

Civil Defence College



Programme Development

Policy No. 9 (2022)

Programme Development

Contact Details

For further information, please contact;

College Principal

Civil Defence College

Benamore

Roscrea

Co. Tipperary

E: courses@defence.ie

T: 050525332

Scope:

This policy applies to all programmes developed by Civil Defence.

Programmes may be aligned to standards based on international, national, internal or hybrid practices.

Programme development rationale:

All programmes are developed in line with the strategic needs of the *White Paper on Defence and Towards 2030*.

The Department of Defence will continue to provide training to national and international standards for Civil Defence personnel which supports the delivery of the five core services. This will include the operational support areas of, driver training, drones, sonar mapping, rope rescue, search dogs, manual handling, people handling, welfare and communications.

- Learning interventions are developed for both certified and uncertified training to ensure volunteers achieve / maintain an expected standard.
- Programmes are developed by College Instructors, with assistance of subject matter experts / resources and overseen by Working Groups and internal peer reviews.
- Programmes leading to PHECC awards are developed in accordance with the relevant PHECC Education Standard(s).
- All programmes are delivered by staff who are suitably qualified, and have an appropriate teaching qualification proportionate to the programmes learning outcomes.
- All internally developed programmes are typically reviewed on a three year cycle, or where a substantial change is introduced. This review is aligned to recertification and factors such as CPC, legislative, regulatory or strategic needs.
- Programme development and approval is the responsibility of the *College Principal* or the *Technical Manager*.

Initial Programme Feasibility

Programme proposals evaluated on the basis of alignment to strategic and operation needs. Programmes in general are evaluated under one or more of the following:

- a White Paper on Defence
- b Towards 2030
- c Principle Response Agencies
 - i Local Authority - Major Emergency Management Plan
 - ii National Ambulance Service
 - iii An Garda Síochána
- d Legislative or and regulator
- e As the Minister directs

Programme Development

In general, where a new programme is developed, a Working Group of stakeholders (both internal / external) is established. The role of the Working Group is to identify, evaluate and approve:

- Access criteria,
- Learner profile,
- Scale and scope of learning outcomes,
- Regulatory / Legislative considerations,
- Teaching methodology / strategies / inclusive learning / technology enhance learning,
- Assessment tools,
- Re-certification cycle / standard.

Working Group composition typically includes a programme designer, who is also the course director, representative civil defence officers, volunteers and external subject matter experts as required.

Programme Review

Programmes are typically reviewed on a three year cycle or sooner, dependent on strategic and / or regulatory requirements.

Key stakeholders, typically instructors and end users, are involved in the review process to identify what is working well, what can be enhanced and new inclusions to reflect operational needs.

The extent to which a programme is reviewed maybe subject to legislative and regularity parameters. However drawing on feedback and consultation with end users, teaching methodologies, strategies and programme design is expected to evolve with adult education practices, to include proportionate use technology enhanced learning.

Programme Approval:

All programmes and reviews are subject to final approval and confirmation that the nature of the activity is covered by Civil Defence insurance.

.



Civil Defence College

Benamore

Roscrea

Co. Tipperary

E53 CY 80

© Civil Defence College - 2022

No part of this document may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying or any information or retrieval system, without the prior permission of Civil Defence College in writing.