

THE MANAGEMENT of MODULES

Contents:

7. PROCEDURES	2
7.1 RESPONSIBILITY	2
7.2 MANAGING ENQUIRIES	2
7.3 STUDENT REGISTRATION DOCUMENTATION:.....	3
7.4 STANDARD APPLICATIONS:.....	3
7.5 EXCEPTIONAL ENTRY – RECOGNITION OF PRIOR LEARNING [RPL].....	3
7.6 STUDENT RECORDS:	4
7.7 ANNUAL SCHEDULING OF MODULES	4
7.8 BOOKING OF VENUES:	5
7.9 BOOKING [AND PAYMENT] OF PLACES ON MODULES	5
7.10 ENROLLED LEARNER PROTECTION POLICY:	6
7.11 PLANNING OF INDIVIDUAL MODULES	6
7.12 MANAGEMENT OF MODULES:	6
7.13 MODULES PROVIDED AT PROVINCIAL LOCATIONS.....	7
7.14 COMPLETION OF A MODULE:	8
7.15 ACADEMIC QUALITY ASSURANCE RECORDS.	8

This document must not be passed or copied to other Companies or persons without the written authority of the Board of the Institute of Supply Chain Excellence.

Description: Revision
Issued by: Quality Co-ordinator
Approved by: Quality Co-ordinator

1. **Subject** The Management of Modules

2. **Purpose** To specify procedures for the planning and management of modules

3. **Scope** The scope of this procedure covers pertinent aspects of the way in which modules are planned and managed.

4. **References** Quality Assurance Guidelines and Criteria for Provider Access to initial Validation of Programmes for Higher Education and Training Leading to QQI Awards [2013] HET Core Validation Policy and Criteria [2013].
Quality Manual, section 4.7
Procedures Manual ref:
MS/403.03 – Contract for Service – Associate Lecturer
MS/403.05 – Contract for Service – Administrator
MS/403.06 – Contract for Service – Dir. Academic Admin.
SA/406.06 – Vetting of Venues
AP/407.02 – Academic Council
AP/407.03 – Programme Committee
AP/407.05 – Student Access, Transfer and Progression
AP/407.08 – Evaluation of Modules
AP/407.11 – Collection of Student Fees.
SA/411.01 – Control of Quality Records

5. **Documentation**
 - 5.1 Post Graduate Application Form AP/407.05 – 7.8.1
 - 5.2 Schedule of Modules AP/407.07 – 7.7.1
 - 5.3 Module Booking Form AP/407.07 – 7.8.3

6. **Definitions**

7. **PROCEDURES**
 - 7.1 **Responsibility**
 - 7.1.1 The Administrator in liaison with the Dir. Academic Admin. shall be responsible for the implementation of this procedure.
 - 7.2 **Managing enquiries**
 - 7.2.1 When an enquiry is received from a potential applicant either in person; by phone or email, the Administrator shall explain the course of studies covering such issues as:
 - the programme content,
 - cost of the programme and fee payment policy,
 - module details (duration, venue, post module assessment etc.)
 - protection of enrolled learner's insurance [PEL].

7.2.2 The Administrator shall follow up the contact with an email entitled: '*Thank you for your enquiry note*' with the following attachments:

- The Post Graduate Application Form.
- Copy of the Course Brochure.

7.2.3 Following the initial contact the Administrator shall provide support to applicants seeking guidance – this may be in the form of follow up calls/emails.

7.2.4 The Administrator shall be empowered to deal with all administrative queries received, however on occasion, applicants may need guidance / information on the academic process. Should this happen the Administrator shall arrange meeting with the Dir. Academic Admin. and the applicant.

7.3 Student Registration documentation:

7.3.1 The Administrator shall ensure that applicants wishing to register for the course shall comply with the procedures set out in procedure ref: AP/407.05 *Student Access, Transfer and Progression*

7.3.2 Applicants shall be required to submit to the Institute a completed Post Graduate Application Form, [see attachment 5.1] together with copies of the Transcripts; References and other documents listed on the Application Form.

