



Teaching and Learning
Teagasc agus Foghlaim



Centre for Continuing Professional Development

Process and Policy Document

28/11/2016

1 Purpose of Document

The purpose of this document is to provide supporting information for the Centre for CPD Process Maps. The CPD Process and Policy document details, at a high level, the processes for development, approval and management of CPD Activities (ECTS Modules and non-ECTS Offerings) and the 'Learner Journey' (registration, payment, and certification) for CPD Activities at 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](#).**

This document will be reviewed by the CPD Directorate annually to ensure that it remains relevant and accurate and, most importantly, that all appendices are updated relative to the information provided by any Schools/ Departments/ Colleges/ Committees. The Manager of the Centre for CPD will review any editorial changes that may arise in the interim, and if appropriate, will update the document. Major changes will be submitted to the CPD Directorate for approval.

2 Scope

CPD at UCC is defined, as approved by UMTD, as follows:

"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."

The overarching principles are that the CPD process will encompass:

- 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

CPD activity within UCC is defined as:

ECTS Module – CPD modules that are standalone and credit-bearing from a University/Academic perspective. Results for ECTS modules are recorded on each student's permanent academic record.

Non-ECTS Offering – CPD including individual lectures, lecture series, seminars, workshops and conferences. Non-ECTS offerings are not recorded on an academic record (this will be held separately by the Centre for CPD).

2.1 CPD Development Pathways

The process covers pathways for the following models of CPD:

2.1.1 ECTS CPD in the context of an existing recognised award – modules that are part of programmes that have already gone through full University approval.

Approval pathway: Unit/ Discipline/ Department/ School Approval - College Curriculum Approval – APAR for calendar inclusion and notification to GSO - CPD Directorate Noting

2.1.2 ECTS CPD in the context of a new module

Approval pathway: Unit/ Discipline/ Department/ School Approval - College Curriculum Approval – CPD Directorate Approval - APAR for calendar inclusion and notification to GSO

- 2.1.3 Non-ECTS CPD (Lectures/Seminars/Courses/Workshops) – these can be, but are not necessarily, accredited by a professional body or other external professional entity.**
Approval pathway: Unit/ Discipline/ Department/ School Approval – College Curriculum Noting¹ - CPD Directorate Noting
- 2.1.4 CPD offerings that lead to proficiency certification*:**
Approval pathway: Unit/ Discipline/ Department/ School Approval - College Curriculum Approval – CPD Directorate Noting

*The process surrounding 2.1.4 above requires further supporting procedures in relation to proficiency assessment. The purpose of inclusion in this document is to identify that there is a type of CPD that requires proficiency assessment. Once supplementary documentation has been approved in order to support proficiency assessment, this document will be updated to reflect. **Non-ECTS Offerings that involve proficiency assessment cannot proceed through approval processes listed in this document as it stands.**

Scope:

Application for, and granting of approval/certification by any third parties is, for the purposes of this process, out of scope. In cases where CPD is accredited or approved by an external body as per 2.1.3, certificates issued will reflect this. Examples would include certification of CME (Continuing Medical Education) points by the Irish College of General Practitioners (CoMH) or Royal College of Physicians Ireland (CoMH) as well as any accreditation by external bodies/professional entities e.g. Law Society of Ireland or Marymount Hospice.

Based on information provided by the Unit/ Discipline/ Department/ School, the Centre for CPD will note which CPD offerings have external certification in order that data will be available for marketing purposes.

Pro-Bono CPD

It is important to note that in some instances, certain aspects of the policy and process document may not apply. This would mainly be the case where ‘pro bono’ CPD is being delivered in order to develop/maintain external relations in a certain field, or where staff are undertaking community work in line with the third goal of UCC’s Strategic Plan – “engage proactively with government, development agencies, professional organisations, business and industry and the wider community, to stimulate economic, social, and cultural development”. The right of members of staff to engage in pro-bono work under the banner of UCC is no way impinged on by this process and policy document.

3 School and College CPD Review/Approval Processes:

3.1 School (or Equivalent) Teaching & Curriculum (T&C) Review/Approve Submission (Process Maps 1.0/1.1)

Each Unit/ Discipline/ Department/ School will review and approve CPD ECTS modules and non-ECTS offering proposals in accordance with their own local procedures and schedules. ECTS modules should always be developed in line with the [Handbook governing Curriculum Approval](#) and the [Policies and Guidelines governing Academic Programmes](#).

¹ This may not apply in instances where Units/ Departments/ Disciplines are not affiliated with a College. The offering will progress to the Centre for CPD for advertising etc. once approved at School/ Department level – noting by College and CPD Directorate does not have to happen in advance.

ECTS:

An entry must be created on DMIS and submitted to the relevant Unit/ Discipline/ Department/ School for review. An accompanying CPD ECTS Module Proposal Form (CPD1 or CPD2) must be submitted to the Unit/ Discipline/ Department/ School (Appendix 9.3).

Non-ECTS:

For the purposes of Unit/ Discipline/ Department/ School review and subsequent CPD Directorate Noting/CPD Advertising, it will be necessary for the Unit/ Discipline/ Department/ School to complete a short form (CPD3) detailing the CPD offering (Appendix 9.4). A Unit/ Discipline/ Department/ School may decide to provide additional information but this is the minimum information that should be provided. Once this form is completed, the Unit/ Discipline/ Department/ School can then review in line with the School Review Checklist (Appendix 9.5) before forwarding to the College for noting. The College will subsequently send to the CPD Directorate for noting.

If a change to an offering is required, the original Non-ECTS CPD Proposal form should be submitted with strikethrough or further detail where required. The change to the offering will then be reviewed under the relevant non-ECTS approval process.

A school review checklist is available for informative purposes, which details the essential elements of the Unit/ Discipline/ Department/ School review (Appendix 9.5).

3.2 College T&C Review/Approve Submission

Once an ECTS module has been approved at Unit/ Discipline/ Department/ School level, it should then be sent on to the relevant College committee, details of which are listed below.

College	Contact	Committee Name
Medicine and Health	Ms. Mags Arnold	Teaching and Curriculum Committee
Science, Engineering and Food Science	Ms. Trish O'Shaughnessy	APCD – Academic Programmes and Curriculum Development
Arts, Celtic Studies, Social Sciences	Ms. Majella O'Sullivan	CADC – College Academic Development Committee
School of Business	Ms. Emily Chambers	Business School Group on Academic Standards
School of Law	Ms. Louise Crowley Ms. Mags Walsh	Marks and Standards Committee

The College will then run through a further checklist (Appendix 9.6) to ensure that the offering meets the list of specified criteria prior to submission for implementation.

