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|  | Seychelles Qualifications Authority (SQA) |

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# Application for Programme Validation

**Cover page:**

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| **Name of the provider:** | *Name:* |
| **Application for validation of:** | *Title of the programme:* |
| **This application is supported by:** | *Department staff/workplace experience employers/Advisory committee members**Name:**Designation:* |
| **This application has been approved by:** | *Internal Board/Committee name:**Date:* |
| **This application is submitted by:** | *Name:**Designation:* |
| **Date of the application:** | *Date:* |

**Description of the programme**

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| **1. Development of the programme** |
| **1.1 Rationale for the programme:** | If this is a revision:* What currently exists?
* When was the programme first offered?
* What was the original purpose of the programme?
* What problems/issues does the revision respond to?
* Who is the target group?
* How will graduates benefit - specify the likely employment outcomes
* To what extent is the programme responding to community needs or market issues/demands including availability of job opportunities, skills requirements, capacity building etc.? What indicators are available from the market survey or need assessment?
* What is the evidence that the programme is needed now in the country and what are the trends internationally and regionally (evidence from NHRDC)?
* What other evidence is available to support the proposal for a change in programme or new programme development? For example: is there anything in the national strategy or development plans that support the need for the programme?
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| **1.2 Consultation and support for the development of the programme:** | * Who led the development of the programme?
* What has been the process of developing the programme?
* What has been the input of teaching staff, qualified external experts, and industry representatives?
* Who has been consulted and how was their feedback incorporated into the design?
* What factors were taken into consideration in the development e.g. alternative modes of delivery, use of technology, International context?
* What is the evidence of the international comparability of the programme?
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| **1.3 Projected numbers** | Show projected numbers for the next 3-5 years:* How many students will be accepted each year
* How many graduates will be produced each year?
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| **2. Programme details** |
| **2.1 Programme leading to the qualification** | 2.1.1 Title of the programme 2.1.2 Vision/mission/philosophy of the programme2.1.3 Aim(s) and objectives of the Programme 2.1.4 Graduate profile of graduates of the programme |
| **2.2 Qualification to be awarded** | Final, exit or embedded qualifications: 2.2.1 Title of the qualification(s) to be awarded2.2.2 Level of the qualification2.2.3 Credit value of the qualification2.2.4 Awarding authority2.2.5 Minimum requirements for the attainment of the qualification  |
| **2.3 Entry requirements** | 2.3.1 Entry criteria (*Realistic minimum requirements for entry with no unnecessary barriers to entry*)2.3.2 Selection criteria (*Sound and appropriate justification for any selection criteria*) 2.3.3 Provision for RPL and credit transfer |
| **2.4 Pathways of the Programme:** | Diagram or narrative showing:* Entry pathways into the programme
* Exit points within the programme
* Employment and higher education destinations after completing the programme
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| **2.5 Structure of the Programme:** | **2.5.1 Duration of the programme*** Years and semesters of the programme
* Number of teaching weeks per year/semester of the programme
* Total hours per week of student learning time divided into contact hours, supervised hours and self-directed learning hours

**2.5.2 Courses of the programme*** Level and credit value of each course
* Sequence of courses
* Core, optional and elective courses
* Pre-requisites and co-requisites
* Total hours of each course divided into contact hours, supervised hours and self-directed learning hours

**2.5.3 Balance of theory and practice*** Indicate courses which are mainly fieldwork/work based practice
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| **2.6 Delivery methods** | * How will the programme and its components be delivered
* Justify delivery mode in terms of efficiency and effectiveness
* Explain how flexible delivery methods meets the needs of the target group of learners
* Describe arrangements for managing learner progress and achievement in the field/workplace (e.g. MoU, logbook)
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| **2.7 Assessment and re-assessment** | 2.7.1 Assessment methods used in the programme2.7.2 Regulations for assessment and re-assessment2.7.3 Recording of marks (*What is the grading system to be used for the programme)* |
| **2.8 Other specific regulations of the programme** | For example:* Regulations for attendance
* Regulations for voluntary exit/deferment
* Regulations for dismissal/expulsion from the programme
* Regulations for work placement components
* Regulations for academic dishonesty
* Guidelines for dealing with issues of concern including complaints, appeals against an assessment decision
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| **2.9 Student information** | 2.9.1 Programme Handbook2.9.2 Textbooks and other required resources to be purchased by learners2.9.3 Any costs or fees over and above basic tuition fees |
| **2.10 Quality assurance processes** | 2.10.1 Internal and external moderation of assessment* What is the system/cycle for internal moderation of assessment?
* What is the system/cycle for external moderation of assessment?

2.10.2 Programme review processes * How frequently will the programme be reviewed?
* What process/mechanism will be used for the review?
* Who will be involved?
* How will international comparability be assured?

2.10.3 Learners’ evaluation of teaching and learning* What is the cycle/system for getting learner feedback on their programme/courses/teachers?

2.10.4 Quality assurance of results/eligibility to graduate* How does the provider assure itself of the accuracy of results – what is the process for checking for anomalies/quality problems?

2.10.5 Annual reporting* What are the processes for preparing/ receiving/following up annual reports?
* What information is included in annual reporting?
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| **3 Resources for the programme** |
| **3.1 Staff of the programme** | State the qualifications and experience of the relevant: 3.1.1 Technical staff (attach CVs)3.1.2 Teaching staff (attach CVs) |
| **3.2 Other resources, facilities and accommodation** | For each type of resource distinguish between what is **currently available** and what **is needed**:3.2.1 Physical facilities and resources * Laboratories/workshop facilities
* Clinical areas, if needed
* IT facilities including internet
* Specialised materials and equipment

3.2.2 Library – access on/off* + 1. Financial
* Adequacy of financial resources available to support the programme
* Annual budget for the programme
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| **3.3 Academic Committee for the programme** | 3.3.1 Members of the Academic Committee3.3.2 Terms of Reference of the Academic Committee3.3.3 Latest minutes of Academic Committee |
| **3.4 Student support services** | Outline the services that are available to learnerse.g. Student Association, learning skills support, pastoral care, counselling, health, careers advice |

**[[1]](#footnote-1)**

**Course descriptors of the programme**

For each course state:

* Title of the course
* Level of the course
* Credit value of the course
* Co/pre requisite courses
* Purpose of the course
* Learning outcomes of the course
* Performance criteria for the achievement of each learning outcome
* Teaching and learning methodology to be used in delivery
* Assessment tasks (showing relationship to learning outcomes)
* Textbook(s) for the course
* List of recommended readings for the course.

**Appendices**

Examples of documents to be attached as Appendices if not covered in the body of the application:

* Letters of Support including support from industry, professional bodies
* Market Research Report
* List of Advisory Committee Members; Terms of Reference Minutes of the Advisory Committee
* Programme Handbook
* Brochure
* Memorandum of Agreement for work based learning
* Curriculum vitae of staff
* List of textbooks, with cost
* Library conspectus report
* List of equipment
* Budget for the programme
1. **Please ensure that:**

**you are a registered training provider before submitting your application**

**you submit 1 hard copy and 1 soft copy of filled programme validation application form and all associated documents to SQA** [↑](#footnote-ref-1)