7.3.3 The Administrator shall confirm by email, safe receipt of the above documentation.

7.4 Standard Applications:

7.4.1 The Application Form, together with the Transcripts and References shall be checked and verified by the Administrator.

7.4.2 Should any of the documentation be incomplete, the Administrator shall contact the applicant and query the reason [see 7.2.3 above].

7.4.3 When the documentation has been checked and verified, the Administrator shall present the Application to the Dir. Academic Admin. for Review of Eligibility

7.4.4 When the Applicant has deemed eligible, the Director shall issue a formal offer.

7.4.5 On acceptance of the offer and on receipt of payment of a deposit [which shall be credited against the Introductory Module fee], the applicant shall secure a place on the course.

7.4.6 The Administrator shall issue the student with a unique Student ID number.

7.5 Exceptional Entry – Recognition of Prior Learning [RPL]

7.5.1 The Dir. Academic Admin. shall be responsible for processing Exceptional Entry applications, in strict accordance with procedure ref: AP/407.05 *Enrolment of Students*.

7.5.2 The following is an excerpt from procedure ref: AP/407.05 in relation to Exceptional Entry – Recognition of Prior Learning [RPL]:

- 7.5.3 In exceptional cases, candidates who do not hold an Honours Degree or equivalent may be considered for entry onto the M.Sc. programme under the exceptional entry - recognition of prior learning route.
- 7.5.4 Applications shall be accepted from individuals who have proven relevant experience but whose academic background is non-traditional.
- 7.5.5 Applicants wishing to be considered for exceptional entry are required to:
- a) relevant work experience [ideally 5 years or more]
 - b) Have a minimum of 3 years' relevant management experience
 - c) Complete the 'Exceptional Entry Form' [see procedure ref: AP/407.12 – *Student Admission Process*]
 - d) Provide two references – the first an academic reference attesting to the ability of the candidate to undertake the programme and the second an employment reference.
 - e) Depending on the level of academic achievement held by the student they may be required to write a critique on a published academic paper [portfolio assessment].
- 7.5.6 Where an academic reference cannot be obtained the Director of Academic Studies shall arrange an academic interview to replace it.
- 7.5.7 A report of the academic interview together with the completed Exceptional Entry Form shall be submitted to the Academic Council meeting for consideration.
- 7.6 Student Records:**
- 7.6.1 On receipt of the above [7.3] Student Registration documentation, the Administrator shall create a file for each student. Copies of all documentation relating to that student shall be retained there-in.
- 7.6.2 The information contained in Student files shall be regarded as quality records and shall be maintained in accordance with the procedure ref: SA/410.01: *Control of academic Quality Assurance Records*
- 7.6.3 In compliance with the '*Freedom of Information Act 2014*' the information in these files shall also be available to the students upon written request.
- 7.6.4 In addition, relevant Students details such as: contact details; modules attended; results of assignments; etc., etc., shall be added to student database.
- 7.6.5 The Administrator shall be responsible for management and safe storage of Student Records.
- 7.7 Annual Scheduling of Modules**
- 7.7.1 In August of each year the Programme Team, in consultation with the Associate Lecturers shall draw up a provisional 'Schedule of Modules' for the coming Institute's forth coming academic year. [see attachment 5.2].

