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

NEW TAUGHT PROGRAMME EVALUATION PANEL REPORT

1.   GENERAL INFORMATION

1.1   Provider: Institute of Technology Carlow

1.2   Dates of Evaluation: **Stage 1:**
Preliminary Evaluation – October & November 2021

Stage 2:
New Programme Evaluation Panel Meetings *via* MS Teams, Thursday 2 December 2021

1.3   Overview: This programme is for those working in social care settings, who have high levels of engagement with service users in the areas of harm reduction and in related interventions. This programme will increase the skillset of social care workers. It will potentially enhance the employment prospects and career progression of those who successfully complete this programme at level 8 in this specific discipline area. The programme will be offered to Peter Mc Verry staff initially with a roll out to all social care areas shortly thereafter.

1.4   Principal Programme:

Type of Award	Level	Proposed Programme Title Evaluated	Total Credits	Proposed Embedded Exit Award Evaluated	Exit Credits
Special Purpose	8	Certificate in Promoting Service User Harm Reduction, Welfare and Interventions in Social Care Practice	10	None.	

Number of Annual Intakes:	1 or as required
Duration:	36 hours
Target Learner Groups:	Social Care Workers, Addiction Counsellors, Psychotherapists, Probation Officers, Social Workers
Enrolment Date:	January 2022
Expected Number of Learners per Intake:	25 per intake
Approved Countries for Provision:	Ireland
ISCED:	0920
Akari Programme ID:	1617

1.5   Associated Programmes:

None.

1.6   Evaluation Panel Membership:

Position on Panel	Title	Firstname	Surname	Position	College / Company
Chairperson	Dr	Terry	Twomey	TU Project Director	Technological University of the Shannon: Midlands Midwest Campus
Secretary	Dr	Fintan	Bracken	Director of the Office for Institutional Planning and Research	Institute of Technology Carlow
Academic Representative	Mr	Tony	McMahon	Associate Director of HR and EDI	Irish Universities Association
Academic Representative	Dr	Damien	Roche	Head of School of Business & Humanities	TU Dublin, Tallaght Campus
Academic Representative	Dr	Pat	O'Connor	Head of School of Humanities	TU Dublin, Blanchardstown Campus
Industry Representative	Ms	Colette	Walsh	Assistant National Director, Human Resources	National Ambulance Service, HSE
Industry Representative	Ms	Sinead	Heneghan	CEO	Irish Institute of Training & Development (IITD)
Programme Development	Ms	Dolores	McCann	Office of Vice President for Academic Affairs & Registrar	Institute of Technology Carlow

1.7   Staff Attendance Register at Stage 2 Evaluation on 2 December 2021:

Session A:
- Dr Patricia Mulcahy President
- David Denieffe, Vice President for Academic Affairs & Registrar
- Dr Joseph Collins, Head of Faculty of Lifelong Learning
- Lindsay Malone, Deputy Head of Faculty of Lifelong Learning
- Eoin O'Brien, Lifelong Learning Manager

- **Aidan Mahon** — INC Manager - co-author of the Master of Business in Executive Leadership, Coaching & Transformation
- **Damian Rossiter** — CIRDAS Manager - co-author of the Master of Business in Executive Leadership, Coaching & Transformation
- **Carmel O'Neill** — Associate Lecturer with IT Carlow – co-author of the Master of Business in Executive Leadership, Coaching & Transformation (Coaching)
- **Lindsay Malone** — Deputy Head of Lifelong Learning – co-author of the Master of Business in Executive Leadership, Coaching & Transformation
- **Catriona Murphy** — Cluster Manager Ireland South East Financial Services
- **Dr Susan Flynn** — Associate Lecturer with IT Carlow Author of the Higher Diploma in EDI Programme
- **Antonia Brocklebank** — Associate Lecturer with IT Carlow – co-author of the Certificate in Developing Resilience in Social Care Practice Certificate in Promoting Service User Harm Reduction and Welfare and Interventions in Social Care Practice
- **Marian Dowd** — Barnardos Coordinator - co-author of the Certificate in Understanding and Responding to Domestic and Gender Based Violence and Abuse
- **Hazel Graham** — Principal Social Worker – co-author of the Certificate in Understanding and Responding to Domestic and Gender Based Violence and Abuse
- **Mary Ronayne** — CYPSC Coordinator - co-author of the Certificate in Understanding and Responding to Domestic and Gender Based Violence and Abuse
- **Sandra Collins** — Senior CFSN coordinator Carlow – co-author of Certificate in Applied Family Support
- **Dr Joseph Collins** — Head of Faculty, Lifelong Learning
- **Lindsay Malone** — Deputy Head of Faculty, Lifelong Learning
- **Eoin O'Brien** — Lifelong Learning Manager

