated	Exit Credits
Special Purpose Award	6	Certificate in Fundamental Electrochemical and Weight Measurement	10		

Number of Annual Intakes:	Multiple
Duration:	1 Semester
Target Learner Groups:	The primary target learner groups are: • Technicians in the field of Industrial Instrumentation • Graduates of Electrical Apprenticeship • Those qualified to level 6 on the NFQ in a similar area.

Enrolment Date:	March 2022
Expected Number of Learners per Intake:	16 maximum
Approved Countries for Provision:	Ireland
ISCED:	0711
Akari Programme ID:	1697

1.4.2

Type of Award	Level	Proposed Programme Title Evaluated	Total Credits	Proposed Embedded Exit Award Evaluated	Exit Credits
Special Purpose Award	6	Certificate in Fundamental Electrochemical and Weight Measurement	10		

Number of Annual Intakes:	Multiple
Duration:	1 Semester
Target Learner Groups:	The primary target learner groups are: • Technicians in the field of Industrial Instrumentation • Graduates of Electrical Apprenticeship • Those qualified to level 6 on the NFQ in a similar area
Enrolment Date:	March 2022
Expected Number of Learners per Intake:	16
Approved Countries for Provision:	Ireland
ISCED:	0711
Akari Programme ID:	1697

**repeat the above for all programmes to be evaluated.*

1.5 Evaluation Panel Membership:

Name	Role	Affiliation
Ms Maebh Maher	Chairperson	Head of Faculty of Business and Humanities IT Carlow
Dr Yvonne Kavanagh	Secretary (INTERNAL)	Assistant Registrar IT Carlow
Dr Keith Sunderland	Academic Expert	Head of Electrical Services Engineering & Energy Management / Assistant Head of School TU Dublin
Mr Michael Wolf	Industry Expert	Manging Director Wolf Process Automation

1.6 Attendance by Institute of Technology Carlow:

Name	Role
Dr Frances Hardiman	Head of Faculty of Engineering
Dr Eoin Homan	Head of Department of Built Environment and Extended Campus
Gareth Fallon	Assistant Lecturer
Pat St ledger	Assistant Lecturer

1.7 Agenda

	Time
Private Meeting of Panel Members	10 – 10.15am
Meeting with President, Vice President for Academic Affairs & Registrar, Heads of Faculty/Campus/Department and Programme Development Team:	10.15-11.15am

PART A:

i. Proposed new programme and context within the Institute's strategic planning
ii. Rationale for the programme

PART B:

i. Structure, aims and objectives
ii. Entry requirements, access, transfer and progression
iii. Programme curriculum, module content, learning outcomes
iv. Teaching, learning and assessment methodologies.

Private Meeting of Panel Members	11.15-11.30am
Presentation of Draft Panel Report to Programme Development Team and Conclusion	11.30am

2. EVALUATION AGAINST THE VALIDATION CRITERIA

Examination of the Programmes:

Examining Criteria	Yes/ No	Panel Members Comment	Faculty Response Post Evaluation Panel Meeting	Active / Closed *(Office of VPAA & Registrar)*
2.1 Are the proposed programmes aligned to the criteria set out in the *Core Policies and Criteria for the Validation by QQI of Programmes of Education and Training 2016* (including sub criteria set out in the QQI template for *Independent Evaluation Report on an Application for Validation of a Programme of Education and Training*)?	Yes	The Panel agreed that the proposed programmes are in-line with the Core Policies and Criteria for the Validation by QQI of Programmes of Education and Training 2016 (including sub criteria set out in the QQI template for Independent Evaluation Report on an Application for Validation of a Programme of Education and Training		
2.2 Are the proposed programmes in line with the Institute's *Policy and Procedures for the Design, Development, Validation and Withdrawal of all Programmes at Award Levels 6-10 in the NFQ?*	Yes	The Panel agreed that the proposed programmes are in-line with *Institute of Technology Carlow's Policy and Procedures for the Design, Development, Validation and Withdrawal of all Programmes at Award Levels 6-10 in the NFQ*.		
2.3 Are the proposed programmes in line with the requirements of the *Qualifications and Quality Assurance (Education and Training) Act 2012?*		The Panel is satisfied that the programmes meet the requirements of the *Qualifications and Quality Assurance (Education and Training) Act 2012*.		