- 7.7.2 This schedule of modules, together with a copy of the current '*The Course Guide for Students*' [that includes the module outlines], shall be sent to all students, with the request that they indicate their preferences for those modules they would like to attend.
- 7.7.3 Students shall be requested to submit their 'preferences' to the school office by a designated date, either by post or email.
- 7.7.3 In the days immediately following the receipt of 'preferences' the Programme Team shall meet to analyse the needs of the students.
- 7.7.4 Based on the outcome of preferences, the Schedule of Modules for the coming Academic Year shall be drawn up and distributed to the student cohort and the Associate Lecturer teaching team.
- 7.7.5 It is envisaged that this system shall allow for five [5] modules to be attempted during the course of the Institute's academic year.
- 7.8 Booking of Venues:**
- 7.8.1 In August, when the provisional 'Schedule of Modules' has been drawn up by the Programme Team, the Administrator shall immediately make contact with venues registered on the '*List of Approved Venues*' - procedure ref SA/406.06 – 7.2.3 and make a provisional booking for the dates of the modules.
- 7.8.2 When the Schedule of Modules has been determined by the Programme Team [see 7.8.4 above] the Administrator shall contact the Venues and confirm the booking of modules.
- 7.8.3 The final 'Schedule of Modules' showing the Venue location and the dates the module will be held, shall be sent to all students. In addition, students shall also receive a copy of the Module Booking Form [see attachment 5.3]
- 7.9 Booking [and payment] of places on Modules**
- 7.9.1 The number of students on any one module shall be a maximum 15 with a minimum of 10. Booking of modules shall be on a first come-first served basis.
- 7.9.2 Students may make an 'Expression of Interest' to attend a module by completing and returning a Module Booking Form for each of the modules they would like to attend.
- 7.9.3 Expressions of Interest can be made at any time from the receipt of the 'Schedule of Modules' at the beginning of the Academic Year up to five [5] weeks before the staging of the module.
- 7.9.4 A place on the module is only secured upon receipt of payment for the module. The closing date for receipt of fees is five [5] weeks before the commencement of the module.
- 7.9.5 Payment of the module fee shall be made by Electronic Transfer [EFT]. The Institute's Bank Account details are included on the Module Booking Form. Cheque payments will not be accepted.

7.9.6 An application to attend a module will only be deemed valid upon receipt in full of the fee payment. Application fees are not refundable; in exceptional circumstances, they may however be transferred to other modules.

7.9.7 Four [4] weeks before the commencement of the module the Administrator shall view the Bank statement to establish the names of those who have paid the module fees.

7.9.8 The Administrator shall forward, by email, a receipt of payment to the student together with practical details relating to the module.

7.10 Enrolled Learner Protection Policy:

7.10.1 In compliance with 'Qualifications and Quality Assurance (Education and Training) Act 2012' the Institute has entered into an agreement with O'Driscoll O'Neill Ltd, Insurances [ODON] for the protection of enrolled Learners, [PEL].

7.10.2 Copy of the PEL policy shall be given to each student at the commencement of their course of study.

7.10.3 When the attendees at a given module has been established, [one week before the commencement of a module] the Administrator shall forward the list of names, together with the agreed per capita fee to O'DON Ltd.

7.10.4 A copy of the PEL policy shall be made available to students on request.

7.11 Planning of Individual Modules

7.11.1 One month before the running of a module the Administrator shall make contact with the Venue management to confirm that the booking is still valid.

7.11.2 If for some reason the Venue is not available, the Administrator shall contact an alternative Venue from the 'List of Approved Venues' and make the necessary arrangements for holding the Module.

7.11.3 The Administrator shall contact the Associate Lecturer [Module Manager], with a reminder of dates of the module and requesting the submission of a quotation for managing / teaching the module.

7.11.4 On receipt of the quotation the Administrator shall issue a Purchase Order Number' to the Associate Lecturer.

7.11.5 The Module Manager is responsible for the running of the module, in strict accordance with the responsibilities listed in Clause 16 of procedure ref: MS/403.03 – Contract for Service – Associate Lecturer.

7.12 Management of Modules:

7.12.1 The syllabus of *M.Sc. 'Leadership in Supply Chain Management'* course of studies is detailed in the Course Programme Manual.