1.8   Stage 2 Agenda:

Master of Business in Executive Leadership, Coaching and Transformation & *Associated Awards*

- o   *Postgraduate Diploma in Business in Executive Leadership, Coaching*
- o   *Certificate in Executive Coaching*
- o   *Certificate in Advanced Strategic Management*
- o   *Certificate in Global Business Leadership and Ethics*
- o   *Certificate in Marketing Communication in a Digital Era*
- o   *Certificate in Data Analytics and Customer Insight*
- o   *Certificate in Entrepreneurship and Innovation Management*
- o   *Certificate in Sustainable Design Innovation*

Higher Diploma in Business in Equality, Diversity and Inclusion & *Associated Awards*

- o   *Certificate in EDI Origins and Context*
- o   *Certificate in Legal Framework and EDI*
- o   *Certificate in EDI Policy Development, Implementation and Evaluation*
- o   *Certificate in EDI Management Theory and Leadership*
- o   *Certificate in Innovation and EDI*
- o   *Certificate in Strategic HRM and EDI*

Certificate in Developing Resilience in Social Care Practice

Certificate in Promoting Service User Harm Reduction, Welfare & Interventions in Social Care Practice

Certificate in Understanding and Responding to Domestic and Gender Based Violence and Abuse

Certificate in Applied Family Support

	Time
Private Meeting of Panel Members - *consideration of Stage 1 Preliminary Evaluation Panel Reports and Responses received; identification of outstanding issues, etc.*	9-9.45am

Meetings with President, Vice President for Academic Affairs & Registrar, Heads of Faculty/Campus/Department and Programme Development Team:

PART A (Management Team):   9.45-10.15am
    i.   Proposed new programmes and their context within the Institute's strategic planning
    ii.   Rationale for the programmes

Rest Break   10.15-10.30am

PART B (Programme Development Team):   10.30-12noon
    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 – *to articulate and agree Section 2.2 and Section 3 of the Evaluation*   12-1pm
Panel Report which includes commendations, conditions, recommendations, etc.

Please note that this is a DRAFT Agenda and may be subject to slight alteration.

2.   EVALUATION AGAINST THE VALIDATION CRITERIA

2.1   Examination of the Programmes:

As a result of Covid-19, this is now a 2-stage remote evaluation process:

2.1   STAGE 1: Preliminary Evaluation of the Programmes by the Evaluation Panel (*via* email) including Response by Programme Development Team to Panel Comments before Stage 2 Panel Meeting

2.2   STAGE 2: Evaluation of Programmes at Virtual Evaluation Panel *via* MS Teams on Thursday 2 December 2021.

2.1   STAGE 1: Preliminary Evaluation of the Programmes by the Evaluation Panel (*via* email) before Panel Meeting including Response by Programme Development Team to Panel Comments

	Examining Criteria	Panel Member Comment	Response by Programme Development Team	ACTIVE / CLOSED
2.1	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	We thank the panel for their feedback and look forward to meeting you all at the panel.	**CLOSED**
2.2	Has the programme team provided evidence to demonstrate interaction with relevant prospective employers in the development of these programmes?	Yes	Noted	**CLOSED**
2.3	Has the programme team provided evidence to demonstrate demand from prospective learners to study on these programmes?	Yes, through stakeholder engagement. Query re the Learner Profile, and why it appears to be geared solely to those working with victims of domestic violence	Noted	
2.4	Is the programme(s) concept, implementation strategy well informed and soundly based – considering social, cultural, educational,	Yes	Noted	**CLOSED**

	professional and employment objectives?			
2.5	Are the proposed programme titles fit for purpose? Do they reflect the intended programme learning outcomes and award level?	1. Course title reflects the programme, but is it unwieldy? 2. The title is accurate, yet very lengthy. Consider whether the title *Certificate in Harm Reduction, Welfare and Interventions in Social Care Practice* might reflect the learning outcomes.	We will be joined by our industry partner and we can discuss this with them at the panel.	**CLOSED**
2.6	Do the programmes meet the requirements set out in the relevant IT Carlow *Awards Standards*?			**CLOSED**
2.7	Are programme objectives and outcomes clear, transparent and appropriate with the awards being sought and detailed in the submission document?	Yes	Noted	**CLOSED**
2.8	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	Noted	**CLOSED**
2.9	Are the access, transfer and progression arrangements clear, transparent and appropriate? Are they			

