

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 award plan?	
	Who is the target learner / audience for the programme?	
Current provision	<p>List the courses that are currently run by the provider in this discipline area and identify:</p> <ul style="list-style-type: none"> • 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 requirements	Are any of the existing programmes linked to specific funding 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?	
Programme title and awards	Draft a working title for the 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.	

Rationale	<p>Consider the following:</p> <ul style="list-style-type: none"> • 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?	

	What resources are available?	
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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	