2.4 Do these programmes fit within the Institute's *Strategic Plan?*	Yes	The Panel is satisfied that these programmes are consistent with the *Institute of Technology Carlow Strategic Plan 2019-2023*		
2.5 Has the programme team provided evidence to demonstrate interaction with relevant prospective employers in the development of these programmes?	Yes	The Panel are satisfied that the programme team provided evidence to demonstrate interaction with relevant prospective employers in the development of this programme. The panel notes that the programme team worked in collaboration with MSD in developing this programme.		
2.6 Has the programme team provided evidence to demonstrate demand from prospective learners to study on these programmes?	Yes	The Panel are satisfied that the programme team provided evidence to demonstrate demand from prospective learners to study on this programme.		
2.7 Is the programme(s) concept, implementation strategy well informed and soundly based – considering social, cultural, educational, professional and employment objectives?	Yes	The Panel is satisfied that the programme(s) concept, implementation strategy well informed and soundly based – considering social, cultural, educational, professional and employment objectives. The panel notes that the programme team worked in collaboration with MSD in developing this programme.		
2.8 Are the proposed programme titles fit for purpose? Do they reflect the intended programme learning outcomes and award level?	Yes	The Panel agree that all programme titles are fit for purpose, reflect the intended learning outcomes and award level. This programme is a Fundamental Programme in the area of Electrochemical and Weight Measurement at level 6.		
2.9 Do the programmes meet the requirements set out in the relevant *QQI Awards Standards*?		The Panel agree that the programmes meet the requirements set out in the relevant *QQI Award Standards*.		

2.10 Are programme objectives and outcomes clear, transparent and appropriate with the awards being sought and detailed in the submission document?	Yes	The Panel are satisfied that the proposed programme objectives, programme learning outcomes and module objectives and module learning outcomes.		
2.11 Are the rationale and requirements for the programmes, including the graduate attributes associated with the programmes, clear, transparent and appropriate and detailed in the submission document?	Yes	The Panel are satisfied that the rationale and requirements for the programmes, including the graduate attributes associated with the programmes, clear, transparent and appropriate and detailed in the submission document.		
2.12 Are the access, transfer and progression arrangements clear, transparent and appropriate? Are they detailed in the submission document?	Yes	The Panel note that the access, transfer and progression arrangements clear, transparent and appropriate and they detailed in the submission document.		
2.13 Are the criteria and procedures for recognition of prior learning (RPL) clear, transparent and appropriate in the submission document?	Yes	The Panel note that the criteria and procedures for recognition of prior learning (RPL) clear, transparent and appropriate in the submission document.		
2.14 Is the curriculum content outlined in the submission document structured and fit for purpose?	Yes	The Panel note that the curriculum content outlined in the submission document structured and fit for purpose.		
2.15 Where it exists, are the practice placement / work based elements clear, transparent and appropriate for both the learner and the employer? Are they outlined in the submission document?	NA	The Panel note that there is no practice placement / work based element in this programme.		
2.16 Are the assessment strategies robust, reliable and valid and are they clearly documented in the submission?	Yes	The Panel note that the assessment strategies robust, reliable and valid and are they clearly documented in the submission.		

