



Teaching and Learning
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Centre for Continuing Professional Development

Governance Framework

November 2016

1 Purpose of this document

This document defines Continuing Professional Development (CPD) at UCC, outlines the guiding principles for the establishment of a dedicated Centre for CPD at UCC and outlines the proposed governance framework for the Centre. At UCC CPD includes outward facing (engagement with professionals and industry) and inward facing (professional development for UCC staff) elements. This document relates to the provision of outward facing UCC by Units, Departments, Schools and Colleges in UCC.

Note: This document excludes CPD activities leading to a University programme-level award, which will be processed in accordance with existing UCC [Policies and Guidelines governing Academic Programmes](#).

2 Definition of CPD

'CPD is the systematic maintenance, improvement and broadening of knowledge, skills and competencies, and the development of personal and professional qualities, necessary for the execution of professional duties throughout the practitioner's working life'.

3 Types of CPD activity

CPD at UCC encompasses a range of ECTS and non-ECTS courses, classes, training programmes, conferences, lectures, workshops and other events offered to professionals and organisations of all sizes. The types of activity for the provision of CPD in UCC are:

- CPD at Level 8 or above, with exceptions where necessary and for bespoke individual CPD
- CPD proposed and co-ordinated by staff at UCC, including CPD activities run in partnership with professional bodies
- ECTS modules and non-ECTS offerings
- Bespoke CPD

3.1 Models of CPD activity at UCC

- CPD module derived from existing approved programme: ECTS CPD provision in the context of an existing recognised award including CPD modules that have gone through full University approval process which are offered as stand-alone CPD.
- New ECTS CPD module: ECTS CPD provision in the context of a new module.
- Non-ECTS CPD offering: Non-ECTS CPD provision (Lectures, seminars, courses, workshops, bespoke sessions) which can be, but is not necessarily, accredited by a professional body.
- Non-ECTS CPD offerings that include assessment and lead to proficiency certification.

3.2 Approval of CPD activity at UCC

| CPD model | Unit/School | College | CPD Directorate | GSO |
|---|-------------|----------|-----------------|--------|
| ECTS CPD module from existing programme | Approval | Approval | Noting | Noting |
| New ECTS CPD module | Approval | Approval | Approval | Noting |
| Non-ECTS CPD offering | Approval | Noting | Noting | NA |

| | | | | |
|---------------------------------------|----------|----------|--------|----|
| Non-ECTS CPD offering with assessment | Approval | Approval | Noting | NA |
|---------------------------------------|----------|----------|--------|----|

4 Background

With a view to expanding CPD activity at UCC the Office of the Vice-President for Teaching & Learning developed a roadmap for CPD in consultation with a large number of UCC staff, using international benchmarking and in keeping with international best-practice. In 2015 the establishment of a new Centre for Continuing Professional Development at UCC was approved by University Management with the objectives of increasing the accessibility and flexibility of CPD and of providing support for the provision of CPD across the university making it more suitable for the professional market. During the consultation and benchmarking processes the Key Principles of CPD Provision and the role of the Centre for CPD at UCC were identified.

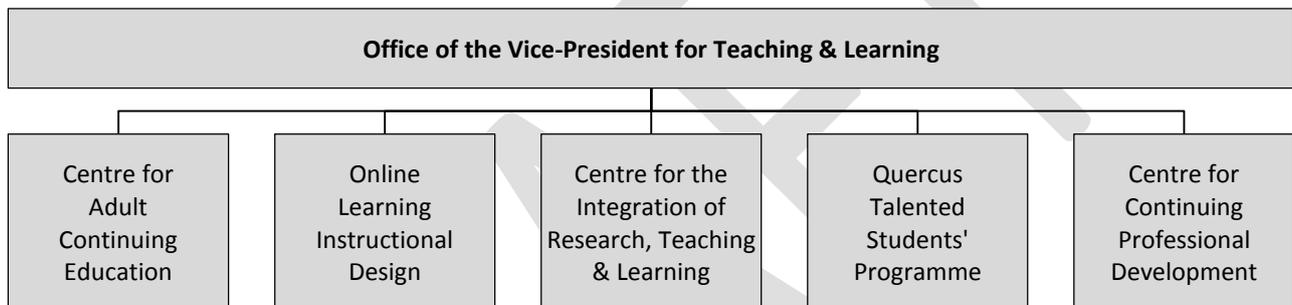
5 Key Principles of CPD Provision at UCC