7.12.2 The M.Sc., course of studies provides a '*pallette*' of twelve [12] modules.

- 7.12.3 Students are required to complete a total of nine [9] modules, five [5] of which are mandatory. Of the remaining seven [7] elective modules, the student can select any four [4] of the elective modules to complete their course of studies.
- 7.12.4 All students shall be required to attend and successfully complete the assignment of the Introductory Module, before attending any other module.
- 7.12.5 To alleviate unnecessary pressure, students shall be advised to fully complete a module, including the submission of the assignment, before engaging in the next.
- 7.12.6 The Institute shall endeavour to provide a minimum gap of two [2] months between modules, this will allow a time lapse of 8 weeks to facilitate the completion by the student, of the assignment, of the last module they have attended.
- 7.12.7 Modules are designed to take place over two consecutive weekends, consisting of 36hrs of lectures. The configuration of each weekend shall be as follows:

Draft: Table 1: Configuration of Modules:

	Day of week:	Time frame:	Hours:
Weekend 1	Thursday	6.00pm – 9.00pm	3
	Friday	8.30am – 5.00pm	7.5
	Saturday	8.30am – 5.00pm	7.5
Weekend 2	Thursday	6.00pm – 9.00pm	3
	Friday	8.30am – 5.00pm	7.5
	Saturday	8.30am – 5.00pm	7.5
Total teaching hours			36 hrs
Module Assignment:	Must be submitted within 6 weeks of completion of the 2 nd part of the module		

7.13 Modules provided at provincial locations

- 7.13.1 The ISCE is a nation-wide Institute, dedicated to providing a course of study in Supply Chain Management to students who in the main, live on the island of Ireland.
- 7.13.2 Should sufficient registrations be received from a cohort of students who's place of domicile is closer to the provincial cities of Cork or Galway, rather than Dublin, consideration shall be given by the Programme Team to schedule the running of modules in these two [2] provincial locations.
- 7.13.3 In the event of a need being expressed to run modules in the provincial location, and provided that a sufficient cohort of students [minimum of 10] indicate their interest in attending modules run in those locations, the Programme Team when engaging in the 'Annual Scheduling of Modules' [see 7.7 above] shall make the necessary provision.

7.14 Completion of a Module:

- 7.14.1 A module is deemed to be completed by a student where:
- they have attended, in full, all teaching sessions that form part of the module classes;
 - has submitted an assignment and,
 - received the minimum of a pass mark for a submitted assignment and the,
 - relevant fees have been paid.
- 7.14.2 A module is not deemed to be completed by a student until all of the above requirements have been fulfilled.

7.15 Academic Quality Assurance Records.

- 7.15.1 The Administrator shall generate files for the safe storage and retrieval of all documents which arise in the processing of this procedure.
- 7.15.2 Files generated as a result of this procedure shall be regarded as quality academic records and shall be maintained in accordance with procedure ref: *SA/410.01. Control of Academic Quality Assurance Records*

SAMPLE:

Attachment 5.1



The Institute
for Supply Chain
Excellence

Office use:

Ref:.....

Form ref AP/407.07 Nov 2020

Post graduate Application Form

Please complete all sections of this for in BLOCK CAPITALS using **BLACK** ink.

Section 1: Personal Details:

Surname: First Names: Date of Birth:

Address PPS number:

..... Gender [circle]: M F

..... Country of Birth:

Email: Nationality

Mobile:

Section 2: Programme Applied For:

Programme Code:

Programme Title:

Section 3: Education

Please indicate the level of your current highest educational achievement:

Level 5 [Leaving Certificate / FETAC]	<input type="checkbox"/>	Name of College / Institution:
Level 6 [Higher Cert / FETAC]	<input type="checkbox"/>	
Level 7 [Ordinary Degree]	<input type="checkbox"/>	
Level 8 [Hons Degree]	<input type="checkbox"/>	
Level 9 [Master's Degree]	<input type="checkbox"/>	
Level 10 [Doctorate]	<input type="checkbox"/>	
		Course title:
		Year of completion / anticipated date of completion:
		Copy of Cert / transcript included: Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 4: Exceptional Entry - Recognition of Prior Learning [RPL]

Applications are accepted from Individuals who have proven relevant experience and whose academic experience is non-traditional.