4 Centre for CPD Review Process**Centre for CPD Documentation Review**

Once a CPD offering is submitted to the Centre for CPD, it will be assessed to ensure that it adheres to the checklist provided in Appendix 9.7.

The Manager of the Centre for CPD will be responsible for ensuring that material aspects of the checklist have been met (e.g. any approvals from certifying bodies attached etc.), prior to inclusion for noting by CPD Directorate.

CPD Directorate Review

The CPD Directorate will meet each semester (at minimum). New CPD ECTS modules will be reviewed at these meetings and approved where appropriate. Changes to existing ECTS modules and new/changed non-ECTS offerings will be noted. If there is a requirement for a CPD ECTS module to be approved as an exception/ outside of these meetings, then it may be approved via Chairs Action.

5 Timelines

Timelines for approval of CPD will vary depending on whether activities are ECTS or non-ECTS. The majority of non-ECTS offerings do not go through College review and so can be advertised by the Centre for CPD once they have been approved at Unit/ Discipline/ Department/ School level. Once they have been approved at this level, they will progress to College Curriculum for noting and onwards to CPD Directorate for noting. CPD ECTS timelines operate around College Curriculum meetings.

6 Centre for CPD Management Process

Once a CPD activity has been approved, this activity will be added to the portfolio of CPD at UCC and advertised through the Centre for CPD website.

ECTS Modules:

These will follow the Graduate Studies Office application/ review/ registration/ payment path. The Centre for CPD will advertise these offerings and provide hyperlinks to existing registration information

ECTS Modules will be published in the University Calendar and Book of Modules.

Non-ECTS Offerings:

The Centre for CPD will provide the learner with the opportunity to apply / register for offerings online, and to pay online. It will also offer support for Units/ Disciplines/ Departments/ Schools in the provision of certificates and the collection of feedback.

6.1 Promotion/Application Process (Process Map 2.0)

The Centre for CPD will advertise CPD online (in the case of ECTS modules, this will simply be a hyperlink as described above) on receipt of information regarding the offering and the registration process from the relevant Unit/ Discipline/ Department/ School.

6.2 Payment Process (Process Map 2.0)

The Centre for CPD will offer an online payment facility for Non-ECTS offerings only, and transfer payments directly to the relevant Unit/Discipline/Department/School. ECTS modules will continue to

be paid for through GSO as per current process. The Centre for CPD website will accept payment via Laser/Debit, VISA, AMEX, Mastercard or PayPal. Payments will be made via secure site, and Visa and Mastercard payments will be verified via Verified by Visa and Mastercard Secure Code. A refund process will also be available where required.

6.3 Confirmation of Attendance / Certification Process (Process Map 4.0)

Certificates issued for CPD at UCC may reflect attendance or completion. Certificates will reflect the following: nature of participation (workshop, lecture, seminar, coursework or assessment); workload or hours completed; CPD points, where relevant.

ECTS:

CPD certificates are not issued for ECTS CPD Modules – the student will be provided with a transcript of marks (as per the current process), which is managed through the Graduate Studies Office.

Non-ECTS:

Once a CPD offering has been completed, the Unit/ Discipline/ Department/ School will update the Centre for CPD with details of those who attended for record keeping. Where required the Centre for CPD can circulate certificates to attendees.

6.4 Record Keeping

The Centre for CPD will maintain a list of CPD offerings that have been advertised and applied for through the Centre. This database may include the following:

CPD Offering Details:

Title; Duration; Location; Co-ordinator; Attendee Numbers

Attendee Details:

Name; Offering Attended; Email Address; Certificate Details; Certificate Post/Email Date; Result

The Centre for CPD will maintain a history of versions of non-ECTS offerings for records.

The Centre for CPD will archive this data in line with University policy.

7 Quality

CPD activities will be reviewed in line with the Quality Promotions Unit [Guidelines for Annual Monitoring and Periodic Review](#) document. Due to the reactive nature of CPD activities, it may be necessary to for Unit/ Discipline/ Department/ School to review CPD more frequently but this is the minimum.

8 RAID

8.1 Risks

8.2 Assumptions

- Any requirements in terms of certification by external bodies (e.g. for awarding of CME points externally) will be applied for independently to this process by the CPD co-ordinator/developer. Whether CPD is certified/ accredited with CPD points by an external body has no impact on the CPD offering (except where it is required to

advertise something as certified - approval must then be provided in writing as part of submission to the Centre for CPD).

8.3 Issues

8.4 Dependencies

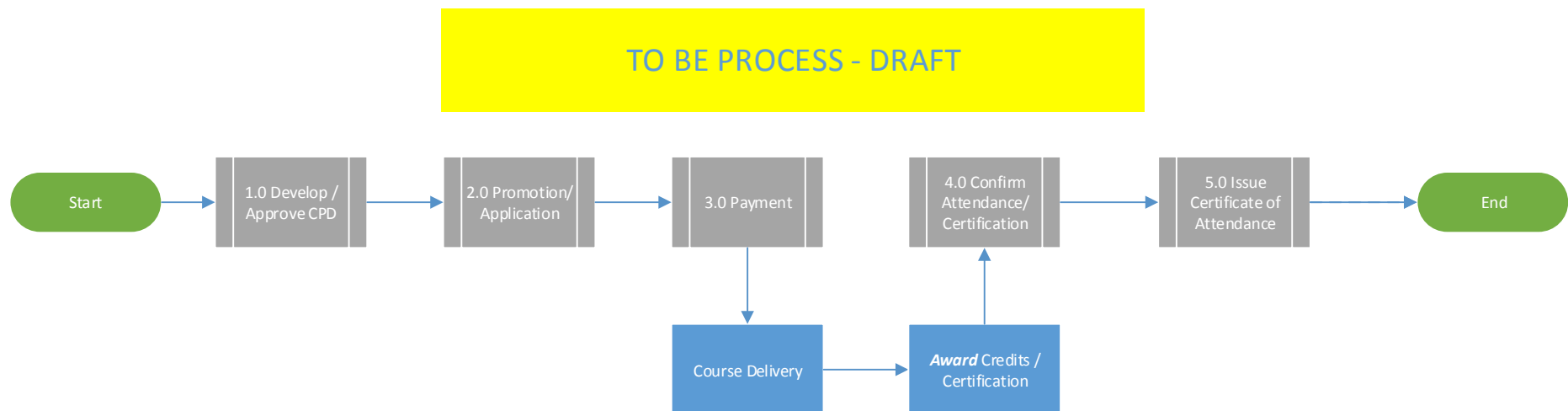
Unit/ Discipline/ Department/ School to be able to send on full list of CPD non-ECTS offerings and define application form requirements for each offering.

