Institute of Technology Sligo
INSTITIÚID TEICNEOLAÍOCHTA SLIGEACH

PROGRAMME VALIDATION REPORT

Date of Evaluation: 16th December 2020

Programmes Evaluated: Higher Diploma in Business in Insurance Management at level 8 online part time.

Award titles: Higher Diploma in Business in Insurance Management

**Unique Programme
Reference Number PRN:**   SG_BINSU_L08

Panel of Assessors:

Name & title	Job title & place of work	Role on panel
Mr Billy Bennett,	VP AA & Registrar, LYIT	Chairperson
Michael Gill,	Head of Dept, GMIT Castlebar	Panel member
Trevor Prendergast,	Head of Department of Accounting and Business Computing, Athlone Institute of Technology	Panel member
Mr John Eves,	Thorton Group, Dublin.	Panel member

Declaration Regarding Any Conflicts of Interest: The members of the Panel signed a form confirming that they did not have any conflict of interest.

Meeting groups

Institute Management: Dr Michael Barrett, Head of Faculty of Business and Social Sciences, Marie Moran, Head of Department of Business.

Persons met by validation panel / Programme Team:

Name & title	Role in Institute	Rationale for presence at validation.
Emma Casserly	Quality systems administrator, collaborative provision.	Support for Programme Team
Anne McGlynn	Curriculum Manager - Apprenticeship The Insurance Institute	Programme Leader
Emma Edwards	Education and CPD Development Specialist	Programme Team
Brendan O Mahony	Lecturer, IT Sligo	Programme Team
Rosa Whitfield	Education manager, Qualifications Excellence Lead, Insurance Institute of Ireland	Programme Leader
Paula Hodson	Director of education and Development Services, Insurance Institute of Ireland	Programme Leader
Siobhan Wynne	Education Development Manager, Insurance Institute of Ireland	Programme Team
Ian Griffin	Education Manager – Product / Innovation Lead, Insurance Institute of Ireland	Programme Team
Michael Brennan	Lecturer on programme, AXA Ireland	Programme Team
Graham Kavanagh	Assessment / QA manager Insurance Institute of Ireland	Programme Team
Eva McCarthy	Education and CPD Development Specialist, Insurance Institute of Ireland	Programme Team

Validation criteria	Sufficient evidence / Insufficient evidence
Rationale for the programme • Philosophy underpinning the programme e.g. market for programme in the region and its relevance to the region • Graduate profile and employment opportunities for graduates	Sufficient evidence provided

• Rationale for the programme e.g. School's/Institute's strengths/opportunities • Programme Aims and Objectives • Expected intellectual development and Programme learning outcomes • Related existing programmes.	
Commendation: The panel commended the relevance and timeliness of the proposed programme in meeting a clear industry need and acknowledge the robust and committed nature of the engagement of the programme team with the panel. The panel also commended the quality of the documentation that was submitted, it was exceptionally clear and well structured. **Condition: None** **Recommendation: None**	
Programme structure • Delivery type (semesterised or stage-based) • Proposed mode of delivery (i.e. on-line, blended and/or part time) • Planned intake numbers (over the full duration of the programme) • Integration with workplace.	Sufficient evidence provided
Commendation: None **Condition: None** **Recommendation 1:** Clarify in the programme submission that the duration of the programme is between 18 months and 3 years, as some students may seek to complete in a shorter time frame.	
Resources (over the full duration of the programme) • Facilities and human and material resources available to mount the programme • Clarification of any staffing requirements • Location of the delivery • Confirmation regarding any new facilities and staffing requirements • Special requirements (e.g. remote access for distance learners)	Sufficient evidence provided. Resources are in place and no additional resources are required from IT Sligo.
Commendation: None	

Condition: None **Recommendation: None**	
Access, Transfer and Progression Criteria • Student admission requirements • Progression criteria from one stage to the next and to higher levels on the NFQ • Non-standard entry (e.g. mature candidates and candidates with experiential learning) • Transfer policy into the programme and onto other programmes	Access criteria was clarified and accepted by the panel however a recommendation made in relation to the wording of such.
Commendation: None **Condition: None** **Recommendation 2 :** Clarify that the minimum entry requirement is a level 8 honours degree in a cognate area, or equivalent determined by IT Sligo's Recognition of Prior Learning (RPL) processes.	
Curriculum • A matrix exhibiting the academic pathway and the relationship between modules • The consistency between the programme content, teaching methods and the programme learning outcomes • Balance between the depth and breadth of the programme • Rigour of the academic standard in the final stage of the programme • Student workload • Practice: the role and management of placement or work-based projects.	The modules on the programme are very specific and focused on the insurance industry needs. As a fast-evolving area, it was very evident that the lecturers are delivering content that is up to date with trends and emerging issues affecting the insurance business specifically. However, the panel recommended that this was made more explicit in the module / APS documentation.
Commendation: None **Condition: None** **Recommendation 3:** Review programme and module Learning Outcomes (LO) to ensure that all are written to level 8 standards and using measurable active verbs as recommended in Blooms Taxonomy. **Recommendation 4:** Ensure that a pass mark is presented consistently in the document and particularly in each module in the Approved Programme Schedule (APS) and that total contact hours reflect ECTS guidelines i.e. one 5 ECTS equates to 125-150 hours of learning.	

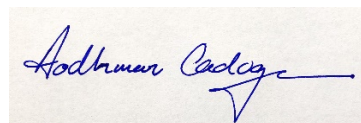|	
Recommendations 5: Ensure that current issues and emerging trends are explicitly included in either the module learning outcomes or syllabus content whichever is more appropriate based on the discussions during the panel e.g., new vehicle technologies, International Financial Reporting Standards (IFRS), Artificial Intelligence(AI), ethics, and digital issues.	
Assessment • The appropriateness of the modes of assessment to be used • The balance between the marks awarded for different assessment modes (e.g. continuous assessment, projects, reports, sit-down examination) • Confirmation that all of the programme learning outcomes are appropriately and adequately assessed within the set of module assessments.	Sufficient evidence provided. Panel noted that the assessment strategy was very similar across modules.
Commendation: None **Condition: None** Recommendation 6: Review the assessment strategy for the programme in order to ensure that a variety of assessment methods are used and that students are not over assessed (e.g., requirement for 8,000-10,000 words) for a 5 ECTS module.	
Staffing • Quality and specialities of staff available to support the programme • Technical and administrative support • Staff development • Industrial/commercial profile of staff	Sufficient staffing is already in place to support the programme
Commendation: None **Condition: None** **Recommendation: None**	
Programme Administration and Quality Assurance • Procedure for managing programme • Student support student counselling and tutorial arrangements	Although a linked provided policy had been drafted by the institute, it is not yet in place. The panel felt that this was essential for good

• Aspects of programme which highlight and foster study skills, independent learning and the inculcation of individual responsibility in students • EU and international aspects if appropriate • Feedback mechanisms e.g. use of surveys, focus groups and follow-up actions.	governance of a linked programme and that the responsibilities for the faculty, the registrar and the linked provider are all clearly defined.
Commendation: None **Condition: None** **Recommendation 7:** The institute should develop a linked provider policy to underpin the Quality Assurance of the programme.	

Overall decision of the panel	
The panel agreed to recommend to the Academic council the approval of the following programme: Higher Diploma in Business in Insurance Management	

Chairperson:

_____   Date _____

Secretary: Dr Aodhmar Cadogan

_____   Date: __8th Jan 2021_____