2.17 Are the teaching and learning strategies sound and programme specific?	Yes	The Panel agree that the teaching and learning strategies sound and programme specific.		
2.18 Are all ethical perspectives covered within all programme syllabi and is it clearly evidenced in the submission document?	NA			
2.19 Is the teacher-learner dialogue process clear, transparent and appropriate in the submission document to ensure that learners will be well informed, guided and cared for?	Yes	The Panel are satisfied that the teacher-learner dialogue process clear, transparent and appropriate in the submission document to ensure that learners will be well informed, guided and cared for.		
2.20 Where relevant, are special arrangements for joint/collaborative provision articulated in the submission document?	NA			
2.21 Has the management of the programme being clearly detailed in the submission document to ensure it will be well managed and resourced and that any joint/collaborative provision has been taken into account?	Yes	The Panel are satisfied that the management of the programme is clearly detailed in the submission document to ensure it will be well managed and resourced and that the joint/collaborative provision has been taken into account.		

3. DECISIONS *(For the attention of Institute of Technology Carlow Academic Council)*

3.1 Determination

The evaluation panel recommend the validation of the following programmes, subject to Section 2, 3.2, 3.3, 3.4 and 3.5:

Type of Award	Level	Approved Programme Title	ISCED	Akari Prog ID	Total Credits	Duration		Parent Programme
						FT	PT	
Special Purpose	6	Certificate in Fundamental Electrochemical and Weight Measurement	0711	1697	10		1 Semester	

3.2 Commendations & General Comments

Panel Members Commendations and General Comments	Faculty Response Post Evaluation Panel Meeting	Active / Closed *(Office of VPAA & Registrar)*
The Panel commend the programme team on the quality of the documentation provided.		
The Panel welcome the interaction with industry in developing this programme.		
The Panel welcomes this programme as a route on to cognate programmes.		

3.3 Conditions

The evaluation panel require that the Programme Development Team should take note of the following conditions and that a satisfactory response to address those conditions shall be received before the validation is considered by Academic Council of the Institute of Technology Carlow.

No Conditions

3.4 Recommendations

Recommendations are suggestions made by the Programme Evaluation Panel in the spirit of improving the proposed programme. While these are not binding, the reasons for not incorporating a recommendation have to be clearly stated by the Programme Development Team in its response to the Evaluation Report.

	Recommendations (if required)	**Faculty Response Post Evaluation Panel Meeting**	**Active / Closed** ***(Office of VPAA & Registrar)***
1	Identify that this is intended to bridge learners in this field on to the Level 7 BSc in Instrumentation and Control and cognate programmes.		
2	Articulate in the documentation that exemptions may be available to graduates on a Level 7 cognate programme.		
3	Clearly articulate the Reassessment Strategy for this programme as discussed with the Panel.		
4	Panel recommends that the module details expand on the indicative content of the curriculum to outline the level at which the graduate will have progressed to in order to differentiate it from the Level 7 graduate skills level attainment.		

3.5 New Programme Evaluation Panel Report and Response by Faculty

The following documents must be submitted as part of the response by the Programme Development Team to the Evaluation Panel Report; all response documents must incorporate comments, conditions and recommendations outlined in Sections 2 and Section 3 of this report:

1. Response to Evaluation Panel Report Section 2 and 3.
2. Programme Schedules for each programme to be approved, including Minor and Exit awards
3. Programme Abstract for each programme to be approved
4. Revised Submission Documentation for each programme to be approved.

3.6 Approval

Programme Evaluation Report Approved by:

Maebh Maher

Ms Maebh Maher
Chairperson to Panel
Head of Faculty of Business and Humanities
IT Carlow

Date: 21st February 2022

Dr Yvonne Kavanagh
Secretary to Panel
Assistant Registrar
IT Carlow

Date: 21st February 2022

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INSTITUTE of TECHNOLOGY CARLOW

Institiúid Teicneolaíochta Cheatharlach

(Policy & Procedure for Validation of all Programmes at Level 6-10 NFQ)

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1.4.2

Type of Award	Level	Proposed Programme Title Evaluated	Total Credits	Proposed Embedded Exit Award Evaluated	Exit Credits
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Pat St ledger	Assistant Lecturer