9 Appendices

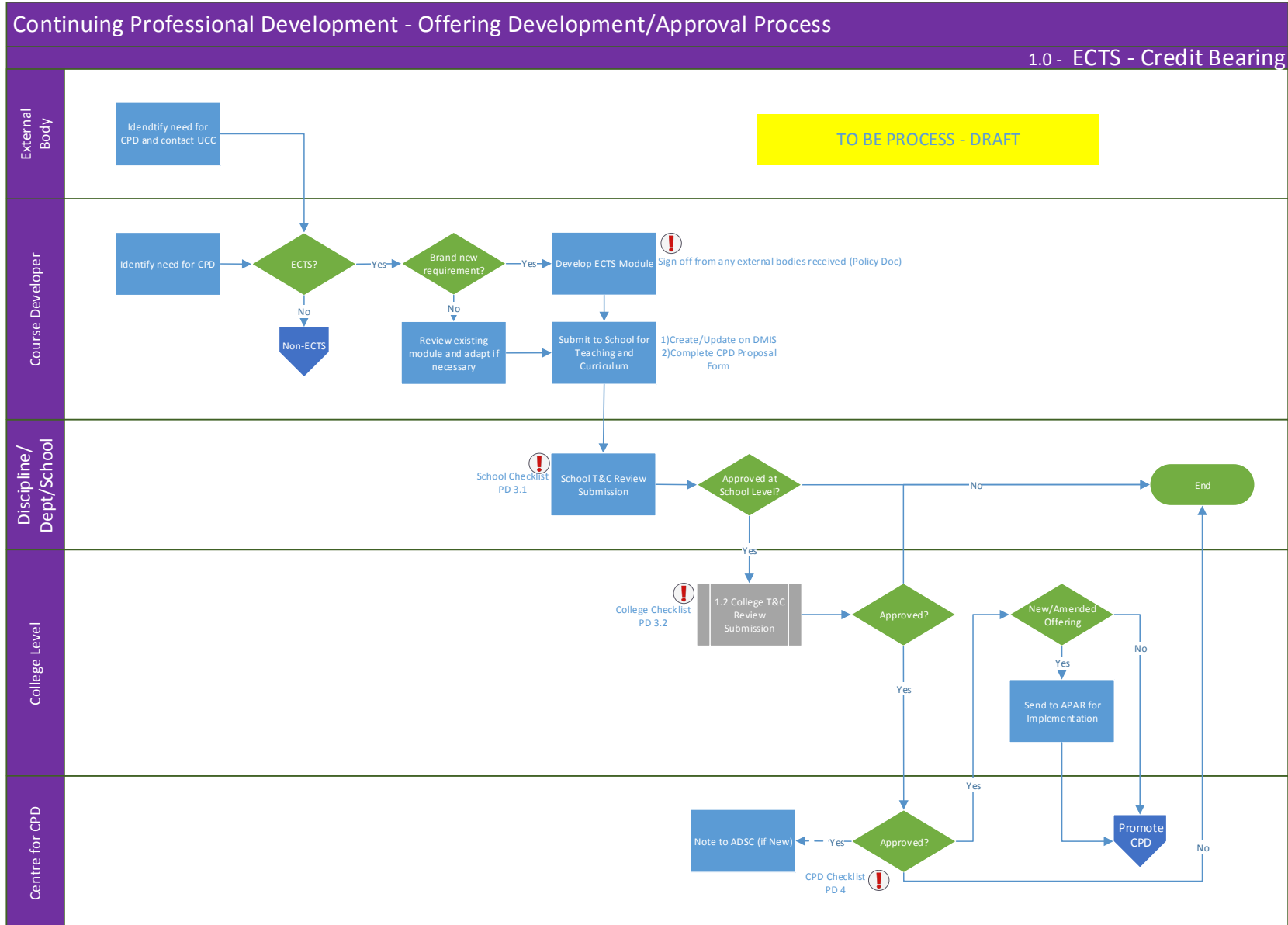
9.1 Process Maps

9.1.1 Overview

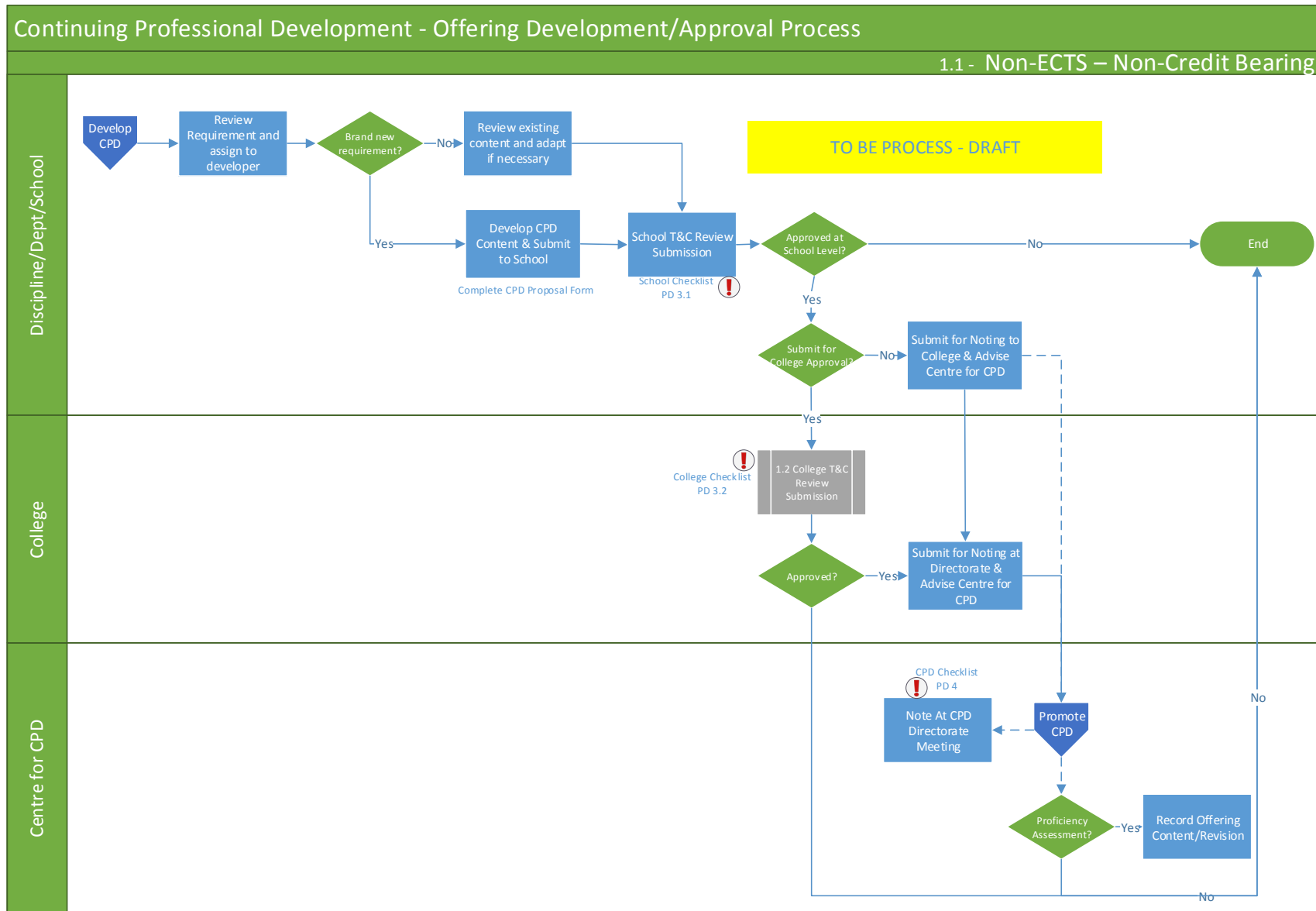
Continuing Professional Development