	detailed in the submission document?			CLOSED
2.10	Are the criteria and procedures for recognition of prior learning (RPL) clear, transparent and appropriate in the submission document?	Yes	Noted	CLOSED
2.11	Is the curriculum content outlined in the submission document structured and fit for purpose?	Yes	Noted	CLOSED
2.12	Comments on individual modules?	None.		CLOSED
2.13	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?	None.		CLOSED
2.14	Are the assessment strategies robust, reliable and valid and are they clearly documented in the submission?	Yes	Noted	CLOSED
2.15	Are the teaching and learning strategies sound and programme specific?	Yes	Noted	CLOSED

2.16	Are all ethical perspectives covered within all programme syllabi and is it clearly evidenced in the submission document?	Not evident	We have included the importance of ethics on P40 'The programme design teams were guided by the principles of curriculum experts Barnett and Coate (2005) in programme concept and design. These principles in particular inform a core idea of the programme: to produce an ethically-aware, socially-engaged, citizen-focused and responsible leadership in social care/community development. Consequently, the emphasis on the teaching, learning and assessment modes of the programme falls on enabling self-aware practice of being independent and impartial in their practice.'. We accept it could be more explicit within the document.	
2.17	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	Noted	**CLOSED**
2.18	Where relevant, are special arrangements for joint/collaborative provision	None.		**CLOSED**

	articulated in the submission document?			
2.19	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	Noted	**CLOSED**
2.20	Any other comments?	None.		**CLOSED**

2.2 STAGE 2: Evaluation of Programmes at Virtual Evaluation Panel *via* MS Teams on Thursday 2 December 2021

The Panel met with Management and the Programme Team.

Following discussion, the Panel made commendations, conditions and recommendations, all of which are noted under Section 3 of this report.

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 the following listed under 3.2, 3.3, 3.4 and 3.5 below:

Award	Type	Level	Approved Programme Title	Total Credits	ISCED	AKARI Code	Duration	Embedded Exit Award (if relevant)	Exit Credits	Linked Parent Programme (if relevant)
Special Purpose	Special Purpose	8	Certificate in Promoting Service User Harm Reduction, Welfare and Interventions in Social Care Practice	10	0920	1617	36 hours		None	

3.2   Commendations & Comments

The Panel commend the Programme Team in bringing forward a flexible suite of programmes.

The Panel recognise and congratulate the Programme Team on their consultation with industry in the region.

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.

1.   Programme to be aligned to the *IT Carlow Social Care Award Standards*.

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.

1.   Make clear that this is a CPD programme.

2.   Entry requirements to be explicit for this level 8 award.

3.   Provide transparency in the documentation, and to prospective learners, that this programme may not provide an exemption for entry to CORU approved programmes.

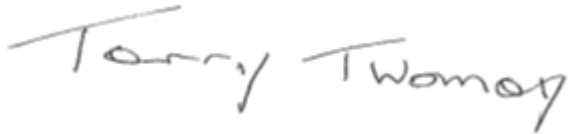4.   Progression pathways for graduates to be documented.

3.5   Response to Evaluation Panel Report By Programme Development Team

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 2.1, 2.2, 3.3 and 3.4 of this report:

1. Response to Evaluation Panel Report Section 3.3 and 3.4.
2. Programme Schedules for each programme to be approved
3. Programme Abstract for each programme to be approved
4. Revised Submission Documentation

3.6   Approval

Programme Evaluation Report, Stage 1 and Stage 2, Approved by:

_____
Dr Terry Twomey
Chairperson to Panel
(TU Project Director, Technological University of the Shannon: Midlands Midwest Campus)

Date: ___17/12/2021_____

_____
Dr Fintan Bracken
Secretary to Panel
(Director of the Office for Institutional Planning and Research, Institute of Technology Carlow)

Date: _21/12/2021_____

Response to Part 2 and Part 3
of the New Programme Evaluation Panel Report

Programme Details *(please list ALL programmes to be approved, including exit and minor awards; durations given must be accurate)*

Award	Type	Level	Approved Programme Title	Total Credits	ISCED	AKARI Code	Duration	Embedded Exit Award (if relevant)	Exit Credits	Linked Parent Programme (if relevant)
Special Purpose	Special Purpose	8	Certificate in Promoting Service User Harm Reduction, Welfare and Interventions in Social Care Practice	10	0920	1617	36 hours		None	

Part 2

Noted.

