School/Department:	School of Business/Department of Business Studies
Date:	10th June 2019
Title of the Programme:	Certificate in Management and Leadership (30ECTS)
Chairperson:	Carmel Brennan, Assistant Registrar (Quality), GMIT (Chair)
Members of the Panel:	Shane Hill, Head of Department of Management and Financial Studies, Dundalk IT
	Terry Mc Namara, Regional Director IBEC North West
Secretary:	Dr Seán Duffy (LYIT)
LYIT Staff:	Patricia Doherty (Head of Department of Business Studies)
	Paul McGuckin
	Isobel Cunningham

Criteria for the Validation of a New Programme

1. The Programme Aims and Objectives are clear and consistent with the Award sought.

2. The Programme concept, implementation strategy are well informed and soundly based.

3. The Programme's Access, Transfer and Progression arrangements are satisfactory.

4. The Programme's written curriculum is well structured and fit for purpose.

5. There are sufficient qualified and capable programme staff.

6. There are sufficient physical resources to implement the programme as planned.

7. The learning environment is consistent with the needs of the programme learners.

8. There are sound Teaching, Learning and Assessment Strategies.

9. Learners enrolled on the Programme will be well informed, guided and cared for.

10. The Programme will be well managed.

Note: It is Institute policy to publish the Final Reports of the Panel of Assessors

The panel appreciate the time and effort from the programme team in the development of this programme. The panel particularly noted the quality of the documentation provided.

Commendations

1. This programme is a very good example of the department's response to an identified skills gap.
2. The department demonstrated strong engagement in the development of online programmes.

(For the attention of the Academic Council)

The Panel of Assessors advises the Academic Council that the Institute and the School/ Department should take cognisance of following **recommendations**:

1. Review assessments methods and types to ensure that the practical skills-based objectives of the programme are addressed.
2. Clarify the induction, technical and academic supports that will be provided to enable student success, given the expected diverse student cohort.
3. Provide enhanced details on the types of assessment which will be used to meet the programme/module learning outcomes.
4. Clarify the teaching and learning methodology that will be used for the online elements of the programme.
5. Clarify how unemployed students will meet the learning outcomes of the Applied Learning/Work based learning module.

Department Response to the Recommendations

1. Review assessments methods and types to ensure that the practical skills-based objectives of the programme are addressed.
   Complete. All assessments have been reviewed to ensure that programme objectives are met. Further detail re assessment has been included in Sections 6.2.1 and 6.2.2.

2. Clarify the induction, technical and academic supports that will be provided to enable student success, given the expected diverse student cohort.
   Complete. Details of all supports now provided in Section 6.1.

3. Provide enhanced details on the types of assessment which will be used to meet the programme/module learning outcomes.
   Complete. Further detail re assessment has been included in Sections 6.2.1 and 6.2.2.

4. Clarify the teaching and learning methodology that will be used for the online elements of the programme.
5. Complete. Further detail provided in Section 6.1.

6. Clarify how unemployed students will meet the learning outcomes of the Applied Learning/Work based learning module.
   Complete. Further detail provided in Section 6.1.

The Panel of Assessors advises the Academic Council that approval of the programmes subject to general conditions of approval together with the following additional conditions:

No conditions.

PART 4 PROPOSED PROGRAMME SCHEDULE(S) please attach final schedule to bottom of the report.

Title of Award: **Certificate in Management and Leadership**
Area of Specialisation:
Date Effective: September 2019
Delivery: **Online**

Semester	Module Title	Subject status	ECTS		Total hours						Allocation of marks (%)		
			Level	Number	Lecture	Tutorial	Lab/Studio/Practical	Online	Independent Learning	Total	Coursework	Final Exam	Total
1	Management	M	7	10	-	-	-	36	214	250	100	-	100
2	Leadership	M	7	10	-	-	-	36	214	250	100	-	100
2	Applied Learning – Work Based Learning*	M	7	10				12	238	250	100	-	100

*Already Validated

Title of Award: **Certificate in Management and Leadership**
Area of Specialisation:
Date Effective: September 2019
Delivery: **Blended**

Semester	Module Title	Subject status	ECTS		Total hours						Allocation of marks (%)		
			Level	Number	Lecture	Tutorial	Lab/Studio/Practical	Online	Independent Learning	Total	Coursework	Final Exam	Total
1	Management	M	7	10	24	-	-	12	214	250	100	-	100
2	Leadership	M	7	10	24	-	-	12	214	250	100	-	100
2	Applied Learning – Work Based Learning*	M	7	10	12	-	-	-	238	250	100	-	100

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Programme Evaluation Report Approved by:

[signature: Carmel Brennan]

Carmel Brennan

Chair to Panel

(Assistant Registrar (Quality) GMIT)

Date __8/7/19__

[signature: Billy Bennett]

Billy Bennett

(VP for Academic Affairs and Registrar, Letterkenny IT)

Date __12/7/19.__