If you do not meet the standard educational requirements for the course and wish to be considered as a RPL candidate, please tick this box:

You will be contacted by the representative of the Institute responsible for Exceptional Entry – RPL applicants.

For further information on the Exceptional Entry – RPL process please visit: <http://www.isce.ie>

Section 5: language Competency

First language* :

Second language: Speak Read Write

* Postgraduate work is academically challenging and the Institute has high academic entry requirements – students are required to have fluent command of the English language. If your 1st Language is not English you must include separate evidence of English language qualifications, as follows:

English Proficiency Qualifications	Minimum Achievement Level Required*
GCSE English	Grade C
Cambridge Certificate of Proficiency in English	Grade C
Cambridge Certificate in Advanced English	Grade A
Irish Leaving Certificate	Ordinary Level Grade D
Vitnemal	4.00
ETAPP	Grade C1

Section 6: Health, Disability, Specific Learning Difficulty

If you consider yourself to have a disability, significant health problem and / or specific learning difficulty please tick this box:

Please attach medical documentation [where available/relevant] or additional information on a separate sheet

Provision of information in this section is requested to enable the Institute to accommodate, where reasonable your needs. All information provided shall be treated with sensitivity and in a confidential manner as possible.

Section 7: References

You must provide one academic reference and one employments reference. These shall be written references and can be emailed to admissions@isce.ie or posted to Postgraduate Admissions, see address below.

We will assume permission to contact the named referee[s] unless you tell us otherwise.

Academic Reference:

Name of referee:

Email address:

Academic Reference:

Name of referee:

Email address:

Employment Reference: [if relevant]

Name of referee:

Email address:

Employment Reference: [if relevant]

Name of referee:

Email address:

Section 8: Declaration

Where did you first hear about this course?

I certify that the information provided in this application is accurate and correct.

Signature of Applicant:

Date:

Note:

The Institute may use information provided by the applicant to create an initial student record and complete statistical information for use by the Institute or appropriate external bodies. No statistical data which can identify individuals will be published.

Completed Application Forms and Reference should be email to admin@isce.ie or posted to:

**Postgraduate Admissions,
The Institute for Supply Chain Excellence
Tallaght Business Centre,
Whitestown Business Park,
Tallaght
Dublin D24K59A
Ireland.**

Please Note: This application form should be completed with reference to the 'note' attachment.

What happens now?

1. Acknowledgement of application shall be sent to you if you have enclosed a stamped – addressed post card / envelope.
2. Ineligible candidates will be informed in writing.
3. Eligible candidates shall be invited for interview and/or portfolio assessment.
4. Exceptional Entry - RPL **candidates** shall be contacted and guided through the RPL procedures.
5. All eligible candidates shall be informed of the outcome of the application process

At this stage you may receive:

- A definite offer
- A conditional offer pending examination /assessment result,
- You may be put on a waiting list [pending confirmation of availability of places]
- An unsuccessful letter

FINAL REMINDER CHECKLIST

Before forwarding your application to the Institute, please ensure that you have the following:

1. **Copy of Transcripts or Results** [where applicable]
2. **Curriculum Vitae** [CV]
3. **Copy of Birth Certificate** [original should not be forwarded]
4. **Copy of Certificate of English Language Competence** [where applicable]
5. **Separate Sheets** [if used in response to section 6 and 8]
6. **References** [attached references from your stated referees to this application]
7. **Email address:** is your email address easy to read? – please ensure it is clear and legible.