Process – High Level Overview



9.1.2 Develop/Review/Approve ECTS Module



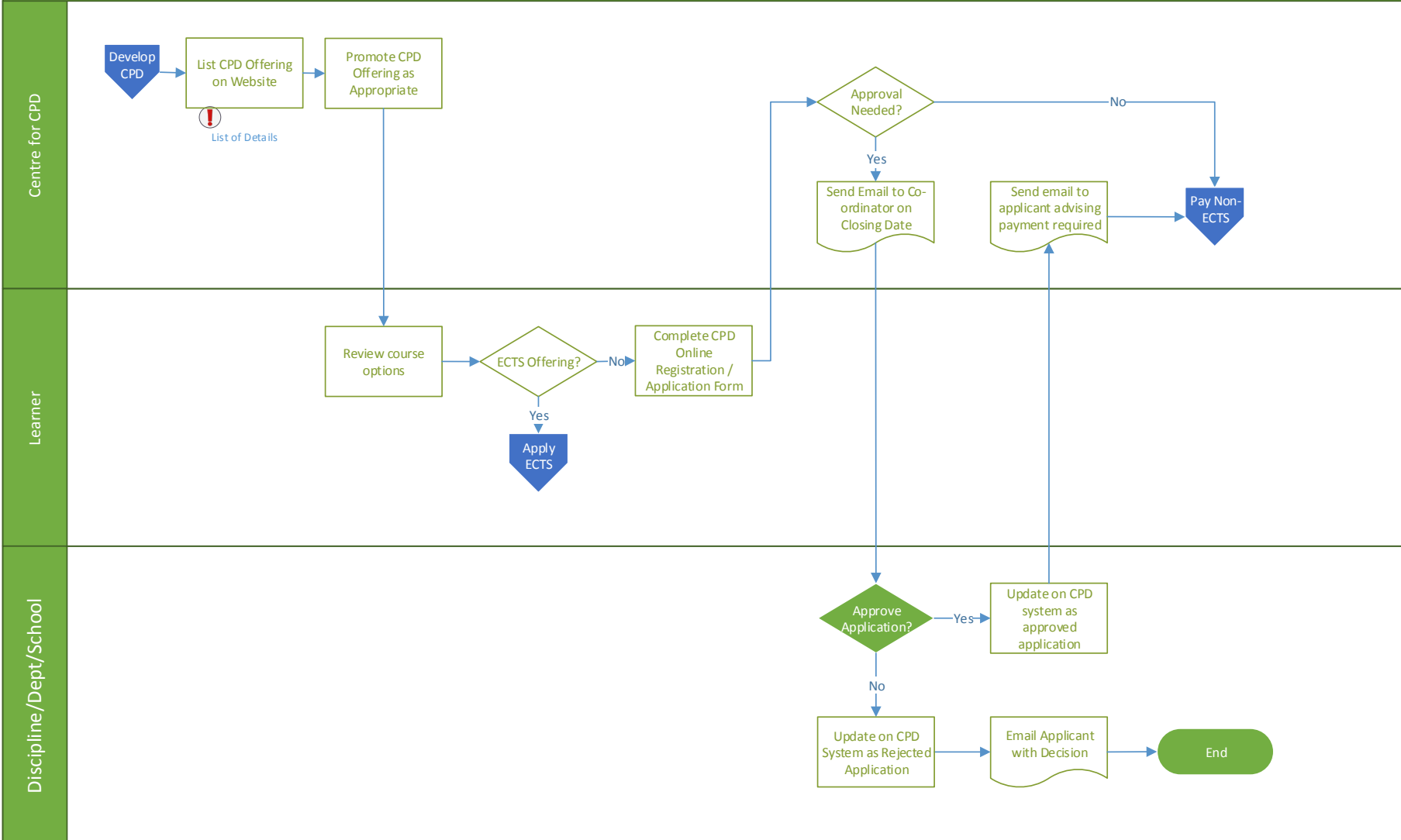
9.1.3 Develop/Review/Approve Non-ECTS Offering



