

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:	Friday 29 th November 2019
1.4	Overview:	Institute of Technology Carlow is an autonomous Institute, established under Irish legislation, specifically the Institute of Technology Acts 1992–2006. The Institute has been granted Delegated Authority by Quality and Qualifications Ireland (QQI), which is the statutory body with responsibility for the National Framework of Qualifications and the oversight of Quality Assurance of education and training provision in Ireland. Institute of Technology Carlow provides programmes through its Faculty of Lifelong Learning. Mental health continues to emerge as a very important issue in consultations with young people. Excellent work has been undertaken by a range of organisations to address the stigma surrounding mental health difficulties and to support young people to reach out for help when in need. However much more needs to be done to support young people and reduce the incidences of self-harm, suicidal attempts and death by suicide. Findings from research by the Royal College of Surgeons demonstrated that by the age of 13 years, 1 in 3 young people in Ireland are likely to have experienced some type of mental health difficulty. By the age of 24 years, that rate had increased to over 1 in 2. Of particular concern is the fact that the suicide rate for young people aged 15-

	19 years is the fourth highest in the EU (NYCI, 2019). This is a formal programme aimed at supporting Wellbeing and Mental Health Awareness in Youth Work and this programme is aimed at those employed or volunteering in the Youth Work Sector. This Level 6 Certificate in Certificate in Wellbeing and Mental Health Awareness in Youth Work is currently a module in the Bachelor of Arts (Honours) in Youth Work with Wellbeing and Mental Health.
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1.5 Proposed Programmes:

1.5.1

Type of Award	Level		posed Programme Title Evaluated Total Credits						
Minor Award	6	Certificate in Wellbeing and Mental Health Awareness in 10 Youth Work							
Number of	Annual	Intakes:	Multiple						
Duration:			39 hours per week						
Target Lea	rner Gro	ups:	Experienced Volunteers and trained practi area of Youth and Well-being.	tioners in the					
Enrolment	Date:		January 2020						
Expected National Intake:	Number (of Learners per	30						
Approved (Countrie	s for Provision:	Ireland	····					

1.6 Evaluation Panel Membership:

Name	Role	Affiliation
Dr Karen Hennessy	Chairperson	Head of Wexford Campus
Ms Sharon Grace	Expert	School Completion Coordinator, Bridgetown School Wexford
Mr Steven O'Riordan	Student	UCC, TUSLA
Dr Yvonne Kavanagh	Secretary	Assistant Registrar Institute of Technology Carlow

1.7 Attendance by Institute of Technology Staff:

Name	Role
Ms Lindsay Malone	Deputy Head of Faculty of Lifelong Learning

1.8 Agenda

NEW TAUGHT PROGRAMMES EVALUATION PANEL



AGENDA

Date: Friday 29 November 2019

Venue: Board Room, 2nd Floor, Haughton Building, IT Carlow Main Campus

Carparking: Visitor's Carpark, IT Carlow Main Campus

(Access Code to Carpark will be 1719 on 29/11/19 only)

Proposed New Awards:

- 1. Certificate in Introduction to Sport and Exercise Psychology, Level 6, Minor Award, 5 credits
- 2. Certificate in Aviation Security for Screeners, Level 6, Special Purpose, 10 credits
- 3. Certificate in Python Programming, Level 7, Special Purpose, 10 credits
- 4. Certificate in Wellbeing and Mental Health Awareness in Youth Work, Level 6, Minor Award, 10 credits

	Debate Marking of Decision 184	Time
i.	Private Meeting of Panel Members	9.30 – 10am
	(Tea, coffee and pastries will be available for Panel Members from 9am)	
ii.	Meeting with Head of Faculty of Lifelong Learning, Deputy Head of Faculty of	10 – 11.30an
	Lifelong Learning, Head of Faculty of Engineering, Head of Department of Built	
	Environment & Extended Campus, Extended Campus Coordinator, and the proposed	
	new programme development teams in relation to:	
	 Proposed new programmes and their context within the Institute's strategic planning. 	
	ii. Rationale for the programmes	
	iii. Entry requirements, access, transfer and progression	
	iv. Structure, aims and objectives	
	v. Curriculum, module content, learning outcomes	
	vi. Teaching, learning and assessment methodologies.	
	Presentation	10 – 10.15an
	Introduction to Sport and Exercise Psychology, 10 credits (module exists already)	10.15 – 10.30α
	Aviation Security for Screeners, 10 credits (new module)	10.30 – 10.50α
	Python Programming, 10 credits (new module)	10.50 – 11.10α
	Wellbeing and Mental Health Awareness in Youth Work, 10 credits (module exists already)	11.10 – 11.30α
iii.	Private Meeting of Panel Members	11.30-11.45a

