

Tool 1 Scoper - Prepare a Proposal based on the following:

- to include the potential size / scope of the market,
- the rationale for the proposed new programme,
- A brief review of similar programmes in other organisations (if they exist),
- Costing / scope of programme development,
- Potential grantors / funding sources,
- Brief synopsis of the programme (e.g. who it is for, what is it for, what is involved for learners, what it leads to.),
- Record of outcome of meetings with groups,
- Record of outcome of meeting with individual,
- Collating prospective learner enquiries,
- Publication of agency reports,
- Correspondence with external agencies and other providers,
- Proposed timeline.

Topic	Key questions	Response
Field or discipline	What is the Programme Name and academic level?	
	List of proposed component modules	
	Which field of learning or discipline area is this programme going to be in?	
	How broad a field/subfield/domain is this going to encompass?	



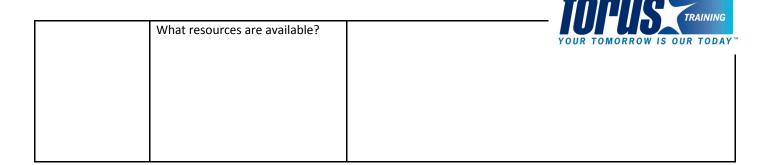
	Has this development work been	
	considered in light of the QQI	YOUR TOMORROW IS OUR TODAY™
	award plan?	
	Who is the target learner /	
	audience for the programme?	
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Current	List the courses that are currently	
provision	run by the provider in this	
	discipline area and identify:	
	• Title	
	Learner type	
	Part-time or full-time	
	Duration	
	 Number of learners 	
	achieving major awards	
	(per cycle)	
	 Number of learners 	
	achieving minor awards	
	(per cycle)	
	 Identify the awards by 	
	name and level	
	Compile a resource file with as	
	much detail as possible about	
	each current course or	
	programme - content,	
	assessment, materials, other	
	resource requirements	



External	Are any of the existing	
	programmes linked to specific	YOUR TOMORROW IS OUR TODAY
requirements	funding requirements?	
	runding requirements:	
	Are any of the existing	
	programmes linked to	
	professional body qualifications	
	or licences to practice?	
	If so, what effect do these	
	requirements have on the	
	current programme content or	
	assessment?	
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Programme title	Draft a working title for the	
and awards	programme based on	
	field/subfield/domain and target	
	audience	
Awards	Identify the certificate and	
	components (including level) to	
	which it will be designed to lead.	



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Rationale	Consider the following: Target learner audience Learner needs Industry needs Organisational strategic plan or goals The influence of external agencies Policy on programme development	
Approach to development	List the people who should be involved in programme development	
	Reference policy and process for the development of programmes.	
	Will it be a team development activity?	
	Who will act as team leader, secretariat etc?	



Tool 2 Rationale Developer

Key Questions	Answer	Draft Rationale Statement
Why is this programme being developed?		
What are the broad educational goals of the programme?		
What is the target learner audience for the programme?		
Why is the subject matter important?		
What are the provider"s beliefs and values about learning and teaching?		
Are there any external influences that should be considered?		



Identify costs incurred towards the training needs analysis	
Identify costs incurred towards compensation of the training program designers	
Identify costs incurred towards procurement of training material and various media like the computers	
Identify costs incurred towards handouts, props, gifts and prizes, audio visuals etc.	
Identify costs incidental to the training session itself such as trainers fee / salary, facility costs / rental etc.	
Identify costs involved in losing a day of work (for those who are sent for training), travelling, boarding and lodging and training material that cannot be reused in some other training program	