9.1.4 Promotion/Application Process Non-ECTS

Continuing Professional Development – Promotion & Application Process

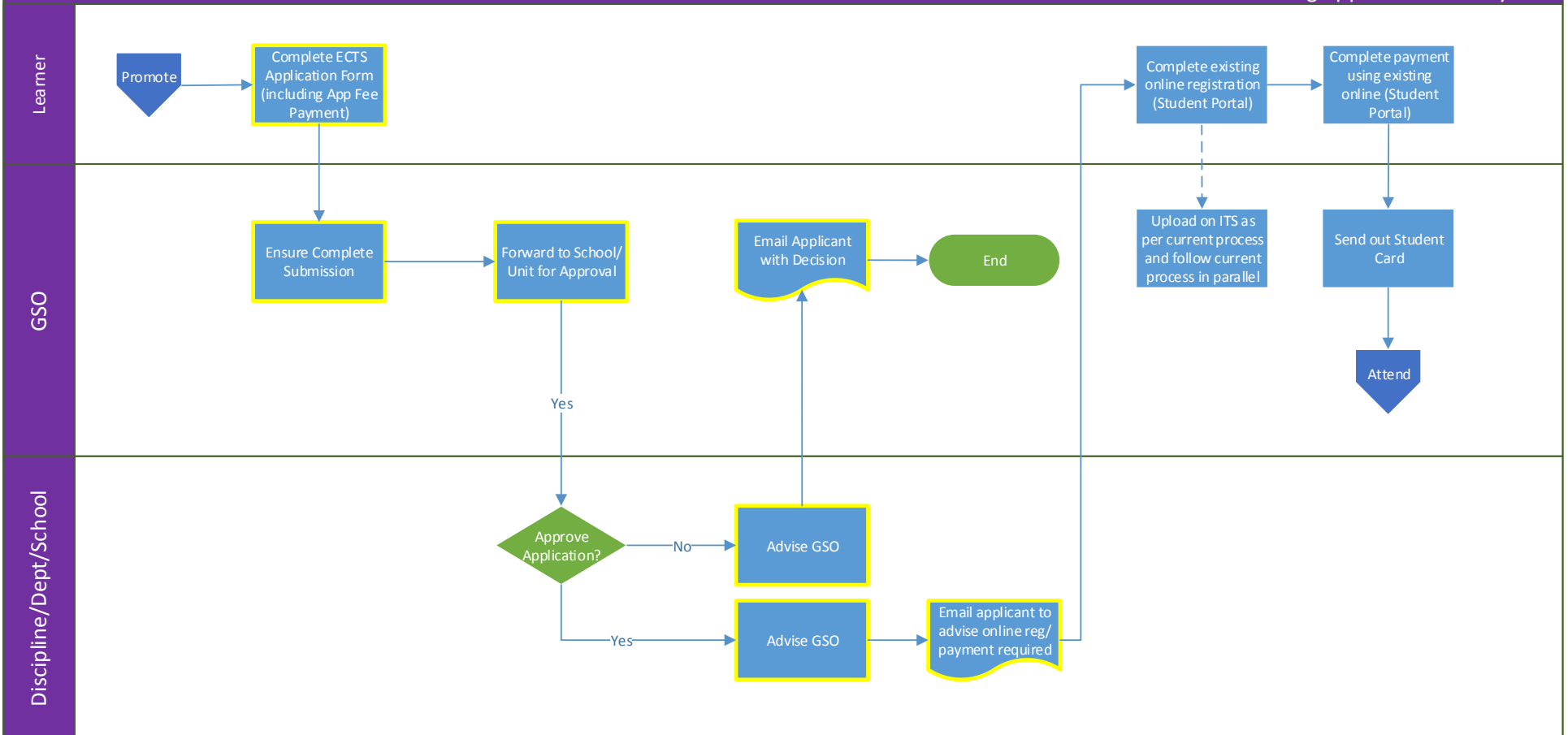
2.0 Promotion and Non-Credit-Bearing Application/Registration



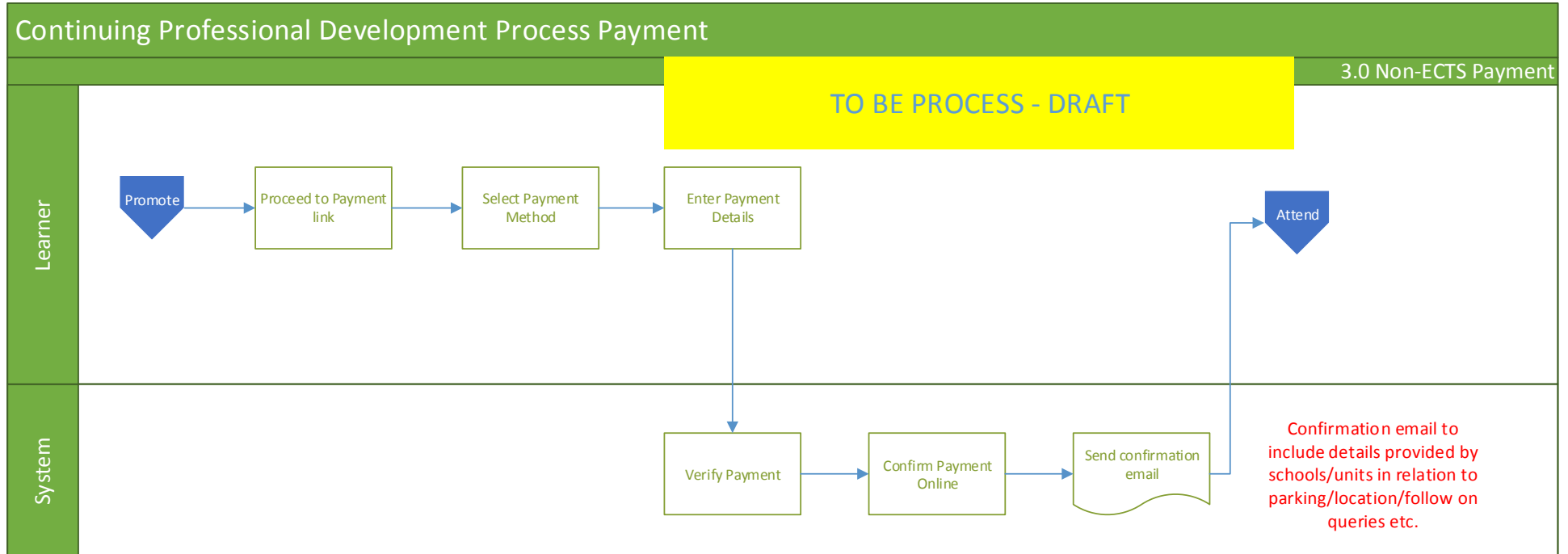
9.1.5 Promotion/Application Process ECTS