- CPD provision provides UCC with a means of engaging with the lifelong learning community, with industry and with professionals.
- CPD activities will be income generating, except where the School/Unit defines other benefits in engaging with professional communities through CPD.
- CPD provided by UCC will develop employment-related skills and will be guided by industry, professional bodies and market research and may be profession specific or develop generic professional skills.
- CPD will be developed by UCC staff.
- CPD will be available in a flexible manner both face-to-face, blended and online.
- All CPD provided will be of an appropriate standard to carry the UCC brand.
- CPD activities will be owned by Units/Departments/Schools/Colleges who will each have a framework for CPD provision and will be responsible for:
 - CPD design
 - Quality assurance
 - Admission
 - CPD delivery
 - Assessment
 - Fee setting
 - Credit accumulation
- Upon successful completion of non-ECTS CPD offerings learners will be awarded one of the following:
 - Certificate of Attendance/Participation (Awarded based on attendance only, without assessment, hours to be itemised)
 - Certificate of Completion (Awarded based on completion and evaluation against % attendance or similar requirement)
 - Certificate of Proficiency (Awarded based on meeting of the performance, proficiency or passing standard of assessment)
- The student experience will remain unchanged.
- Units, Schools and Colleges will designate a person responsible for CPD, who will be a member of the Centre for CPD Directorate.

- CPD provision will be underpinned by quality review for both ECTS modules and non-ECTS offerings. A Quality Assurance process will be operated by the Centre for CPD to monitor and enhance the quality of CPD activities offered by the centre.
- Admission to CPD ECTS modules will be on the basis of the Unit /Department /School /Colleges standard admission requirements, professional requirements and recognition of prior learning framework.

6 The Centre for CPD

The Centre for CPD is governed by a Directorate with representation from all Colleges and Units involved in the delivery of CPD at UCC. The Centre has two dedicated staff, The Manager of the Centre and a Senior Executive Assistant. The Centre will ensure that CPD activities are officially approved by UCC, are subject to Quality Assurance, are promoted on the Centre’s website and that potential students can register and pay online. The Centre will play a supporting role in the development of CPD frameworks within Units, Departments, Schools and Colleges and in the development of new CPD offerings across the university. It will develop a strong UCC CPD brand and enhance UCC’s position as a provider of education to professionals and industry and promote the university to external communities.



7 Roles and Responsibilities

7.1 Centre for CPD

- Develop and maintain a central platform for public-facing CPD
- Launch a platform for application, registration and payment for CPD offerings at UCC
- Develop a strong CPD brand at UCC
- Market CPD courses to generate demand
- Develop and expand UCC CPD provision
- Develop model to incentivise CPD provision
- Maintain a portfolio of CPD offerings across UCC
- Maintain oversight of income generation and financial governance of CPD
- Compile an annual summary report of CPD provision
- Develop an approval policy for CPD activities
- Develop guidelines for CPD activity development
- Review and audit all CPD activity
- Monitor and enhance the quality of CPD activities
- Provide advisory support for CPD activity development
- Review existing and approve new proposed CPD activities

7.2 Centre for CPD Directorate

General Purpose:

For academic purposes, the CPD Directorate is established as a sub-committee of Academic Development and Standards Committee (ADSC) and will provide academic direction to the Centre for Continuing Professional Development, to enable high quality, branded, Continuing Professional Development offerings to be made by UCC.

As a sub-committee of ADSC the Directorate shall:

1. Support the Vice President for Teaching and Learning in formulating the optimal support for CPD delivery across the University.
2. Be responsible for the approval of ECTS CPD modules and noting of non-ECTS CPD offerings.
3. Advise ADSC on policies related to CPD.
4. Consult with relevant University Officers in relation to specific items and issues of potential impact to the University (particularly in relation to resources).
5. Undertake any other appropriate duties or tasks assigned to it by ADSC or Academic Council from time to time.

Reports to:

The CPD Directorate reports to ADSC on matters concerning delegated authority and is advisory to Academic Council on policy matters within its remit. The CPD Directorate reports to the Vice President for Teaching and Learning on management issues.

Terms of Reference:

1. Strategy and Policy

To bring forward for initial consideration by ADSC and where appropriate onwards to Academic Board:

1. Policy and procedures governing the approval and review of CPD activities (ECTS and non-ECTS).
2. Developments in support of cross-disciplinary CPD activities (ECTS and non-ECTS).
3. Recommendations to ensure the effective operation and implementation of the University's framework for quality assurance for all CPD activities.
4. Proposals to assure institutional oversight of the University's responsibilities relating to Professional and Statutory Bodies (PSBs) as they relate to CPD.