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2.2 Are the proposed programmes in line with the Institute's *Policy and Procedures for the Design, Development, Validation and Withdrawal of all Programmes at Award Levels 6-10 in the NFQ?*	Yes	The Panel agreed that the proposed programmes are in-line with *Institute of Technology Carlow's Policy and Procedures for the Design, Development, Validation and Withdrawal of all Programmes at Award Levels 6-10 in the NFQ*.	Noted.	Closed
2.3 Are the proposed programmes in line with the requirements of the *Qualifications and Quality Assurance (Education and Training) Act 2012?*		The Panel is satisfied that the programmes meet the requirements of the *Qualifications and Quality Assurance (Education and Training) Act 2012*.	Noted.	Closed
2.4 Do these programmes fit within the Institute's *Strategic Plan?*	Yes	The Panel is satisfied that these programmes are consistent with the *Institute of Technology Carlow Strategic Plan 2019-2023*	Noted.	Closed

2.5 Has the programme team provided evidence to demonstrate interaction with relevant prospective employers in the development of these programmes?	Yes	The Panel are satisfied that the programme team provided evidence to demonstrate interaction with relevant prospective employers in the development of this programme. The panel notes that the programme team worked in collaboration with MSD in developing this programme.	Noted.	Closed
2.6 Has the programme team provided evidence to demonstrate demand from prospective learners to study on these programmes?	Yes	The Panel are satisfied that the programme team provided evidence to demonstrate demand from prospective learners to study on this programme.	Noted.	Closed
2.7 Is the programme(s) concept, implementation strategy well informed and soundly based – considering social, cultural, educational, professional and employment objectives?	Yes	The Panel is satisfied that the programme(s) concept, implementation strategy well informed and soundly based – considering social, cultural, educational, professional and employment objectives. The panel notes that the programme team worked in collaboration with MSD in developing this programme.	Noted.	Closed
2.8 Are the proposed programme titles fit for purpose? Do they reflect the intended programme learning outcomes and award level?	Yes	The Panel agree that all programme titles are fit for purpose, reflect the intended learning outcomes and award level. This programme is a Fundamental Programme in the area of Electrochemical and Weight Measurement at level 6.	Noted.	Closed
2.9 Do the programmes meet the requirements set out in the relevant *QQI Awards Standards*?		The Panel agree that the programmes meet the requirements set out in the relevant *QQI Award Standards*.	Noted.	Closed
2.10 Are programme objectives and outcomes clear, transparent and appropriate with the awards being	Yes	The Panel are satisfied that the proposed programme objectives, programme learning outcomes and	Noted.	Closed

sought and detailed in the submission document?		module objectives and module learning outcomes.		
2.11 Are the rationale and requirements for the programmes, including the graduate attributes associated with the programmes, clear, transparent and appropriate and detailed in the submission document?	Yes	The Panel are satisfied that the rationale and requirements for the programmes, including the graduate attributes associated with the programmes, clear, transparent and appropriate and detailed in the submission document.	Noted.	Closed
2.12 Are the access, transfer and progression arrangements clear, transparent and appropriate? Are they detailed in the submission document?	Yes	The Panel note that the access, transfer and progression arrangements clear, transparent and appropriate and they detailed in the submission document.	Noted.	Closed
2.13 Are the criteria and procedures for recognition of prior learning (RPL) clear, transparent and appropriate in the submission document?	Yes	The Panel note that the criteria and procedures for recognition of prior learning (RPL) clear, transparent and appropriate in the submission document.	Noted.	Closed
2.14 Is the curriculum content outlined in the submission document structured and fit for purpose?	Yes	The Panel note that the curriculum content outlined in the submission document structured and fit for purpose.	Noted.	Closed
2.15 Where it exists, are the practice placement / work based elements clear, transparent and appropriate for both the learner and the employer? Are they outlined in the submission document?	NA	The Panel note that there is no practice placement / work based element in this programme.	Noted.	Closed
2.16 Are the assessment strategies robust, reliable and valid and are they clearly documented in the submission?	Yes	The Panel note that the assessment strategies robust, reliable and valid and are they clearly documented in the submission.	Noted.	Closed