v.	Provisional	Feedback	8	Conclusion	í
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11.45-12 noo

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

2. EVALUATION AGAINST THE VALIDATION CRITERIA

Examination of the Programmes:

Examining Criteria	Yes/N	Panel Comment	*Panel	**Panel	Faculty Response
TO A STATE OF THE	0		Condition(s)	Recommendation(s)	
2.1 Are the proposed programmes	Yes	The Panel note that the			
aligned to the criteria set out in the		proposed programmes are			
Core Policies and Criteria for the		aligned to the criteria set			
Validation by QQI of Programmes of		out in the Core Policies and			
Education and Training 2016		Criteria for the Validation by			
(including sub criteria set out in the		QQI of Programmes of			
QQI template for <i>Independent</i>		Education and Training			
Evaluation Report on an Application		2016 (including sub criteria			
for Validation of a Programme of		set out in the QQI template			
Education and Training)?		for Independent Evaluation			
		Report on an Application for			
		Validation of a Programme			
- Avvision Below		of Education and Training			
2.2 Are the proposed programmes in	Yes	The Panel are satisfied that		The second secon	***************************************
line with the Institute's Policy and		the programme is in line			
Procedures for the Design,		with the Institute's Policy			
Development, Validation and		and Procedures for the		~~~~	
Withdrawal of all Programmes at		Design, Development,			
Award Levels 6-10 in the NFQ?		Validation and Withdrawal			
		of all Programmes at Award			
TO THE REAL PROPERTY AND ADDRESS OF THE PROPERTY ADDRESS OF THE PROPER		Levels 6-10 in the NFQ			- ***
2.3 Are the proposed programmes in	Yes	The Panel is satisfied that			
line with the requirements of the		the programmes meet the			
Qualifications and Quality Assurance		requirements of the			
(Education and Training) Act 2012?		Qualifications and Quality			
		Assurance (Education and			
		Training) Act 2012.			
2.4 Do these programmes fit within	Yes	The Panel is satisfied that			Addition of the Control of the Contr
the Institute's Strategic Plan?		these programmes are			

		consistent with the <i>Institute</i>		THE PERSON NAMED IN COLUMN TO PERSON NAMED I
TO AND		Strategic Plan 2019-2023.		
2.5 Has the programme team	Yes	The Panel are satisfied that		
provided evidence to demonstrate		the programme team		
interaction with relevant prospective		provided evidence to		
employers in the development of		demonstrate interaction with	A	
these programmes?		relevant prospective		
		employers in the		
		development of this		
		programme in their		
		presentation to the Panel.		
2.6 Has the programme team	Yes		The Panel recommend	This is reflected on P.26
provided evidence to demonstrate		the programme team	that evidence is provided	of the document.
demand from prospective learners to			in the documentation that	
study on these programmes?		demonstrate demand from	the programme team	
		prospective learners to	consulted with the target	
			group and there is	
		in their presentation.	evidence in document of	
		<u></u>	potential market	
THE WAS A CAMPACITY OF THE PROPERTY OF THE PRO			demand.	
2.7 Is the programme(s) concept,	Yes	The Panel is satisfied that		
implementation strategy weil informed		the programme concept,		
and soundly based - considering		implementation strategy is		
social, cultural, educational,		well informed and soundly		
professional and employment		based – considering social,		
objectives?		cultural, educational,		
		professional and		
THE STATE OF THE S		employment objectives.		
2.8 Are the proposed programme	Yes	that all	The Panel recommend	This is reflected
titles fit for purpose? Do they reflect		e fit for	that the use of the title is	throughout the
the intended programme learning		purpose, reflect the	consistent throughout	document.
outcomes and award level?		intended fearning	the documentation and	
		outcomes and award level.	that Well-being is	
		The second secon	hightighted.	