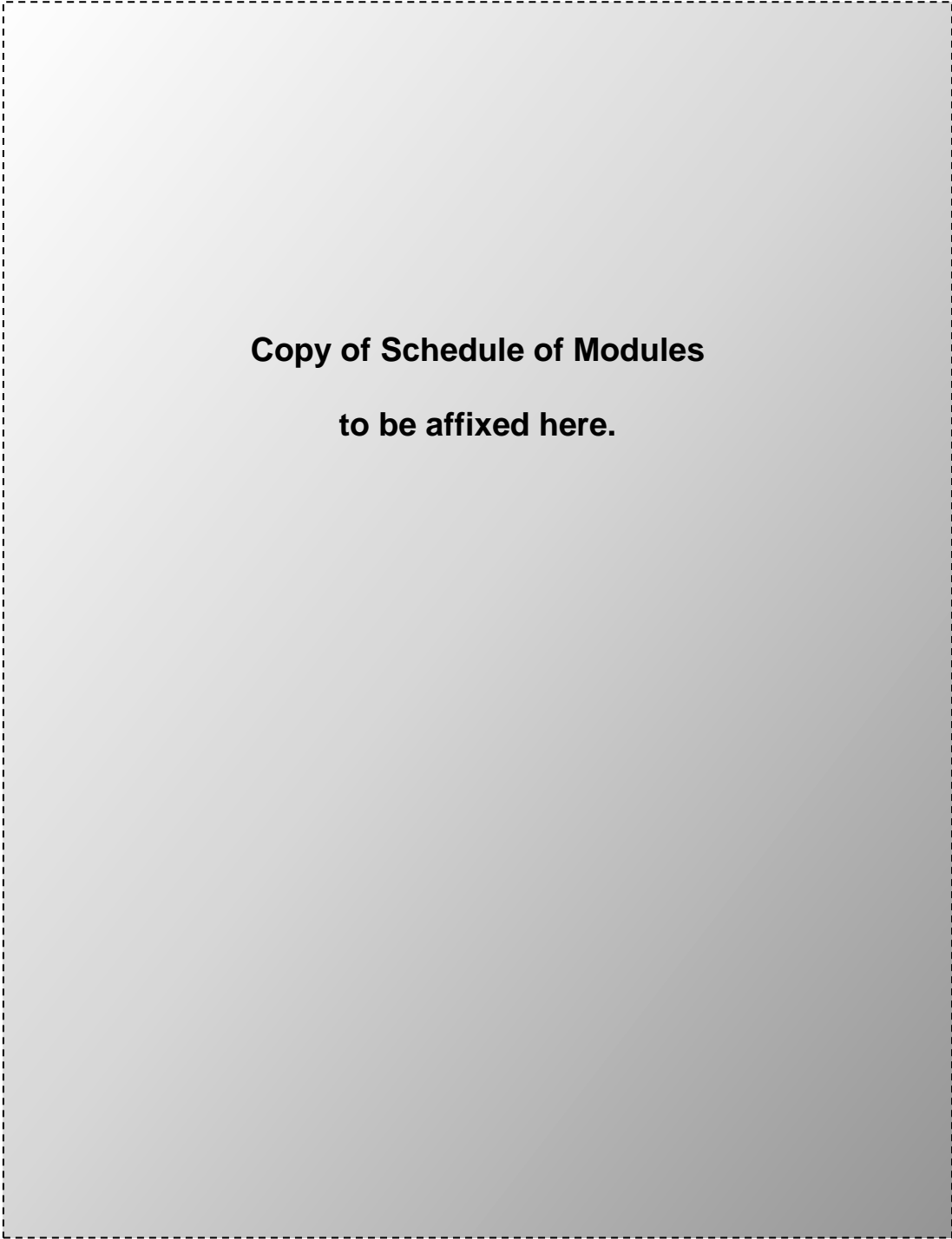
Please note: the programme is subject to a minimum number of approved applicants to proceed.

SAMPLE

Attachment 5.2

Schedule of Modules

ref: AP/407.10 – 7.7.1



**Copy of Schedule of Modules
to be affixed here.**

SAMPLE

Attachment 5.3

Module Booking Form

Ref: AP/407.10 – 7.8.3

**Copy of Module Booking Form
to be affixed here.**