2.17 Are the teaching and learning strategies sound and programme specific?	Yes	The Panel agree that the teaching and learning strategies sound and programme specific.	Noted.	Closed
2.18 Are all ethical perspectives covered within all programme syllabi and is it clearly evidenced in the submission document?	NA		Noted.	Closed
2.19 Is the teacher-learner dialogue process clear, transparent and appropriate in the submission document to ensure that learners will be well informed, guided and cared for?	Yes	The Panel are satisfied that the teacher-learner dialogue process clear, transparent and appropriate in the submission document to ensure that learners will be well informed, guided and cared for.	Noted.	Closed
2.20 Where relevant, are special arrangements for joint/collaborative provision articulated in the submission document?	NA		Noted.	Closed
2.21 Has the management of the programme being clearly detailed in the submission document to ensure it will be well managed and resourced and that any joint/collaborative provision has been taken into account?	Yes	The Panel are satisfied that the management of the programme is clearly detailed in the submission document to ensure it will be well managed and resourced and that the joint/collaborative provision has been taken into account.	Noted.	Closed

3. DECISIONS *(For the attention of Institute of Technology Carlow Academic Council)*

3.1 Determination

The evaluation panel recommend the validation of the following programmes, subject to Section 2, 3.2, 3.3, 3.4 and 3.5:

Type of Award	Level	Approved Programme Title	ISCED	Akari Prog ID	Total Credits	Duration		Parent Programme
						FT	PT	
Special Purpose	6	Certificate in Fundamental Electrochemical and Weight Measurement	0711	1697	10		1 Semester	

3.2 Commendations & General Comments

Panel Members Commendations and General Comments	Faculty Response Post Evaluation Panel Meeting	Active / Closed *(Office of VPAA & Registrar)*
The Panel commend the programme team on the quality of the documentation provided.	We greatly appreciated this commendation.	**Closed**
The Panel welcome the interaction with industry in developing this programme.	We appreciate the acknowledgement, it was an important and valuable aspect of the work completed by the team in terms of informing programme development.	**Closed**
The Panel welcomes this programme as a route on to cognate programmes.	Again, the comment is greatly appreciated.	**Closed**

3.3 Conditions

The evaluation panel require that the Programme Development Team should take note of the following conditions and that a satisfactory response to address those conditions shall be received before the validation is considered by Academic Council of the Institute of Technology Carlow.

No Conditions

3.4 Recommendations

Recommendations are suggestions made by the Programme Evaluation Panel in the spirit of improving the proposed programme. While these are not binding, the reasons for not incorporating a recommendation have to be clearly stated by the Programme Development Team in its response to the Evaluation Report.

	Recommendations (if required)	**Faculty Response Post Evaluation Panel Meeting**	**Active / Closed** ***(Office of VPAA & Registrar)***
1	Identify that this is intended to bridge learners in this field on to the Level 7 BSc in Instrumentation and Control and cognate programmes.	We appreciate the recommendation. It is expected that learners undertaking this new module will currently hold an NFQ level 6 qualification, such as a trade, and will therefore automatically qualify for entry into the BSc in Industrial Measurement and Control programme. This module will be of great assistance to those who wish to enter the new programme, especially if they are not currently working in the area of industrial instrumentation. Learners who do not hold a level 6 qualification, but undertake this module, may apply for entry onto the BSc in Industrial Measurement and Control programme through the process of recognition of prior learning (RPL). This learner must be a mature student (over 23 years old) with a minimum of 5 years' experience in a relevant technical/engineering role and has completed relevant technical training or other formal training.	