SO Do the property and the state of the				
7.3 Do me programmes meet me	X GS	The Panel note that the	The Panel recommend	This is updated on P24
requirements set out in the relevant		programmes meet the	that the Programme	
QQI Awards Standards?		requirements set out in the	Learning Outcomes are	
		relevant OO! Awards	explicitly manned fully to	
		Standards	the relative and the second of	
		(a) Day	I le leievaille C.C. Awain	
			in the decimentation	
2.10 Are programme objectives and	Yes	The Panel agree that the	THE COCCULT OF MALIOTI.	
outcomes clear transparent and		orronged programas		
population with the species being	••			
מסקים ליים מאפות אווון מאפות משפות מ		objectives, programme		
sought and detailed in the submission		learning outcomes and		
document?		module objectives and		
The state of the s		module learning outcomes.		
2.11 Are the rationale and	Yes	The rationale and	The state of the s	
requirements for the programmes,		requirements for the		
including the graduate attributes		programmes, including		
associated with the programmes,		the graduate attributes		
clear, transparent and appropriate and		associated with the		
detailed in the submission document?		programmes are clear		
		transparent appropriate		
		and detailed in the		
		submission accument.	Anni province	
2.12 Are the access, transfer and	Yes	The Panel note that the	The Panel recommend	This is reflected on P5
progression arrangements clear,		access, transfer and	that the documentation	
transparent and appropriate? Are		progression arrangements	clearly states who the	
they detailed in the submission		clear, transparent and	programme is aimed at	
document?		appropriate and they	and what prior	
		detailed in the submission	knowledge/experience	
		document.	is required.	
2.13 Are the criteria and procedures	Yes	The criteria and procedures	The Panel recommend	This is updated on P28
for recognition of prior learning (RPL)	_	for recognition of prior	that the documentation	
clear, transparent and appropriate in		learning (RPL) are clear.	provides transparency on	
the submission document?		transparent and appropriate	the entry requirements to	
		in the submission document	ensure that prospective	***************************************
		THE THE PARTY OF T	students are aware that	

			they have to be are	
			experienced volunteers,	
			and what 'experienced'	
	;	- Physilis	means.	
2.14 Is the curriculum content	Yes	The curriculum content	The Panel recommend	This is reflected on P33
dufillied in the submission document		outlined in the submission	that the content includes	
structured and fit for purpose?		document is structured and	an emphasis on positive	
		fit for purpose.	mental health and well	
**************************************			being.	
2.15 Where it exists, are the practice	¥		- The state of the	- THATTER IN THE STATE OF THE S
placement / work based elements				
clear, transparent and appropriate for				
both the learner and the employer?				
Are they outlined in the submission				
document?			····	
2.16 Are the assessment strategies	Yes	The assessment strategies	The Panel recommend	This is reflected on P34
robust, reliable and valid and are they		robust, reliable and valid	that the assessment	
clearly documented in the		and they are clearly	Company and	
suhmission?		don monto di in the		
			percentages associated	
		submission.	with the module are	
			clearly articulated in the	
2.17 Are the teaching and learning	200	The Denet is perfected that	documentation.	
	ŝ	The refler is satisfied that		
strategies sound and programme		the teaching and learning		
specific?		strategies sound and		
		programme specific.		
2.18 Are all ethical perspectives	Yes	The Panel are satisfied that	- A PARTIE AND THE PA	
covered within all programme syllabi		all ethical perspectives		
and is it clearly evidenced in the		covered within all		
submission document?		programme syllabi and is it		
		clearly evidenced in the		
		submission document		

2.19 Is the teacher-tearner dialogue	Yes	The Panel are satisfied that		
process clear, transparent and		the teacher-learner dialogue		
appropriate in the submission		process clear, transparent		

