

## Report of Validation Panel for a Special Purpose, Minor or Supplemental Award

**Date of Meeting:** 7<sup>th</sup> June

2017

**Named Award:** Certificate  
**Programme Title:** Certificate in Retail Food Operations  
**Award Type:** Special Purpose Award  
**NFQ Level:** 6  
**Intakes Commencing:** September 2017  
**ECTS/ACCS Credits:** 20 Credits

### PANEL MEMBERS

Name / Function / External Institution OR CIT Academic Unit
Dr Stephen Cassidy, Dean of Academic Enhancement
Mrs Rosemary Leonard, Culinary Lecturer Dundalk Institute of Technology
Mr Seamus Crotty, General Manager, Sheen Falls Lodge, Kenmare
Dr Brendan O'Connell, Head of Department of Biological Sciences, CIT (Chairperson)

### PROPOSING TEAM MEMBERS

Name / Function / Academic Unit
Dr Noel Murray, Head of Department of Tourism and Hospitality
Ms Ann O'Connor, Lecturer Department of Tourism and Hospitality
Mr Ciaran Scully, Lecturer Department of Tourism and Hospitality
Mr Seamus Forde, Lecturer Department of Tourism and Hospitality

### BACKGROUND TO THE PROPOSED PROGRAMME

The proposed Certificate in Retail Food Operations is a part-time programme that encapsulates the learning from two 10 Credit modules at Level 6 on the National Framework of Qualifications (NFQ). The programme is designed, in conjunction with Musgraves Ltd, to provide the knowledge, skills and competence to both work and lead in the provision of retail food excellence. The course has two core modules; Professional Retail Bakery & Delicatessen Food Service.

## FINDINGS OF THE PANEL

*NOTE: In this report, the term “Requirement” is used to indicate an action or amendment which in the view of the Panel **must** be undertaken prior to validation and commencement of the Programme. The term “Recommendation” indicates an item which the Course Board (or other relevant Institute unit) should implement at the earliest stage possible, and appropriate implementation of which should be the subject of ongoing monitoring.*

On consideration of the documentation provided and discussion of the programme with the proposers, the Panel has arrived at the following Findings and Recommendation:

### 1. Validation Criteria

#### 1.1 Is there a convincing need for the programme with a viable level of applications?

Overall Finding: Yes

**Finding(s):** Musgraves produced a research report outlining the need for the programme and are committed to funding employee participants on the programme.

#### 1.2 Are the level and type of the proposed award appropriate?

Overall Finding: Yes

**Finding(s):** This special purpose award has been designed to meet the CPD requirements for Musgraves in developing staff to work in the retail food sector. The level of the incorporated modules are broadly similar to modules delivered on Level-6 programme offerings within the Department.

#### 1.3 Is the learning experience of an appropriate level, standard and quality?

Overall Finding: Yes

**Finding(s):** Student experience will be similar to that of full-time students on the Departmental Level-6 programmes

#### 1.4 Is the programme structure logical and well designed (including procedures for access, transfer and progression)?

Overall Finding: Yes

**Finding(s):** The programme consists of two standalone modules. Learners may elect to take a single module and get single module certification or take both to receive the award. The programme team, in conjunction with Musgraves Ltd, are actively considering the development of further special purpose awards in this area to which graduates of the programme could progress. Furthermore, graduates of this programme may receive exemptions from modules on the cognate Higher Certificate programme offered by the Department.

#### 1.5 Are the programme management structures adequate?

Overall Finding: Yes

**Finding(s):** The Head of Department, together with the individual module lecturers, will oversee and manage the delivery of this programme.

**1.6 Are the resource requirements reasonable?**

Overall Finding: Yes

**Finding(s):** The necessary physical and staff resources are available to support this programme.

**1.7 Will the impact of the programme on the Institute be positive?**

Overall Finding: Yes

**Finding(s):** The panel feel that this programme has the potential to allow the Department and the Institute, as a whole, to collaborate with and develop a relationship with Musgraves Limited who are the largest food retailer in the country.

**Recommendation:** That the programme team seek to actively promote the relationship between CIT and Musgrave Limited. This may include, inter alia, inclusion of Musgraves logo on all promotional materials relating to the programme, hosting an awards night for graduates etc.

**2. Other Findings**

The Panel would like to commend the proposers on the development of this programme. The panel believes that this programme has the potential to allow the Department to further develop its relationship with a key stakeholder.

## CONCLUSION

Based on the above findings, the Panel recommends to Academic Council:

That the Programme be validated for five academic years, or until the next programmatic review, whichever is soonest, having completed internal programme and module moderation and with due regard to the Recommendation made.

## IMPLEMENTATION

The Registrar's Office confirms that the module and programme descriptors have been reviewed and amended in line with recommendations of the panel.