

Procedure for Centres to Gain Access to Proposed/QQI Validated Programmes of the Consortium of the Centres of Nursing and Midwifery Education

Policy Procedure Protocol Guideline

Office of the Nursing and Midwifery Services Director (ONMSD): Consortium of Centres of Nursing and Midwifery Education (CCNME)

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2	10/05/2023	1.0 Procedure title change and purpose amended 2.0 Procedure amended to include to initial access prior to programme validation (2.1) and access following programme validation 2.2	ONMSD CCNME

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1.0 Purpose

The purpose of this procedure is to provide a process for Centres of the Consortium to

- a) Access new programmes as a named Delivery Centre in preparation for initial QQI programme validation.
- b) Gain access as an additional named Delivery Centre to an existing QQI validated programme.

This process ensures that Centres applying to access validated programmes meet the requirements of QQI and the Academic Council (AC).

2.0 Procedure

2.1 Initial Access prior to programme validation

- 2.1.1 Following identification of service need, the Director of Centre will submit an email request to the Chairperson of the Programme Development Committee (PDC) seeking inclusion as a named *Delivery Centre* for programme provision.
- 2.1.2 Following completion of the Programme Validation Descriptor by the CDT, the Chair of the PDC will send to the Director of the Centre the following documents:
 - 2.1.2.1 Completed Programme Validation Descriptor Application (PVDA);
 - 2.1.2.2 Self-Evaluation Report (SER).
- 2.1.3 The Director of Centre reviews the PVDA and completes the SER determining the Centre's capacity for programme provision including financial, human and physical resources and support services, and returns the completed SER form to the Chairperson of the PDC.
- 2.1.4 The PDC reviews the completed SER and determines recommendation to approve/not approve the Centre for inclusion as a named Delivery Centre.
- 2.1.5 The Chairperson of the PDC informs the Director of the Centre of the outcome.

2.2 Access following programme validation

- 2.2.1 Following identification of service need, the Director of Centre will submit an email request to the Chairperson of the Programme Board seeking inclusion as an additional *Delivery Centre* for programme provision.
- 2.2.2 The Chairperson of the Programme Board reviews the request and sends the following documents to the Director of Centre;
 - 2.2.2.1 QQI Approved Programme Validation Descriptor;
 - 2.2.2.2 Self-Evaluation Report (SER).
- 2.2.3 The Director of Centre reviews the validated programme descriptor and completes the SER determining the Centre's capacity for programme provision including financial, human and physical resources and support services.
- 2.2.4 The Director of Centre submits the completed SER to the Chairperson of the Programme Board for review.
- 2.2.5 The Programme Board reviews the documentation and determines recommendation to approve/not approve the Centre to gain access to the validated programme as an additional Delivery Centre.

- 2.2.6 The Chairperson of the Programme Board notifies the following:
- 2.2.6.1 Director of Centre of the outcome;
 - 2.2.6.2 Chairperson of the AC and Chairperson of the QEC of approved named Delivery Centre for programme provision.
- 2.2.7 The Chairperson of the QEC uploads the approved Delivery Centre to the QQI Q-Hub with the completed SER and notify the relevant Boards or Committees.

3.0 Document Control

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	V.2.0	10/05/2023
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Supporting Documentation	<ul style="list-style-type: none"> • Health Service Executive, Office of the Nursing and Midwifery services Director (ONMSD). (2019). <i>ONMSD and HSeLanD Digital Learning Governance Group Guidance Document</i> [online]. Available from: https://healthservice.hse.ie/about-us/onmsd/cpd-for-nurses-and-midwives/onmsd-and-hseland-digital-learning-governance-group-guidance-document1.pdf [accessed 24 January 2022]. • Quality and Qualifications Ireland (QQI). (2022). <i>Programme Descriptor for Micro-credential programme(s) leading to HET Special Purpose Award</i>. Dublin: Quality and Qualifications Ireland. • Quality and Qualifications Ireland (QQI). (2019a). <i>Accreditation/Approval of Higher Education Programmes by Professional Bodies</i> [online]. Available from: https://www.qqi.ie/sites/default/files/media/file-uploads/Accreditation%20Approval%20of%20Higher%20Education%20Programmes%20by%20Professional%20Bodies.pdf [accessed 24 January 2022]. • Quality and Qualifications Ireland (QQI). (2019b). <i>Guidelines for Completing the Descriptor for FET Minor Programme (Leading to one or more CAS components)</i> [online]. Available from: https://www.qqi.ie/sites/default/files/2021-09/cas-minor-programme-descriptor-template.docx [accessed 24 January 2022]. • Quality and Qualifications Ireland (QQI). (2021). <i>Guidelines for Completing the Programme Descriptor for programme(s) leading to new non-CAS FET Major, Special Purpose, Supplemental and Minor Award(s)</i> [online]. Available from: https://www.qqi.ie/sites/default/files/2021-09/non-cas- 	

	<p>programme-descriptor-template-guidelines.docx [accessed 11 February 2022].</p> <ul style="list-style-type: none"> Quality and Qualifications Ireland (QQI). (2017). <i>Policies and criteria for the validation of programmes of education and training</i> [online]. Available from: https://www.qqi.ie/sites/default/files/2021-11/qp-17-policies-and-criteria-for-the-validation-of-programmes-of-education-and-training.pdf [accessed 24 January 2022].
Related Policies & Procedures	<ul style="list-style-type: none"> Policy on Programme Development [PDF, 6 Pages] Procedure for the Development & Validation of Programmes Leading to QQI Further (FET) and Higher (HET) Education Awards [PDF, 4 Pages]
Related Resources	<ul style="list-style-type: none"> CCNME Programme Proposal Form Self-Evaluation Report (SER) HET Programme Validation Descriptor FET CAS/Non CAS Programme Descriptor