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and appropriate in the submission document to ensure that learners will be well informed, guided and cared for.		The Panel note that the management of the	gram alled	umer	urce	joint/collaborative	has been taken into	account. The Panel note that this	programme is delivered as	part of the Lifelong Learning	
and sub ens ens well		The	programme is clearly detailed in the submission	မှ ရ	ies S	<u>io</u>	has	The	proc	part	
	¥	Yes									
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?	d in	the submission document to ensure it will be well managed and resourced								
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ed all e	are s /colla	ineni iriy di	Jent t	abora en in							
ure the guid	vant, joint ted in	nage) clea	ocun ged a	/colle							
med,	reler ts for icular	e ma being	ion d nanai	joint Spee							
ent to infor	There men art art	as th	vell n	t any n has	2						
document to ensure that learners w be well informed, guided and cared for?	2.20 Where relevant, are special arrangements for joint/collaborative provision articulated in the submiss document?	2.21 Has the management of the programme being clearly detailed in	the submission document to ensure will be well managed and resourced	and that any joint/collaborative provision has been taken into	account?						
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Note:

^{*} Conditions: The evaluation panel require that the Programme Development Team should take note of 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.

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: Recommendations are suggestions made by the Programme Evaluation Panel in the spirit of improving the proposed

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

3.1 Determination

Having considered the documentation presented, and based on discussions with the Programme Development Team, the New Programme Evaluation Panel recommend the validation of the following programmes for a period of the next five academic years or until the next programmatic review, whichever occurs sooner:

Type of Award	Level	Proposed Programme Title Evaluated	Total Credits
Minor	6	Certificate in Wellbeing and Mental Health Awareness in Youth Work	10

3.2 Approval

This approval is conditional and is based on receipt of the following (all of which must take into account the conditions and recommendations outlined in Section 2 of this report):

- 1. Completed Faculty Response, Section 2 of this Report
- 2. Revised programme documents for each of the awards being sought
- 3. Revised programme schedules for each of the awards being sought
- 4. Programme abstract for each of the awards being sought
- 5. Prospectus extract for each of the awards being sought.

Programme Evaluation Report and Faculty Response Approved by:

Dr Karen Hennessy Chairperson to Panel Head of Wexford Campus

Oversight Group (e-mail: gdpr@itcarlow.ie)

Date:

Dr Yvonne Kavanagh Secretary to Panel

Assistant Registrar, Institute of

Technology Carlow

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Programme Abstract

The aim of the Certificate in Mental Health Awareness in Youth Work is to promote an understanding of mental health, the attitudes that surround it, the prevalence of mental health issues, risk and protective factors and the potential impact of mental health issues.

Evidence suggests that 20% of children will develop a significant mental health problem. This can be understood as being that, at any given time, one in five young people are experiencing serious emotional distress. However, the numbers of those that will need highly specialised support delivered by a multidisciplinary team and in acute cases, hospitalisation is roughly 2% of the population. The positive role that youth workers can play in supporting the 20% in distress is significant. However, Republic of Ireland research shows that of the 20%, only a small minority are in contact with anyone from a helping agency. Furthermore, when young people do talk to someone research shows that it is mostly likely to a friend (63%). Youth leaders need to let young people know that they are there to support young people through a mental health issue. The aim of this Certificate is to promote an understanding of mental health, the attitudes that surround it, the prevalence of mental health issues, risk and protective factors and the potential impact of mental health issues for Youth Work Practitioners and Volunteers

Programme Abstract Approved by:	
Dr Karen Hennessy Chairperson to Panel	Dr. Yvonne Kavanagh Secretary to Panel
Head of Wexford Campus Date:	Assistant Registrar, Institute of Technology Carlow Date: \෮\フ-\۱ア
Date.	Date. 1011L11

Approved Programme Schedule

Award Title:	Certificate Youth Wor	in Wellbeing and Mental I k	Health	Awareness in	
Award Type:	Minor	NFQ Award Level:	6	EQF Award Level:	6
Total Stages in Programme:	1	Programme Stage:	1	Semester (if applicable):	
Total Duration of Programme:	39 hours	Delivery Modes (FT, PT, ACCS, Col/JA):	PT	Stage exit award title	<u>N/A</u>