Continuing Professional Development – Promotion & Application Process

2.1 Credit-Bearing Application and Payment



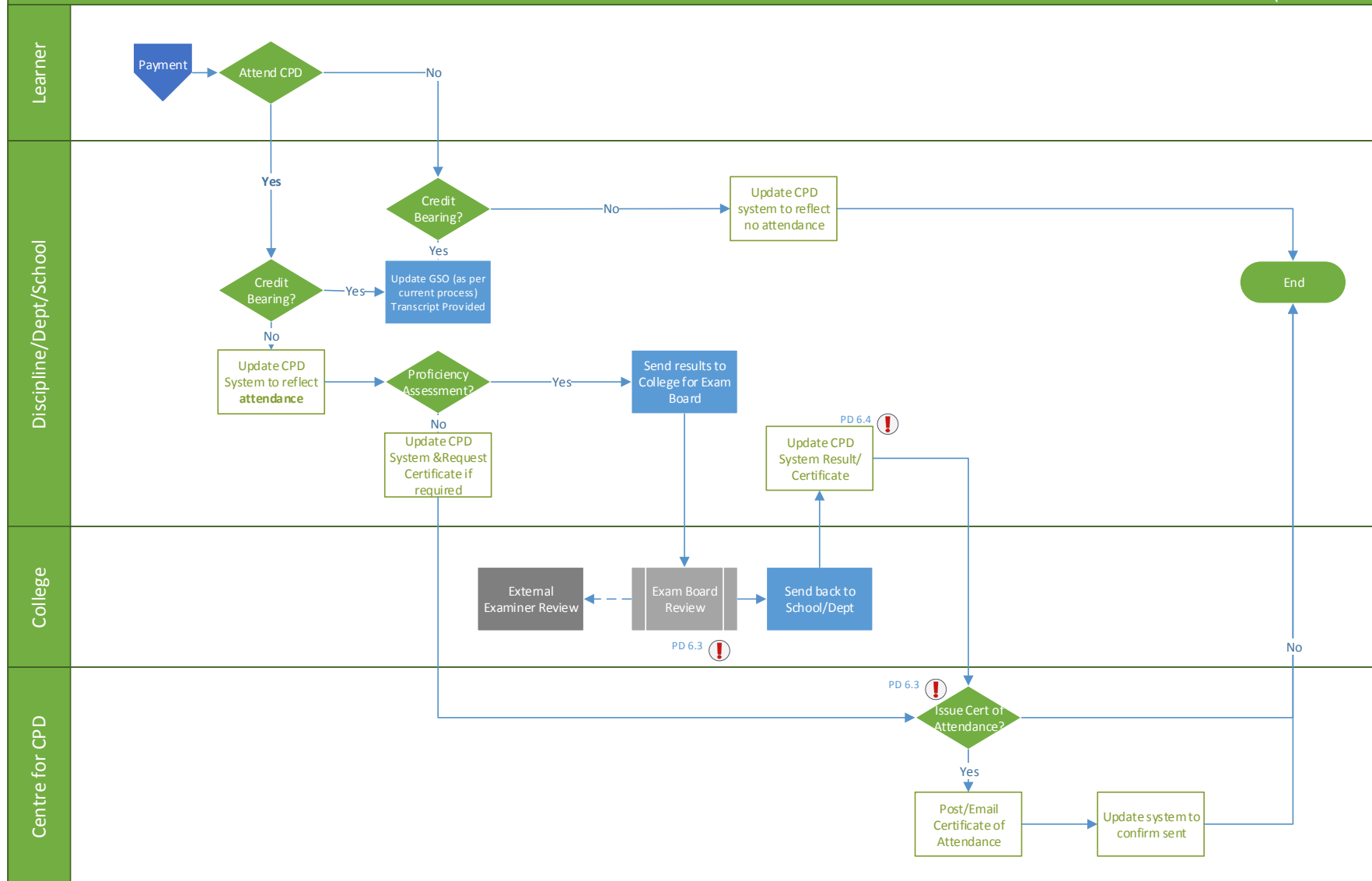
9.1.6 Payment Process Non-ECTS



9.1.7 Confirm Attendance/Certification

Continuing Professional Development Confirm Attendance

4.0 Confirm Attendance Issue Certificate (if Non ECTS)



9.2 List of School/College Contacts

To be completed on confirmation from Directorate members of CPD contacts in Colleges.

9.3 CPD ECTS Module Forms

9.3.1 Form to Propose New CPD Module – CPD1

Proposal for New CPD Module (ECTS) – CPD1 <i>for approval by School Curriculum and College Curriculum Committees</i>		
<p>This form is designed to capture considerations specific to ECTS CPD Standalone Modules. This should be completed for all new ECTS CPD Modules and submitted to the School/Department that the module will be anchored in.</p> <p>CPD Modules are generally Level 8 and above however exceptions can be made in some instances. Contact the Centre for CPD for further information if you think your CPD proposal is lower than Level 8.</p> <p><u>Please refer to the Handbook governing Curriculum Approval and the Policies and Guidelines governing Academic Programmes for further guidance when completing this form.</u></p>		
Section 1: General Information		
1	<u>Rationale</u> Please specify the circumstances giving rise to the request for the proposed new CPD module. Detail any insight you have into the need for the proposed module.	
2	<u>Justification for the Module</u> How does the module align with the School's strategy on CPD? What is the marketing strategy for the offering including competitor analysis?	
3	<u>Module Descriptor Attached</u> New modules must be uploaded to DMIS prior to being submitted for School review.	
4	Title of Proposed CPD Module	
5	<u>Module Code</u> Ensure that module code is reflective of Level of module. E.g. Level 8 Module AA6XXX	
6	<u>Entry Requirements</u> Detail 1) Academic Requirements 2) Professional Requirements if any and 3) Technical requirements e.g. internet connection, IT requirements if based online etc.	*where modules are part of an existing programme and are to be offered as CPD Modules, the applicant will be expected to meet the entry requirements of the programme that the module is part of.
7	CPD Proposer (Academic)	
8	Anchor College	
9	Anchor School/Department	
10	If module is interdisciplinary, please detail partnering School/Dept and College here	School/Dept: College: Contact:

