



ICHAS

Section 11 – Other Parties involved in Education and Training

Subject:	Procedures associated with Collaborative Provision		
<i>Date Approved by Board of Directors:</i>			July 2019
Policy Version	1/2019	Date due for Revision	February 2024
Parent Policy	Policy on Collaborative Provision		

INTRODUCTION

Collaboration in the context of this procedure refers to the development and delivery of programmes with partner colleges which lead to an award on the National Framework of Qualifications to be awarded by QQI. The purpose of these procedures is to:

- (a) Set out clearly for both ICHAS and potential collaborative partners the required quality assurance processes;
- (b) Detail the processes to be followed in the development of collaborative agreements regarding programmes through to validation and delivery as appropriate;
- (c) Ensure that all procedures deliver a learning experience to those students on the collaborative programmes consistent with the standards expected on programmes delivered by ICHAS alone;
- (d) Ensure compliance with QQI standards, policies and procedures on quality assurance.

ICHAS subscribes to the guiding principles for collaborative provision as promoted by the IHEQN, which requires that Institutions:

- (a) Are cognisant of the strategic and policy contexts for collaborative provision;
- (b) Have primary responsibility for the management and delivery of programmes of higher education for students;
- (c) Have primary responsibility for the quality assurance of their provision, wherever or however it is offered;
- (d) Ensure that students enrolled on collaborative programmes receive an equivalent learning experience to other students within the institution;

- (e) Give due consideration to the academic support of students, including to student representation on appropriate committees and bodies;
- (f) Are committed to respecting the rights of their staff, students and partners in all of their joint ventures, recognising that collaborative programmes may involve wider ethical decisions;
- (g) Develop institutional approval and quality assurance processes for collaborative programmes, which involve the conduct of appropriate due diligence, ongoing monitoring and checks;
- (h) Recognise the need to have formal written agreements for all collaborative arrangements.

RESPONSIBILITIES

ROLE/ PERSON	RESPONSIBILITY
President	Decision taken on collaborative provision and lead on the engagement with the proposed collaborative provider
Registrar	Co-ordinates the activities associated with the collaborative arrangement.
Academic Council	Evaluation and approval of programmes for proposed collaboration.
Vice President (Academic Affairs)	Works with President on the academic content aspects of the Collaborative Provision
Board of Management	Evaluation of proposal for resourcing

PROCEDURES

These procedures refer to aspects of collaborative provision, encompassing all stages in the development of a collaborative programme up to and including validation by Qualifications and Quality Ireland (QQI) as well as its subsequent delivery.

- Proposals for the development of collaborative provision may emerge from many sources, including partnerships with other institutions or identifying new contexts for the delivery of existing modules.
- Members of the Academic Team are free to submit proposals to the Vice President (Academic Affairs). Proposers are required to submit an outline of the programme prior to the development of a full submission.
- This should be submitted to the Vice President (Academic Affairs) for initial evaluation, prior to wider consideration by Programme board, relevant Head of Department and Academic Council.
- The Academic Council will examine the outline proposal for feasibility and consistency with ethos and strategic aims of the College's academic profile.

In the event of approval, the proposal will then be evaluated by the College's Board of Management to ensure alignment with ICHAS's strategic vision, resource availability and quality assurance demands.

- In addition to any further contribution from the AC, the Vice President (Academic Affairs), supported by the College President and other staff as appropriate, will normally lead the engagement with the consortium partner.
- The Vice President (Corporate Affairs) will be responsible for undertaking due diligence, in addition to facilitating the proposed partner's due diligence as part of their engagement with ICHAS.
- The outline proposal for approval must contain sufficient detail to allow for a realistic evaluation of:
 - Demand from industry/stakeholders;
 - Demand from prospective students;
 - Alignment with ICHAS's mission and values;
 - Profile of proposed partner;
 - Outline of collaborative arrangement;
 - Statement of aims and learning outcomes;
 - Programme design – modules, learning outcomes, teaching and learning strategy;
 - Programme Schedule - contact hours, credit weighting, examination subjects, marks per subject etc;
 - Indicative resource demand – accommodation requirements, ICT implications, staffing impacts etc.

It is vital that the initial stages of the process are informed by early engagement of key staff from ICHAS with the partner college. This will ensure that evaluation of the proposal by the Academic Council will be facilitated and assured by timely agreement on issues such as programme title, NFQ Level, delivery location and methodology, assessment strategy, initial assignment of key roles between institutions. While not all elements must be fully agreed at this stage, it will identify key areas for further review and agreement, in addition to provision of opportunities for staff from all potential collaborative partners/ consortium institutions to collaborate and work together. QQI validation of the collaborative programme will normally be conditional on the commencement of the Consortium Agreement.

Any formal Consortium Agreement has to include the following:

- Programme design and validation;
- On-going monitoring of programme;
- Periodic review of programme;
- Programme Teaching and Assessment strategies including modalities of assessment, re-checks and reviews. The Policy on Appeals may also apply.
- Will provide clarity in relation to which member of the consortium will have responsibility for overall Quality Assurance.
- The Consortium Agreement should also provide for a review process, which will generally occur within five years of its signature. ICHAS will draw on its existing quality assurance policies and procedures to inform this process.

Protection of Enrolled Learners and Consortium Agreements

The Consortium Agreement will have a Protection of Enrolled Learners policy and procedure in place, showing how it can fulfil its obligations to students, so that in the event that the collaborative programme cannot be continued, alternative arrangements are in place so that without undue delay, students already registered on that programme are enabled to transfer to a similar programme and gain a qualification equivalent to the one that the first programmes had been leading towards.

The Consortium Agreement will reflect the principles outlined above, particularly

- Reflecting ICHAS's commitments in respect of student welfare.
- Arrangements and staffing for the conduct of appropriate research and preparation of submission for programme validation will be facilitated, with the objective of establishing a joint Programme Design Team with the partner institution to oversee the programme validation process.
- The tasks of drafting and preparation may be shared between partners, though a lead role may be also identified, with the agreement of the College President & Vice President (Academic Affairs) of ICHAS, assigned to a single institution within the consortium.
- The AC shall consider and if appropriate, approve the completed collaborative submission.
- The Governing Authority of ICHAS will be advised of all stages of the process.
- Once the validation process has been completed, the Vice President (Academic Affairs) will bring the report of the QQI Validation Panel to Academic Council for review and consideration.
- The designated lead member will take responsibility for the formal response and address any conditions/ recommendations to the Validation Panel report. The detailed response will be approved by the Academic Council.
- Once the formal approval processes have been completed with QQI, the conduct of review, including Programmatic Reviews shall be in accordance with ICHAS general programme review procedures. The Vice President (Academic Affairs) will be responsible for instituting this process, including the management of relations with the Consortium Partner.

Prospective students have to be advised of the parties to the Collaborative Agreement, including:

- (a) The Awarding Body;
- (b) Programme validation status and associated information;
- (c) Award type, name and its placement on the National Framework of Qualifications;
- (d) Admission requirements
- (e) Access, transfer and progression information, including Recognition of Prior Learning processes;
- (f) Recognition by regulatory, statutory and any professional bodies as appropriate;
- (g) Programme structure and intended learning outcomes;

- (h) Teaching and assessment strategy;
- (i) Delivery mode.

Linked Policies and Procedures

Linked Policies	Policy on Collaborative Provision Policy on Protection of Enrolled Learners Policy on Teaching and Learning Policy on Risk Management
Linked Procedures	Procedures associated with Protection of Enrolled Learners Procedures associated with Teaching and Learning Procedures associated with Risk Management