Form PAC-00

Programme Development Request Form[i]

It is a requirement of QQI's QA Guidelines, that ETBs must have oversight of, and programme approval mechanisms for, courses delivered across all centres. This form facilitates that oversight and allows the WWETB Programme Approval Committee to make transparent, criteria-based decisions with respect to all applications to develop a new programme leading to an award.

Notes for Completion of the Form

When should this form be used?
This form (PAC-00 Programme Development Request Form) should be used by members of the WWETB FET Management Team wishing to initiate programme development (as either the coordinating or collaborating provider). The programmes may lead to:

- QQI major award
- QQI Minor award
- QQI Special purpose or Supplemental award
- Certification by another awarding body, e.g. City & Guilds, ITEC, CIBTAC etc.

(Note:. A PAC 01 is required for approval to run a programme at designated centre and may require a differential validation process. Differential validation to run QQI accredited programmes allows a provider to add a new programme to its suite of programmes

For example: WWETB Training services might apply for differential validation for a new programme in the area of Green Skills via **PAC-01**. *Differential validation will make the programme available to WWETB and incurs a cost.*

In the context of programme development/redevelopment, a **PAC-00** *should be submitted for approval prior to the allocation of resources and funds that would be required to develop the programme. ((This excludes however, resources required for initial research and inquiry)).*

Section 1: Applicant Details	
FET Manager/Principal Name	
Email:	
Contact Person (if different):	
Email:	

Section 2: Programme Details	
Programme Title/Proposed title:	
Programme Level/Proposed Level:	
Awarding Body:	
Brief Overview of Programme	
Course Aim / Profile:	
Target Learner Profile:	
Proposed Entry Criteria/Requirements:	
Transfer or Progression opportunities (please outline, including any agreed transfer & progression routes in further/higher education)	
Are current staff appropriately qualified to deliver the course?	Yes ☐ No ☐
Please identify relevant or specialised qualifications of staff who would deliver programme	
What physical resources are available to support successful delivery of this programme (e.g. classrooms, equipment, IT etc.)?	
How does this proposed course contribute to **Strategic Performance Agreement** or other appropriate regional/national targets *(max. 100 words)*	
How does this course *differ from / complement* what is already available to WWETB? *(max. 100 words)*	
Is this course intended for progression into **employment** (vocationally focused) or progression to **further/higher education**? Has there been any consultation with employers or Higher-level providers at this stage? *(max. 100 words)*	

Section 3: Resources required for delivery / Specific Validation Requirements

Please confirm whether the proposed Programme/Module(s) could be delivered within existing resources. If not, identify additional resources required, (staff, training, equipment, leasing etc.) including estimated costs.	
Estimated development/validation costs and what budget will be used for same.	

Signed: _____   _____

(FET Manager, Principal)   Date

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For use by Programme Approval Committee only:

Section 4: Decision of the WWETB Programme Approval Committee

The request by [Manager/Principal name] to develop/validate the programme [programme or proposed title]   leading to a certificate in [(proposed)award name and level] has been:

Approved ☐   Not Approved ☐

_____   _____
Chair, WWETB Programmes Committee   Date

This decision may be appealed to the Chief Executive of the WWETB within 10 working days.

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[i] A **programme** is the validated programme of an award, consisting of a number of modules
 A **course** is a specific iteration of the programme delivered in a given centre