11	<u>Target Audience(s)</u> Include primary and secondary audience(s)(as appropriate). Primary audience is the main target audience and secondary (if present) could be any other profession/industry types who may have an interest.	
12	<u>Delivery Method</u> Specify Venue and face-to-face/blended/online and justification for same	
13	<u>Professional Accreditation</u> What (if any) professional body or bodies recognise the offering for their CPD requirements? Please include the name(s) of the professional body and CPD (or other) units/hours associated with the offering	
14	Time Commitment (Hours)	Contact Hours: Self-directed learning hours (if applicable):
15	<u>Academic Year for Proposed CPD</u> Include semester in which module will be delivered	
16	<u>Proposed Calendar Change</u> Open the page of the relevant calendar year on the University Calendar , and locate the relevant college section. Copy the <i>entire</i> college section from the published CPD page showing insertions in bold and deletions by strike-through, indicating how the revised entry should read	
18	Proposed Module Fee	
19	Changes to Marks and Standards for Proposed CPD Module Complete and Attached?	
<u>Section 2: Facilities/Admin Detail</u>		
1	<u>Costs Detail</u> Consider listing costs for: room hire, catering, external/visiting lecturer fees, travel costs, handouts	
2	*Include total projected costs here ->	
3	<u>Frequency of Offering</u> Will the CPD offering be once-off/offered on request/ every semester/once in an academic year etc.	
4	<u>Proposed Dates/Time</u> Please include details on the proposed timings of the event.	
5	<u>Facilities Used for Delivery</u> Room bookings, online course development etc.	

<u>SIGNATURES</u>		
By signing this form, you are indicating that any necessary initial consultations have occurred and that the module has been reviewed and approved locally in the School.		
Head of Anchor School/Dept (Or Nominee)		Date:
(Print Name & Signature)		
School/Dept CPD Contact		Date:
(Print Name & Signature)		
Head of Anchor College		Date:

9.3.2 Form to Amend/Remove CPD Module – CPD2

Proposal to Amend/Remove CPD Module (ECTS) – CPD2 <i>for approval by School Curriculum and College Curriculum Committees</i>		
Use this form for submission to the relevant Discipline/Department/School for the following instances: 1) Update of existing CPD Modules and/or 2) Removal of CPD Modules Where no change is required, please complete numbered item with 'NA'. <u>Please refer to the Handbook governing Curriculum Approval and the Policies and Guidelines governing Academic Programmes for further guidance when completing this form.</u>		
Section 1: General Information		
1	<u>Rationale</u> Please specify the circumstances giving rise to the request for the proposed change. Detail any insight you have into the need for the change.	
2	<u>Justification for the Module</u> How does the module align with the School's strategy on CPD? What is the marketing strategy for the offering including competitor analysis?	
3	<u>Module Descriptor Attached</u> Changes to module to be made on DMIS and attached here	
4	Title of Proposed CPD Module	
5	<u>Module Code</u> Ensure that module code is reflective of Level of module. E.g. Level 8 Module AA6XXX	
6	<u>Entry Requirements:</u> Detail 1) Academic Requirements 2) Professional Requirements if any and 3) Technical requirements e.g. internet connection, IT requirements if based online etc.	*where modules are part of an existing programme and are to be offered as CPD Modules, the applicant will be expected to meet the entry requirements of the programme that the module is part of.
7	CPD Proposer (Academic)	
8	Anchor College	
9	Anchor School/Department	
10	If module is interdisciplinary, please detail partnering School/Dept and College here	School/Dept: College: Contact:

11	Target Audience(s) Include primary and secondary audience(s)(as appropriate). Primary audience is the main target audience and secondary (if present) could be any other profession/industry types who may have an interest.	
12	Delivery Method: Specify Venue and face-to-face/blended/online and justification for same	
13	Professional Accreditation What (if any) professional body or bodies recognise the offering for their CPD requirements? Please include the name(s) of the professional body and CPD (or other) units/hours associated with the offering	
14	Time Commitment (Hours)	Contact Hours: Self-directed learning hours (if applicable):
15	Academic Year for Proposed CPD Include semester in which module will be delivered	
16	Proposed Calendar Change Open the page of the relevant calendar year on the University Calendar , and locate the relevant college section. Copy the <i>entire</i> college section from the published CPD page showing insertions in bold and deletions by strike-through, indicating how the revised entry should read.	
17	List Modules for Removal (i.e. will no longer be offered on any programmes within UCC). The Office for Academic Programmes will arrange for the module to be removed from the Book of Modules, as this facility is not available to DMIS users.	
18	Proposed Module Fee	
19	Marks and Standards for Proposed CPD Module Complete and Attached?	

SIGNATURES

By signing this form, you are indicating that any necessary initial consultations have occurred and that the module has been reviewed and approved locally in the School.

Head of Anchor School/Dept (or Nominee)		Date:
(Print Name & Signature)		
School/Dept CPD Contact		Date:
(Print Name & Signature)		
Head of Anchor College (or Nominee)		Date:

9.4 CPD Non-ECTS Offering Proposal Form (Same form for New/Update to Existing)

Proposal for New CPD Offering (Non-ECTS) – CPD3

Section 1: This should be completed for all new non-ECTS CPD offerings and submitted for review and approval to the Host School/Department. This form is designed to capture considerations specific to all non-ECTS CPD offerings..		
1	Title of CPD Offering	
2	<u>Type of Activity and Mode:</u> Workshop / Lecture / Seminar / Other (provide details). Specify Venue and blended/online	
3	<u>CPD Offering Objective</u> Detail of CPD offering / topics covered	
4	<u>Rationale</u> Detail any insight you have into the need for the proposed offering.	
5	<u>Justification for the Offering</u> How does the offering align with the School's strategy on CPD? What is the marketing strategy for the offering including competitor analysis?	Dependant on type of offering (not required for smaller offerings)
6	<u>Length of Activity:</u> Days/weeks/hours as applicable	
7	CPD Proposer (Academic)	
8	CPD Co-ordinator (if different to proposer)	
9	Anchored School/Department/Unit	
10	If offering is interdisciplinary, please detail partnering School/Dept here	School/Dept: Contact:
11	Student Fee	
12	<u>Inclusions as part of student fee</u> Detail anything that is included as part of course e.g. library access, refreshments etc.	
13	Minimum/Maximum Attendees	
14	<u>Target Audience(s)</u> Include primary and secondary audience(s)(as appropriate).	
15	<u>Professional Accreditation</u> What (if any) professional body or bodies recognise the offering for their CPD requirements? Please include the name(s) of the professional body and CPD (or other) units/hours associated with the offering	
16	<u>Time Commitment (Hours)</u> Include contact and self-directed time	Contact Hours: Self-directed Learning (if applicable):

