**APPROVAL FORM FOR THE ACCREDITATION OF EXISTING MCAST UNIT AS STANDALONE AWARD OR MICROCREDENTIAL**

***(WITHIN THE SAME PARAMETERS OF ORIGINAL ACCREDITATION*)**

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| **IMPORTANT NOTES****1:** This form is to be used as abridged version of DOC 341, for the approval units which are already accredited as part of an MCAST qualification, to be delivered as stand-alone awards or micro credentials. Approval will only be granted if the newly accredited award will follow the same parameters of the original accreditation and hence no alterations to the Unit content, Learning Outcomes, Assessment Criteria etc. are envisaged.**2:** This form is to be submitted in **digitally via email in MS Word Format** in order to enable feedback via Tracked-Changes and Comments**3:** A separate form is required **for each** microcredential/award being proposed that requires a DOC167**4:** It is the responsibility of the respective Institute / Centre / Department to ensure that BOS approval is attained prior to submission of this form.**5:** The proposed endorsement flow for this document is from: BoS 🡪 to Education & Training Programmes Department 🡪 to APC. Final approval is by VPC.**6:** Upon approval by VPC, the final form will be scanned by APC. A copy will be sent to the original proposer. Original form will be retained by the APC.**7:** VPC’s approval of a course requested by MG2i does not necessarily imply that it is suitable for delivery as a course offered by MCAST to non-paying students.**8**: This document is to be used in conjunction with: *DOC 013 Design Development and Approval of Accredited and Non Accredited Programmes* and *DOC 028 Programme Cyclical Review Policy and Procedure* available at <https://www.mcast.edu.mt/college-documents/> **9:** Acronyms used in this document include: DP – Deputy Principal; E&TP -Education & Training Programmes Department; VPC - Vocational and Professional Council, APC – Academic Programmes Committee, A&R – Admissions and Records Department**10:** If following the preliminary feedback process, the form is submitted to the APC with missing or incomplete information, the APC will not process the form. Course proposers/Institute Directors will be informed accordingly.**11**: No programme shall start or be marketed (advertised in public domain), unless this approved through this form and process.  |

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| **Section A: General Information (To be filled in FULL by Programme Proposer)** |

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| **Title of Micro-Credential / Award** | Award in  |
| **Date of Submission of Form to Education & Training Programmes Office (pre-screening)** |  |
| **Date of Submission of Form to the APC** |  |
| **Name of programme Proposer** |  | **Name of DP** |  |
| **Current Unit Code** |  | **Micro-Credential / Award Duration** (envisaged number of weeks/months) |  |
| **MQF Level** |  | **ECTS** |  |
| **Hosting Institute/ Department (Insert ✅)** [ ]  IAS [ ]  IAS-CAAAS [ ]  IBMC [ ]  ICS [ ]  ICA [ ]  IICT  [ ]  IET-EE [ ]  IET-CE [ ]  IET-ME [ ]  IET-CMS [ ]  IET-AE [ ]  IET-MV [ ]  ARIC [ ]  CLE [ ]  ITR  [ ] Other (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **A1. Reason why Micro-Credential / Award is being proposed** |
| **A2. Official Micro-Credential / Award Description** *(Please provide the official Micro-Credential / Award description which is required for the purposes of public information. This will be the same as the Unit Description included within the Unit Specification. No changes to the official Micro-Credential / Award description from the current Unit Description included within the Unit Specification are allowed.)* |
| **A3. Overall Learning Outcomes of Micro-Credential / Award** *(Please provide the main Micro-Credential / Award Learning Outcomes of the programme. These will be the same as the main Learning Outcomes included within the Unit Specification. No changes to the main Micro-Credential / Award Learning Outcomes from the current main Learning Outcomes included within the Unit Specification are allowed.)* |
| **A4. Entry requirements for Micro-Credential / Award** *(were clearly applicable, Maturity Clause and its related provisions is to be included)* |
| **A5. Target audience/s (Insert ✅)**[ ] Under 16 [ ]  Ages 16 – 18 [ ]  Ages 19 – 30 [ ]  Age 31 – 65 [ ]  Age 65+ |
| **A6. Target Group** *(Please indicate the type of learners that you anticipate joining this Micro-Credential / Award on Full time basis; ex. Further and higher education learners, Workers from industry, elderly students, etc.)* |
| **A7. Type of Micro-Credential / Award (Insert ✅)** *(in the case of Micro-Credential / Award delivered as both full-time and part-time, kindly tick both boxes)*[ ]  Full-time prospectus [ ]  Part-Time prospectus (MG2I) [ ]  Non Full-Time Prospectus[ ]  Training for Industry (MG2I) [ ]  International Be Spoke |
| **A8. Mode of Attendance (Insert ✅)** | [ ]  Part-Time: joining FT students during morning classes | [ ]  Part-Time: evening classes |
| **A9. Is proposed Micro-Credential / Award compliant with regulatory requirements, where applicable?**[ ]  **Yes** [ ]  **No**If yes, to include the details of who the regulatory body is, the contact details of the regulatory body, and what conditions are established by the regulatory body. |
| **A10. Scheduled launch date of Micro-Credential /Award** |  |

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| **Section B: Pre-APC Approval**  |
| **Title** | **Signature** | **Date** | **Comments** |
| Institute Director |  |  |  |
| **Conditions /Request for further information** |
| **Section C: Programme code (To be filled in by A&R Department)** |
| **C1. Programme code to be assigned by A&R Deputy Registrar.** The Programme Code will only become effective after this document is approved by Deputy Principal VPET.The A&R Director will not assign a Programme Code unless all the required information is available in this document. |  |
| **Section D: APC Recommendation for Approval to VPC** |
| **Title** | **Signature** | **Date** | **Comments** |
| Director Education & Training Programmes |  |  |  |
| Registrar |  |  |  |
| Director Quality Assurance  |  |  |  |
| **Proposal recommended for approval to VPC/rejected (insert ‘approved’ OR ’rejected’)** |
| **Conditions /Request for further information** |

---------------------------------------*For E&TP Office Use*----------------------------------------------

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| **Section E: Record of VPC Approval** |
| Record of VPC approval; available in the minutes for the VPC meeting dated as follows: | *(Insert VPC meeting date)* |