	Sta	1NFQ	Credit	Contact Hours per Week / Allocation of marks								
Certificate Title tus		level	s	С		0	T	CA 1	Pr oj e ct	Pra ctic al	Final Exam	Maxim um
Certificate in Wellbeing and Mental Health Awareness in Youth Work	M	6	10	3	16		19	100				100%

Dr Karen Hennessy Chairperson to Panel Head of Wexford Campus

Approved Programme schedule

Dr Yvonne Kavanagh Secretary to Panel

Assistant Registrar, Institute of Technology Carlow

Clarity on programmes Questions from Programme Planning

Q1 Hours on the Certificate in Introduction to Sport and Exercise Psychology as it is L6 and in LLL The 30 hours are the same as that of the fulltime programme and will be delivered as that on the Certificate in Introduction to Sport and Exercise Psychology.

This module has been extracted from the Bachelor of Science (Honours) in Strength and Conditioning.

Q2 Target Learner Group on the Certificate in Python Programming.

Following feedback from LLL, I have updated the Certificate in Python Programming to include 'This course is aimed at learners who have at least one year experience in IT'.

Also the Level 6 Certificate in Certificate in Wellbeing and Mental Health Awareness in Youth Work which is currently a module in the Bachelor of Arts (Honours) in Youth Work with Wellbeing.

from Kanangh

Dolores McCann

From:

Karen Hennessy

Sent:

Tuesday 10 December 2019 12:43

To:

David Denieffe

Cc: Subject: Yvonne Kavanagh; Dolores McCann Chair sign off on 3 cert programmes

Hi David

I won't make it to Carlow today in time to signoff as Chair of the validation panels, the hard copies of the documentation that are going to programme planning today.

Please accept this email as proof of my sign off on the below listed programmes and I will sign the hard copy as soon as I get to Carlow.

Programmes for sign off as follows:

Type of Award	Level	Proposed Programme Title Evaluated Tota Credi					
Minor Award	6	Certificate in Intro Psychology	5				
			Coyonology				
Number o	<u>f Annua</u>	l Intakes:	Multiple				
Duration:			39 hours	····			
Target Learner Groups:			This introductory programme is aimed at those with an interest in sport.				
Enrolment	t Date:		January 2020				
Expected Intake:	Number	of Learners per	30	***************************************			
Approved	Countri	es for	Ireland				
Provision:	 						
Type of	Level	Propose	d Programme Title Evaluated	Total			
Award							
Minor	6		lbeing and Mental Health Awareness in	10			
Award		Youth Work					
Number of	Annua	I Intakes:	Multiple				
Duration:			39 hours per week				
Target Lea	rner Gr	oups:	Experienced Volunteers and trained practitioners in				
			the area of Youth and Well-being.				
Enrolment			January 2020				
Expected Number of Learners per Intake:			30	-			
Approved		es for	Ireland				
Provision:							
Type of Level Proposed Award			d Programme Title Evaluated	Total Credits			

Special 7 Certificate in Pyth Purpose	Certificate in Python Programming, 10				
Number of Annual Intakes:	Multiple				
Duration:	39 hours contact				
Target Learner Groups:	This course is aimed at individuals with an interest in Python programming.				
Enrolment Date:	January 2020				
Expected Number of Learners per Intake:	30				
Approved Countries for Provision:	Ireland				

I hope all is in order kind regards Karen

Dr. Karen Hennessy BEd, MSc, MA, MBA, PhD Head of Centre Wexford Campus Institute of Technology Carlow

Dr. Karen Hennessy
BEd, MSc, MA, MBA, PhD
Ceann an Ionaid
Campas Loch Garman
Institiúid Teicneolaíochta Cheatharlach

Study at the Wexford Campus

CAO:

BSc Tourism & Event Management - BSc Creative Computing & Digital Innovation - BA Art - BA Visual Communications & Design - BBus Business / Digital Marketing - BA Applied Social Studies - BA Early Childhood Education & Care - BSc Sustainable Farm Management & Agribusiness

Life Long Learning:

Masters - Degrees - Certs at night