

Appendix 2: New taught programme proposal Stage 2 (PP2) template



For Guidelines on how to complete each Section of the PP2 Template, please refer to the Teaching & Learning Centre

Part 1: Programme overview

1.1 Provider details:

Name of Provider	
Provider Type	
Faculty/Campus	
Address	
Name of President	
Head of Faculty/Campus	
Head of Department	
Partner equivalent (collaborative / joint awards)	

1.2 Programme details:

Proposed programme title	
Type of Award (Major / Minor / SP)	
Award Level/ECTS	
ISCED ¹¹ four digit code	
Duration	
Target Learner Groups	
Enrolment Date	
Delivery modes	
Projected learner numbers	
Number of Annual Intakes	
Application mechanism	
Location(s) of Delivery	
Projected learner numbers	
Proposed first intake date	
Application mechanism	
Work preparedness	
Will the programme enrol international learners	

Will the programme accept Erasmus exchange students	
Embedded Award(s) title	
Is Embedded Award(s) an Exit Award	
Is there Minor Award(s)	
Minor Award(s) title (if applicable)	

1.3 Programme Director

Name:	
Title:	
Address:	
E-mail:	
Phone:	

1.4 Programme Development Team

Name	Association

1.5 Contextual information on South East Technological University Carlow

1.6 Overview of the programme (programme abstract)

1.7 Rationale for the development of the programme

1.8 Employability Statement for the programme

1.9 Graduate Attributes

1.10 Ethical considerations

1.11 Equality, diversity and inclusion considerations

Part 2: Educational and training objectives and minimum intended programme and module learning outcomes

2.1 Programme aims and objectives

2.2 Rationale for the choice of South East Technological University Carlow named award stem, the named award title and award standards used

2.3 Programme learning outcomes - (Learning outcomes are used to describe minimum intended programme learning outcomes (MIPLOs) and minimum intended module learning outcomes (MIMLOs) for the constituent modules

2.4 Mapping the Learning Outcomes against the South East Technological University Carlow awards standards and demonstrating consistency

2.5 Mapping individual module learning outcomes to programme learning outcomes

2.6 For an associated Minor Award, mapping individual module learning outcomes to minimum intended module learning outcomes to the Minor Award learning outcomes

Part 3: Programme concept, implementation strategy, and its interpretation of South East Technological University Carlow awards standard

3.1 Rationale for providing the programme

3.2 Education and training needs met by the programme

3.3 How the programme and its intended programme learning outcomes were conceived, researched and developed

3.4 Profile of learners that would be enrolled (target learners)

3.5 Alignment of the programme with the professional/occupational profile if the programme is a professional one

3.6 Involvement of employers and practitioners in the design of a programme: process and outcomes

3.7 Comparison with other programmes (of other providers)

3.8 Evidence of support for the introduction of the programme

3.9 Evidence of learner demand for the programme

3.10 Evidence of employment opportunities for graduates

3.11 Planned intake

3.12 Five-year plan for the proposed programme

3.13 Mechanisms to keep the programme updated and how it will be updated in consultation with stakeholders

Part 4: Access, transfer and progression procedures, criteria and arrangements for the programme

4.1 Information to be made available to learners about the programme

4.2 Entry procedures and criteria for the programme including procedures for recognition of prior learning

4.3 Detail any other criteria for selecting learners

4.4 Identified transfer and progression destinations

4.5 Professional accreditation of the programme

4.6 Detail the credit system used for the programme

Part 5: Programme curriculum

5.1 Outline of the curriculum

5.1.1 Stage level outline

5.1.2 Rules for electives and their rationale

5.1.3 Module-level outline

5.2 Rationale for the curriculum structure

Subject themes (see sample chart(s) below – please use as appropriate)

	Accounting Stream	Language Stream	Marketing Stream	Management Stream	IT Stream
	↓	↓	↓	↓	↓
YEAR 1	Financial Accounting	Language 1	Principles of Marketing	Organisation Theory & Design	Computer Applications
YEAR 2	Management Accounting	Language 2	Principles & Practices of Selling Consumer Behaviour	Human Resource Management	
YEAR 4	Financial Reporting	Language 4	Strategic Marketing Management International Marketing	Strategic Management	Strategic Information Systems

5.3 Indicative timetable and its rationale

5.4 Integrated learning opportunities

5.5 Programme teaching and learning strategy

5.6 Integration, organisation and oversight of work-based learning

5.7 Programme learning environment

5.8 Programme-specific arrangements for monitoring progress and guiding, informing and caring for learners

5.9 Programme summative assessment strategy

5.10 Samples of award-stage assessment materials

5.11 Proposed programme schedule stage template

Proposed Programme Schedule

Award Title:					
Award Type:		NFQ Award Level:		EQF Award Level:	
Total Stages in Programme:		Programme Stage:		Semester (if applicable):	
Total Duration of Programme:		Delivery Modes (FT, PT, ACCS, Col/JA):		Stage exit award title	

Module Title	Status ¹ M/E	¹ NFQ level	Credits	Contact Hours Per Week ¹					Allocation of marks				
				C	P	I	W	T	CA ¹	Project	Practical	Final Exam	Maximum
Special Regulations (Up to 280 characters)													

¹M: mandatory; NFQ: national Framework of Qualifications; E: Elective; C:Class; P: Practical/Workshop; I: Independent Learning; W: Work based learning; T: Total; CA: Continuous Assessment

- 1 A stage exit award may only be established if the intended programme learning outcomes have been specified explicitly for an embedded programme leading to that award and culminating with that stage and that programme has been validated using the relevant awards standards.
- 2 Award class is either Major or Minor or Special-purpose or Supplemental and it may be Professional (because a professional class award may be in two classes)
- 3 ECTS learner effort must be at least 25 hours of learner effort per credit.