Section 2: Facilities/Admin Detail - to be completed where applicable prior to submission to CCPD		
1	<u>Costs Detail</u> Consider listing <u>individual</u> costs for: room hire, catering, external lecturer/speaker fees, travel costs, handouts	Non mandatory - to be confirmed school level

2	*Include <u>total</u> projected costs here ->	Non mandatory - to be confirmed school level
3	<u>Frequency of Offering</u> Will the CPD offering be once-off/offered on request/ every semester/once in an academic year etc.	
4	<u>Proposed Dates/Time</u> Please include details on the proposed timings of the event.	
5	Facilities Used for Delivery	
6	Marketing/Upload to CPD Website Y/N	
7	<u>Certification Required</u> State whether Attendance/Completion and ensure wording for Certificate template attached as part of submission. If other, please provide details.	
8	<u>Offering Description for Upload to Website</u> Ensure appropriate detail completed for advertising on CPD website - high level overview of CPD Offering, not more than 150 words	
9	<u>Cancellation Fee</u> Detail if any cancellation fee required on cancellation by student.	

SIGNATURES

By signing this form, you are indicating that any necessary initial consultations have occurred and that the offering has been reviewed and approved locally in the School.

Head of Anchored School (Or Nominee)		Date:
(Print Name & Signature)		
School CPD Contact		Date:
(Print Name & Signature)		
If Assessment Required, please ensure College Signatures and Minute Details Recorded here:		
Head of College		Date:
(Print Name & Signature)		
Approval Record (Include extract from minutes plus date)		Date:

9.5 School Review Checklist

Level	Check	ECTS Offering (New)	ECTS Offering (Existing/Amended)	Non-ECTS Offering

School	Proposal Form (CPD1 or CPD2) Completed	Y	Y	N
School	Review module detail as per Academic Council approved policy governing modules to ensure all requirements are met. DMIS Guidelines	Y	Y	N
School	Non-ECTS form (CPD3) for CPD offering completed	N	N	Y
School	Ensure that marketing requirement considered/detailed for proposed offering	Y	Y	Y
School	Confirmation of approval from any relevant legislative/governing bodies	Y	Y	Y
School	Certificates of Completion/Attendance attached	N	N	Y
School	Expertise to deliver CPD successfully is in place/accessible and resources to support (general/specialised) are available.	Y	Y	Y
School	If a Module already exists as part of a current Programme, is the module suitable as CPD and is there consistency between the requirements of the CPD and the Programme? Also ensuring entry requirements for module match entry requirements for module.	N	Y	N

9.6 College Review Checklist

Level	Check	ECTS Offering (New)	ECTS Offering (Existing/Amended)	Non-ECTS Offering
College	Review module detail as per Academic Council approved policy governing modules to ensure all requirements are met.	Y	Y	N
College	If a Module already exists as part of a current Programme, is the module suitable as CPD and is there consistency between the requirements of the CPD and the Programme? Also ensuring entry requirements for module match entry requirements for module.	N	Y	N

9.7 CCPD Review Checklist

Level	Check	ECTS Offering (New)	ECTS Offering (Existing/Amended)	Non-ECTS Offering
CCPD	Confirmation of approval from any relevant legislative/governing bodies/external approvers for certification purposes.	Y	Y	Y
CCPD	Certificates of Completion/Attendance attached and are in line with guidelines laid out in policy	N	N	Y
CCPD	Ensure that purpose of CPD clear e.g. 1) Taster/Advanced/Specialised 2) professionally focused, develop new/existing skills or provide a broad understanding	Y	Y	Y

CCPD	CPD has been through appropriate sign-off channels depending on type of assessment (for non-ECTS)	N	N	Y
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9.8 Acronym Glossary

Acronym	Detail
ADSC	Academic Development and Standards Committee
APAR	Academic Programmes and Regulations
CCPD	Centre for Continuing Professional Development
CPD	Continuing Professional Development
CME	Continuing Medical Education
CUBS	Cork University Business School
DMIS	Departmental Module Information System
ECTS	European Credit Transfer and Accumulation System
CoMH	College of Medicine and Health
CoBL	College of Business and Law
CACSS	College of Arts, Celtic Studies and Social Studies
CCPD	Centre for Continuing Professional Development Directorate
CIRTL	Centre for the Integration of Research, Teaching & Learning
CoSEFS	College of Science, Engineering and Food Science
CPD	Continuing Professional Development
GSO	Graduate Studies Office
UMTO	University Management Team (Operations)

Document Updates

Update	Section	Changed By	Date
Initial Draft	All	Katie Sandham	12/07/2016
Updates following CCPD meeting	All	Katie Sandham	20/07/2016
Update to list of RACI	RACI	Katie Sandham	28/07/2016
Added Section / Changed RACI to remove Sign-off and Added new sign-off table	Quality	Katie Sandham	02/08/2016
Updates following sub-group review	All	Katie Sandham	31/08/2016
Updates following feedback from MN/EF/YC	All	Katie Sandham	01/09/2016
Updates to Appendices – CPD Forms	9	Katie Sandham	01/09/2016
Updates following feedback from CPDD		Katie Sandham	12/09/2016
Updates during review – JO’H, SI, KS	All	Katie Sandham	14/09/2016
Updates following feedback from CPDD	All	Katie Sandham	19/10/2016
Updates to remove proficiency assessment and related points temporarily.	All	Katie Sandham	10/11/2016
Updates following CPDD review	All	Katie Sandham	14/11/2016

Document Owners/Directorate

Area	Contact	Approved	Date
OVPTL	Prof. John O’Halloran		
OVPTL (PM)	Dr. Sandra Irwin		
OVPTL (CPD Manager)	Ms. Katie Sandham		
ACE	Dr. Seamus O’Tuama		
ADSC	Prof. Paul McSweeney		
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