2. Executive function

Under delegated authority from ADSC to:

1. Approve the Centre for CPD governance structure including risk reporting and quality assurance.
2. Approve new CPD activities in accordance with agreed procedures.
3. Maintain a portfolio of all UCC CPD activities.
4. Maintain oversight of quality of all UCC CPD activities.
5. Implement an annual schedule for the review of CPD provision by UCC.
6. Provide an annual report of CPD provision by UCC to ADSC.

3. Oversight function

1. Receive comprehensive annual reports on all CPD activity from Colleges/Units or as requested, and to evaluate overall performance and opportunities for enhancement in CPD.
2. Receive a consolidated report on the approval of new CPD modules and offerings and existing CPD modules and offerings, CPD periodic reviews, and Professional and Statutory Body (PSBs) reports, as prepared by the Centre for CPD Manager, and recommend action to ADSC or College Councils as appropriate.

3. Ensure College compliance with examination procedures, or other requirements in the case of non-ECTS CPD.
4. Monitor CPD provision by UCC.

4. Other business as required

1. To submit to ADSC minutes from each meeting of the CPD Directorate and to report on specific matters as requested.
2. To advise ADSC on such matters that may be referred to the Sub Committee from time to time.

Frequency of Meetings:

The Committee shall meet up to 4 times per year or as directed by ADSC.

Membership:

| | |
|----------------------|---|
| Chair: | Vice President for Teaching & Learning: Professor John O'Halloran |
| Ex Officio: | Chair, Academic & Development Standards Committee: Professor Paul McSweeney Representative from OVPTL (nominated by the VPT&L): Dr Sandra Irwin Representative from CIRTL (nominated by the Director): Dr Catherine O'Mahony Dean of Graduate Studies: Professor Liam Marnane Head of Graduate Studies Office: Ms Michelle Nelson Head of Office for Academic Programmes and Regulations: Ms Eleanor Fouhy |
| Membership: | One representative from each College/Unit with functional responsibility for CPD within their respective College/Unit nominated by the College/Unit: CACSSS: Dr Carmel Halton School of Law: Professor Irene Lynch-Fannon School of Business: Professor Mark Hutchinson CSEFS: Dr Ruth Ramsay CM&H: Dr Teresa Barbosa Director, Adult Continuing Education: Dr Seamus O'Tuama |
| Committee Secretary: | Centre for CPD Manager: Ms Katie Sandham |
| Co-opted members: | Up to 3 members approved by Academic Council |

The Quorum is as stated in the Code of Practice (Academic Council Committee Operations). *Quoracy for Committees and Sub Committees shall normally be one fifth of the membership (excluding the chair), and shall be no less than 3. A committee or sub-committee wishing to vary the normal requirement for a quorum shall submit a request for this variation to Academic Council for approval.*

7.3 Colleges/Units

- Colleges/Units will each be responsible to designate a person or persons responsible for CPD and to nominate their representative on the CPD Directorate.
- Each member of the Directorate is responsible for communicating policies and decisions made by the Directorate to their relevant academic and administrative area (School/College/Unit) and for collaboration between Colleges to develop interdisciplinary CPD offerings.
- Colleges/Units will develop a local CPD framework.
- Review of proposed ECTS CPD modules will be at College level and approval will be recommended to the Centre for CPD, and of proposed non-ECTS CPD offerings will be at School/Unit level.
- Quality assurance will occur locally at School/College level while protecting the UCC brand. ECTS CPD modules will be aligned with the standards required by GSO and guidelines will be developed for

Colleges/Units to ensure that non-ECTS CPD offerings are of a quality and standard to carry the UCC brand.

- CPD offerings will be owned by individual Colleges/Units, each of which will have a CPD framework and be responsible for:
 - CPD offering approval
 - CPD offering design and delivery
 - Assessment (where relevant)
 - Quality assurance
 - Fee setting
- Colleges will define the level of oversight they have over CPD in component Schools.
- CPD credits awarded by professional bodies for offerings will be agreed between the relevant School/College/Unit and the Professional body, and advised to the Centre for CPD prior to advertising the course.

8 Risks

A risk register will be maintained by the Centre for CPD. The main risks identified are:

| <i>Description</i> | <i>Likelihood</i> | <i>Impact</i> |
|--|------------------------|------------------------|
| | Low/Medium/High | Low/Medium/High |
| School/College/Unit staff may not be allocated sufficient time to dedicate to facilitating the development of CPD. | Medium | Medium |
| Lack of supply of CPD may mean sales plan cannot be delivered | Medium | High |
| UCC staff may not use activity code for CPD and income may not be fully tracked preventing accurate monitoring of progress | Medium | Medium |
| CPD providers may not engage with the Centre for CPD | Medium | Low |