6. Module Documentation

6.1 Module 1

6.1.1 Headline information about the module

Module title	
Module NFQ level (only if an NFQ level can be demonstrated)	
Module number/reference	
Parent programme(s) the plural arises if there are embedded programmes to be validated.	
Stage of parent programme	
Semester (semester1/semester2 if applicable)	
Module credit units (FET/HET/ECTS)	
Module credit number of units	
List the teaching learning and assessment modes	
Entry requirements (statement of knowledge, skill and competence)	
Pre-requisite module titles	
Co-requisite module titles	
Is this a capstone module? (Yes or No)	
Specification of the qualifications (academic, pedagogical and professional/occupational) and experience required of staff (staff includes workplace personnel who are responsible for learners such as apprentices, trainees and learners in clinical placements) If staff not in post at present, specify qualifications and experience required.	
Maximum number of learners per centre (or instance of the module)	

Duration of the module										
Average (over the duration of the module) of the contact hours per week (see * below)										
Module-specific physical resources and support required per centre (or instance of the module)										
Analysis of required learning effort (much of the remainder of this table must also be presented in the programme schedule—take care to ensure consistency)										
*Effort while in contact with staff						Contact hours for the module				
Classroom and demonstrations		Mentoring and small-group tutoring		Other (specify)		Directed e-learning (hours)	Independent learning (hours)	Other hours (specify)	Work-based learning hours of learning effort	Total effort (hours)
Hours	Minimum ratio teacher/learner	Hours	Minimum ratio teacher/learner	Hours	Minimum ratio teacher/learner					
Allocation of marks (within the module)										
				Continuous assessment	Project	Practical	Final Exam	Total		
Percentage contribution								100%		

6.1.2 Module aims and objectives

6.1.3 Module learning outcomes

6.1.4 Rationale for inclusion of the module in the programme and its contribution to the overall proposed Programme Learning Outcomes

6.1.5 Information provided to learners about the module

6.1.6 Module content, organisation and structure

6.1.7 Module teaching and learning and assessment strategy

6.1.8 Module summative assessment strategy

6.1.9 Nature of assessment materials

6.1.10 Timetabling, learner effort and credit

6.1.11 Work-based learning and practice-placement

6.1.12 E-learning

6.1.13 Module physical resource requirements

6.1.14 Reading lists and other information resources

6.1.15 Ethical Considerations

6.2 Module

7. Programme Staff

7.1 Programme director and board

7.2 Complement of staff (or potential staff)

7.3 Arrangements for the oversight of employer-based personnel involved in apprenticeship or traineeship programmes

7.4 Recruitment plan for staff not already in post

8.0 Physical resources

8.1 Specification of the programme's physical resource requirements

8.2 Complement of supported physical resources (or potential ones)

8.2.1 Premises

8.3 Informational technology resources

8.2.3 Materials for teaching, learning and assessment (software and printed)

8.2.4 Specialised equipment

8.2.5 Technical and administrative support services

8.3 Company placement resources

9.0 Programme management

9.1 Documented procedures for the operation and management of the programme

9.2 Supplementary QA procedures for the programme

9.3 Membership and terms of reference for the programme board

9.4 Collaborative provision / Joint Awards

9.5 Apprenticeship coordinating provider role

9.6 Transnational provision

10. Equality, diversity and inclusion considerations

The South East Technological University Carlow is committed to protecting the rights and privacy of individuals with respect to the processing of their personal data. A copy of the University's Privacy notice is available on the University's website (<https://www.itcarlow.ie/resources/data-protection.htm>). This website also contains further information relating to your rights regarding subject access requests, records retention and data protection in general. Any further queries in relation to the GDPR can be addressed to the University's Data Protection Oversight Group (e-mail: gdpr@itcarlow.ie)

Appendix 2a: Programme Learning Outcome mapping to individual modules

PLOs	1	2	3	4	5	6	7	8
Module Title 1								
Module Title 2								
Module Title 3								
Module Title 4								
Module Title 5								
Module Title 6								
Module Title 7								
Module Title 8								
Module Title 9								
Module Title10								
Module Title 11								
Module Title 12								

This mapping to be completed for every programme including embedded exit awards

Appendix 2b: Alignment of Learning Outcomes to South East Technological University Carlow Award Standards

Full Award Title: <i>(include full title and classification)</i>						ISCED Code:			
Award Type: <i>(Major/Minor/Special Purpose)</i>		NFQ Award Level:		Total Number of Award Credits:		Total Duration of Award <i>(Years, Semester, Month, Weeks or Days):</i>		Fulltime or Part-time Delivery: <i>(for this Award Schedule)</i>	
SETU Carlow Award Standards:									
SETU Carlow Award Standard Level 8	Programme Learning Outcome		SETU Carlow Award Standard Level 7		Programme Learning Outcome		SETU Carlow Award Standard Level 6		Programme Learning Outcome