



lyit

Institiúid Teicneolaíochta Leitir Ceanaínn
Letterkenny Institute of Technology

School/Department:

Date: 17/06/19

Title of the Programme:

Diploma in Employment Law & Human Resources (Level 7, 60 ECTS)

Chairperson: Dr Breda Brennan

Members of the Panel: Alison Kenneally and Michael Boyd

Secretary: Ken McIntyre

LYIT Staff: Shay Henry, Doreen Lafferty, Ivan Toner, Helen McGrandles, Siobhan Cullen (HoD)

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.

The Panel would like to commend the proposers of this course and in particular for these reasons:

- It will be a significant contribution to the portfolio of lifelong learning courses offered at LYIT
- It will address a local and regional need.
- It is a timely reaction to local demand, following consultation with the local business community.

(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:

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

- Consider offering this course on a part time/evening/non block mode, to facilitate demand outside the public sector.
- Consider offering some of the modules as 10-credit Special Purpose Awards
- Consider formalising the workplace mentoring element and embedding it in the syllabus with possible inputs from business owners. This will facilitate the transfer of learning back into the workplace.
- Clarify the “independent learning” aspects of the course to make it clearer to prospective students as to what that entails (including workplace learning).
- Module Assessments: add some detail into the modules (e.g. copy from the summary table provided).
- In the Assessment Table, correct the module titles (*Recruitment and selection*)
- Include, in the Teaching and Learning Strategy, more details regarding the online tools to be used in delivery.
- Consider promoting the course through available business networks (Chamber of Commerce, Donegal Business Network, etc.)
- Include topics such as: gender pay gap, gender identity, internal promotion, retention of staff, organisational change management, non-statutory policies, organisational equality profiling, psychological contracts, green HRM, communication and consultation.
- Check dates of reading materials and if possible include some more up to date texts if relevant.

Response from the Department of Law and Humanities to the Recommendations:

The Department and Programme Team are grateful for the careful consideration of the panel and in particular the commendations and helpful recommendations which we would like to respond to as follows:-

- Consider offering this course on a part time/evening/non block mode, to facilitate demand outside the public sector.

The delivery mode will be flexible and responsive to demand, will be part-time and is likely to be evening as well as potentially block if the demand exists for same.

- Consider offering some of the modules as 10-credit Special Purpose Awards

This will be actively considered once the first iteration of the programme has been offered and reviewed accordingly.

- Consider formalising the workplace mentoring element and embedding it in the syllabus with possible inputs from business owners. This will facilitate the transfer of learning back into the workplace.

The Programme Team has considered same and will endeavour to embed this within the individual modules and in particular the experiential learning ethos and reflection with a view to including a module on Work-Based Learning project in the future, if this succeeds.

- Clarify the “independent learning” aspects of the course to make it clearer to prospective students as to what that entails (including workplace learning).

The following paragraph has been included in the Programme Assessment Strategy at page 44,

The programme will include a significant amount of independent learning which it is envisaged will take place both by way of independent reading and study but also as a form of experiential or situated learning in the learner's own workplace. Through the process of experiential learning, it is envisaged

that learners will apply their learning in the actual workplace in order to prepare for and complete assessments and this will in turn involve the process of critical reflection. This process will be assisted by learners acquiring a work place mentor which will be encouraged and assisted through the programme assessment process. If this does not prove possible for individual learners then the situated learning will be assisted by both academic and peer mentoring in the classroom and online virtual learning environment.

- **Module Assessments:** add some detail into the modules (e.g. copy from the summary table provided).
The Indicative Assessment has now been included in the syllabi precisely as it appears in the indicative assessment table.
- **In the Assessment Table, correct the module titles (Recruitment and selection)**
Done
- **Include, in the Teaching and Learning Strategy, more details regarding the online tools to be used in delivery.**
The Teaching and Learning Strategy has now been amended to include the following paragraph:-
Learning resources will be made available online including articles, videos and podcasts and academic staff will use Blackboard Collaborate to deliver online lectures and create asynchronous discussion forums to enhance collaborative learning as well as Zoom to deliver webinars.
- **Consider promoting the course through available business networks (Chamber of Commerce, Donegal Business Network, etc.)**
This will be done
- **Include topics such as: gender pay gap, gender identity, internal promotion, retention of staff, organisational change management, non-statutory policies, organisational equality profiling, psychological contracts, green HRM, communication and consultation.**
All syllabi have been revised and the above content included within the appropriate topics.
- **Check dates of reading materials and if possible include some more up to date texts if relevant.**
All reading lists have been revised and updated where appropriate

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:

- NONE

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

Title of Award:
Area Of Specialisation:
Date Effective:

Diploma in Human Resources and Employment Law
Human Resources and Employment Law
September 2019

Semester	Module Title	Subject status	ECTS		Hours						Allocation of marks (%)		
			Level	Number	Lecture	Tutorial	Lab/Studio/ Practical	Online	Independent Learning	Total hours	Coursework	Final Exam	Total
1	Recruitment & Selection	M	7	10	24	-	-	12	214	250	100	-	100
1	Human Resource Management	M	7	10	24	-	-	12	214	250	100	-	100
1	Employment Legislation & Policies	M	7	10	24	-	-	12	214	250	100	-	100
2	Equality Law	M	7	10	24	-	-	12	214	250	100	-	100
2	Employee Relations	M	7	10	24	-	-	12	214	250	100	-	100
2	Employee Well-Being	M	7	10	24	-	-	12	214	250	100	-	100

Programme Evaluation Report Approved by:



Dr Breda Brennan

Chair to Panel

(Assistant Registrar, Dundalk IT)

Date

12/07/19



Billy Bennett

(VP for Academic Affairs and

Registrar, Letterkenny IT)

Date

17/7/19.