Quality Assurance System

PP09 - Policy and procedure for Programme design and development

Rev 1.0

Policy and procedure for
Programme design and development

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Responsibility for Review	Programme Co-Ordinator	Date of withdrawal obsolete document	

Amendment History:

Date	Revision Number	Details of amendment
	1.0	New Document

Report Schedule

Report/Document Title	To	Frequency	Presented by
Need identification report	PDDT	At commencement	Programme Coordinator
Programme Design Report	Relevant Training Group	At completion	Programme Coordinator

Purpose:

To ensure:

- That new Programmes, as identified and referred, by the relevant Training Groups are designed and developed to meet the needs of the Learner

- That Programme material is reviewed and updated, as required.

Scope:

All Programmes as identified by the Training Groups for the purposes of design, development, review or updating.

Definitions/Acronyms:

PDDT - Programme Design and Development Team

TOR – Terms of Reference

Authorities/Responsibilities:

Function	Activities
Programme Coordinator	- Lead the design and development phase - Draw up Programme proposal based on needs identification - Submit to Training Group for consideration - Receive finalised Programme from PDDT and issue to Training Group for consideration - Where relevant, prepare application for validation - Coordinate Programme reviews and updates - Refer to PDDT where necessary

Sectoral Training Group	- Consider Programme proposal - Appoint PDDT to include: - Chair - Programme Coordinator - Subject matters experts - Institute of Technology representative, where applicable - Agree budget - Set timeframe - Design - Consideration/Approval - Roll out - Consider finalised Programme as received from the Programme Coordinator
PDDT	- Carry out function in accordance with "TOR Programme Design and Development Team" - Develop pilot Programme - Finalise Programme - Issue to Programme Coordinator for consideration by Training Group - Review, and update , programmes as requested
Secretary	Submit Programme for certification

Procedure:

The Programme Coordinator is responsible for leading the design and development phases of all Programmes. The Programme Coordinator draws up a Programme proposal based on needs analysis and submits it to the sectoral Training Group who considers the proposed new Programme. If it approves the proposal, the sectoral Training Group appoints a Programme Design and Development Team (PDDT) made up of subject matter experts drawn with specific knowledge and expertise relevant to the subject matter of the new Programme. The sectoral Training Group agrees a budget, and a timeframe for roll out, which allows sufficient time for the PDDT to design the Programme and submit it to the sectoral Training Group for consideration and approval. The Programme Coordinator works with the PDDT to develop the Programme In advance of design completion, the PDDT arranges for the delivery of a pilot Programme which is evaluated by invited subject matter experts. The findings from the evaluation of the pilot Programme are used to finalise the material content and to ensure the Programme, as designed, is fit for purpose. The Programme Coordinator presents the Programme Specification, which includes the Modular Assessment Plan (MAP), and all Programme materials to the sectoral Training Group for consideration. The sectoral Training Group may make suggestions for amendments and the PDDT makes the required amendments.

The Programme Coordinator coordinates the updating of the Programme materials to reflect changes and disseminates information to the Trainers and other members of the Programme team. Where necessary, this may involve re-convening the PDDT to review, and update, the Programme.

Supporting Documents
- TOR Programme Design and Development Team
- PDDT Meeting Agenda
- Programme Design Report

Reference Documents

Local Authority Services National Training Group (LASNTG) - Quality Assurance Manual