2	Articulate in the documentation that exemptions may be available to graduates on a Level 7 cognate programme.	We appreciate the recommendation. We would note that it is not anticipated that learners will automatically be eligible for exemptions on the Level 7 BSc in Industrial Measurement and Control Programme based on undertaking this module alone. Learners who wish to apply for exemptions on the BSc in Industrial Measurement and Control programme will be required to demonstrate that they have acquired not just the minimum qualification and individual exemption module requirements but also the two to three years relevant post-qualification industrial experience, which may be demonstrated via the submission of evidence, portfolio and/or interview, in accordance with the institute's RPL process.	
3	Clearly articulate the Reassessment Strategy for this programme as discussed with the Panel.	We fully concur with the requirement for clarity in relation to this matter. Accordingly, we can confirm that the module will be reassessed by examination only. To facilitate this proposal, in order to ensure that this assessment strategy comprehensively addresses the module learning outcomes the final examination will also include a practical question to address learning outcome 5. The attached module descriptor has been modified accordingly.	**Closed**
4	Panel recommends that the module details expand on the indicative content of the curriculum to outline the level at which the graduate will have progressed to in order to differentiate it from the Level 7 graduate skills level attainment.	We agree with the need for further clarity in this regard. The attached updated module descriptor has been edited to further illustrate the fundamental nature of the learner knowledge acquisition having completed this programme.	**Closed**

3.5 New Programme Evaluation Panel Report and Response by Faculty

The following documents must be submitted as part of the response by the Programme Development Team to the Evaluation Panel Report; all response documents must incorporate comments, conditions and recommendations outlined in Sections 2 and Section 3 of this report:

1. Response to Evaluation Panel Report Section 2 and 3 **[see above]**
2. Programme Schedules for each programme to be approved, including Minor and Exit awards **[see attached]**
3. Programme Abstract for each programme to be approved **[see attached]**
4. Revised Submission Documentation for each programme to be approved. **[revised Module Descriptor attached]**

3.6 Approval

Programme Evaluation Report Approved by:

Maebh Maher

Ms Maebh Maher
Chairperson to Panel
Head of Faculty of Business and Humanities
IT Carlow

Date: ____12th April 2022_____

Dr Yvonne Kavanagh
Secretary to Panel
Assistant Registrar
IT Carlow

Date: _13th April 2022_____

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Type of Award	Level	Approved Programme Title	ISCED	Akari Prog ID	Total Credits	Duration		Parent Programme
						FT	PT	
Special Purpose	6	Certificate in Fundamental Electrochemical and Weight Measurement	0711	1697	10		1 Semester	N/A

PROGRAMME SCHEDULE

Stage Schedules

Stage 1

Mandatory

Mod Code	Module Title	Level	Credits	FT Contact Hours	PT Contact Hours	Continuous Assessment	Project	Practical	End of Module Formal Examination
No Code Yet	Fundamental Electrochemical and Weight Measurement (draft)	6	10	0.00	3.00	30	0	0	70

Maebh Maher

Ms Maebh Maher
Chairperson to Panel
Head of Faculty of Business and Humanities
IT Carlow

Date: 12th April 2022

Dr Yvonne Kavanagh
Secretary to Panel
Assistant Registrar
IT Carlow

Date: 13th April 2022

INSTITUTE of TECHNOLOGY CARLOW
Institiúid Teicneolaíochta Cheatharlach

Programme Abstract

This programme will use a combination of lectures and 'hands-on' practical sessions to provide learners with an understanding of the design, operation, application and calibration of process chemical analysis, weighing systems.

Additionally, a focus will be placed on developing an understanding of the principles associated with calibrating light, speed and sound instruments.

Maebh Maher

Ms Maebh Maher
Chairperson to Panel
Head of Faculty of Business and Humanities
IT Carlow

Date: 12th April 2022

Dr Yvonne Kavanagh
Secretary to Panel
Assistant Registrar
IT Carlow

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