Part 3

Report Ref No.	Condition	Response	ACTIVE / CLOSED
3.3.1	Programme to be aligned to the IT Carlow Social Care Award Standards.	The programme team have now aligned the programme to the IT Carlow Social Care Award Standards. This is evident in section 2.3.	Closed

Report Ref No.	Recommendation	Response	ACTIVE / CLOSED
3.4.1	Make clear that this is a CPD programme.	The programme team welcome this recommendation and agree with the importance of ensuring that it is clear that this is a CPD programme. This has now been explicitly stated under section 4.2.1.	Closed
3.4.2	Entry requirements to be explicit for this level 8 award.	The programme team welcome this recommendation and agree that the entry criteria must be clear. This has now been updated to be more explicit under section 4.2. It is then followed by a clear outline of the profile of the target learners.	Closed
3.4.3	Provide transparency in the documentation, and to prospective learners, that this programme may not provide an exemption for entry to CORU approved programmes.	The programme team welcome this recommendation and agree with the importance of ensuring that it is clear both in the documentation, and to prospective learners, that this programme may not provide an exemption for entry to CORU approved programmes. This has been explicitly stated now under section 2.1.	Closed
3.4.4	Progression pathways for graduates to be documented.	The programme team have explicitly outlined what the progression opportunities are under section 4.4.1.	Closed

Response Approved, on behalf of the New Programme Evaluation Panel, by:

_____
Dr Terry Twomey
Chairperson to Panel
(TU Project Director, Technological University of the Shannon: Midlands Midwest Campus)

Date: ____17/12/2021_____

_____
Dr Fintan Bracken
Secretary to Panel
(Director of the Office for Institutional Planning and Research, Institute of Technology Carlow)

Date: __21/12/2021_____

Programme Schedule

Full Award Title: (*include full title and classification*)	Certificate in Promoting Service User Harm Reduction, Welfare and Interventions in Social Care Practice					Akari Programme ID:		1617		ISCED Code:	0920
Award Type: (*Major/Minor/Special Purpose*) Special Purpose	Special Purpose	**NFQ Award Level:**	8	**Total Number of Award Credits:**	10	**Total Duration of Award** (*Years, Semester, Month, Weeks or Days*):		36 hours delivery	**Fulltime or Part-time Delivery:** (*for this Award Schedule*)		PT
List All Associated Embedded Exit Award Titles: (*list all Major & Minor Awards*)											
Total Stages/Years in Award:	1	**Current Stage/Year:**		**Total Number of Semesters per Stage/Year:**		**NA** Modularised		**Current Semester Number:**		MODULARISED	

Module Title (*maximum of 99 characters including spaces*)	Module Status *Mandatory or Elective*	NFQ level	Credits	Hours *Contact Hours Per Week OR Total Hours for Module*	Allocation of Marks				
					CA	Project	Practical	Final	Max
Promoting Service User Harm Reduction, Welfare and Interventions in Social Care Practice	M	8	10	36	100				100

Special Regulations Associated with this Stage / Semester of the Programme:	*Please list all appropriate regulations here.*

Approved by:

Terry Twomey (signature)

_____   DATE: __17/12/2021__
Dr Terry Twomey
Chairperson to Panel
(*TU Project Director, Technological University of the Shannon: Midlands Midwest Campus*)

Fintan Bracken (signature)

_____   DATE: __21/12/2021__
Dr Fintan Bracken
Secretary to Panel
(*Director of the Office for Institutional Planning and Research, Institute of Technology Carlow*)

Programme Abstract

Certificate in Promoting Service User Harm Reduction, Welfare and Interventions in Social Care Practice

The aim of this programme is to provide a Level 8 Certificate to professionals within the fields of social care, psychotherapy, counselling, social work, probation, and other statutory and non-statutory organisations doing frontline work in the community. The programme is in response to the need for a recognised programme in the area of harm reduction, interventions and welfare particularly focussed on staff working with traumatise those in addiction, homelessness, and any other adversity they have experienced and unable to deal with. The programme team want to explicitly offer transparency in this documentation, and to prospective learners, that this programme may not provide an exemption for entry to CORU approved programmes.

Approved by:

_____
Dr Terry Twomey
Chairperson to Panel
(TU Project Director, Technological University of the Shannon: Midlands Midwest Campus)

Date: ____17/12/2021_____

_____
Dr Fintan Bracken
Secretary to Panel
(Director of the Office for Institutional Planning and Research, Institute of Technology Carlow)

Date: _21/12/2021_____