

CERTIFICATE OF VALIDATION

**QQI**Quality and Qualifications Ireland
Dearbhú Cáilíochta agus Cáilíochtaí Éireann

New Validation

Provider Name	Urrús
Date of Validation	05-Dec-19

	First intake	Last intake	Intakes per annum
Enrolment Interval	February-20	January-25	2

	Code	Title	Award	Duration (Months)	Intakes per annum
Principal Programme	PG24134	Urrús Keyworking, Care Planning & Case Management	Component Certificate 30 credits	12 weeks	2
Embedded Programmes	na	n/a			

Principal Programme

5 Year Plan: Planned total enrolment i.e. aggregated across all intakes and all approved centres

	Year 1	Year 2	Year 3	Year 4	Year 5
Minimum Intake into first year	16	32	32	32	32
Maximum Intake into first year	44	44	44	44	44

Target Learner groups

The target learner group for this programme are those who have achieved a QQI level 5 award; those who have achieved a QQI Level 5 Community Addiction Studies Course award; and those who have practice experience as support workers, key workers or project workers in a paid or voluntary capacity in the drug and alcohol, social care and health care sectors.

It is envisaged that the programme will provide a progression route for those who have completed QQI Level 5 Community Addiction Studies or equivalent. It is also seen as a route by which support workers and practitioners from the drug and alcohol field and those from the broader social care and health care fields can gain knowledge and accreditation relevant to their work. The keyworking, care planning and case management programme could provide learners with a starting point for those who wish to enter the drug use / misuse field of work. The National Drugs Rehabilitation Framework (Doyle & Ivanovic, 2010) recognises the need to develop quality standards that build upon the existing frameworks.

Brief Synopsis of the programmes

Programme Aim: The aim of the programme is to provide the learner with knowledge of keyworking, care planning and case management systems. The programme will also provide the learners with the skills and core practice competencies required to work effectively as a keyworker within agencies providing drug and alcohol, health and social care services.

Learner Profile: This training is for keyworkers, support workers and other practitioners in the drug and alcohol field and in the broader social care field. The programme will give learners the opportunity to understand the systems of key working, care planning

	and case management within the National Drug Rehabilitation Framework. Transfer and Progression: Learners who successfully complete this programme can progress to the NFQ Level 7 Diploma in Community Drug and Alcohol Work programme which is run in partnership between Urrús & UCD.							
Delivery mode: full-time / part-time	Part Time							
Teaching and Learning Modes	Classroom/Face to Face							
Approved countries for provision	Ireland							
Physical resource requirements	designated training room resource library wi-fi and kitchen table top chairs lap top screen flip chart markers handouts							
Staff Profiles	<table> <tr> <th colspan="2">Qualifications and Experience</th><th>WTE</th></tr> <tr> <td>Training Centre Coordinator</td><td> <p>The training centre co-ordinator will be the primary trainer on this programme having extensive practice and line management experience in key working, care planning and case management but also as the developer of the initial and introductory programme.</p> <p>Trainers and tutors will be drawn from the Urrús/BYAP team and the Urrús training panel. The Urrús training panel is made up of educators, keyworkers, counsellors and supervisors/line managers with addiction, social care and health care qualifications and expertise.</p> <p>A trainer specification has been drawn up for training staff delivering this programme. Training delivery staff are approved on the basis of a three staged process: On receipt of CV and if deemed suitable the potential trainer is interviewed by the training committee.</p> <ul style="list-style-type: none"> •A recommendation is made to the BYAP/Urrús Co-ordinating Team. •Approval is signed off by the BOM. <p>All trainers on the Urrús panel are required to engage in bi-annual training to support the ongoing development of trainers but also to review and evaluate content and delivery methods ensuring relevancy and appropriateness and amendments when necessary. The learner/staff ratio is 16:1 The primary mode of delivery is classroom/face to face. The teaching and learning methodologies will be predominantly instructional and will include group discussions/interactions, practical sessions, and tutorials and peer support study groups. The two staff members will allocate 9 hours per week of their 37.5 hours working time to this programme and therefore the whole time equivalent for each staff member is 0.24 per week.</p> </td><td>0.5</td></tr> </table>		Qualifications and Experience		WTE	Training Centre Coordinator	<p>The training centre co-ordinator will be the primary trainer on this programme having extensive practice and line management experience in key working, care planning and case management but also as the developer of the initial and introductory programme.</p> <p>Trainers and tutors will be drawn from the Urrús/BYAP team and the Urrús training panel. The Urrús training panel is made up of educators, keyworkers, counsellors and supervisors/line managers with addiction, social care and health care qualifications and expertise.</p> <p>A trainer specification has been drawn up for training staff delivering this programme. Training delivery staff are approved on the basis of a three staged process: On receipt of CV and if deemed suitable the potential trainer is interviewed by the training committee.</p> <ul style="list-style-type: none"> •A recommendation is made to the BYAP/Urrús Co-ordinating Team. •Approval is signed off by the BOM. <p>All trainers on the Urrús panel are required to engage in bi-annual training to support the ongoing development of trainers but also to review and evaluate content and delivery methods ensuring relevancy and appropriateness and amendments when necessary. The learner/staff ratio is 16:1 The primary mode of delivery is classroom/face to face. The teaching and learning methodologies will be predominantly instructional and will include group discussions/interactions, practical sessions, and tutorials and peer support study groups. The two staff members will allocate 9 hours per week of their 37.5 hours working time to this programme and therefore the whole time equivalent for each staff member is 0.24 per week.</p>	0.5
Qualifications and Experience		WTE						
Training Centre Coordinator	<p>The training centre co-ordinator will be the primary trainer on this programme having extensive practice and line management experience in key working, care planning and case management but also as the developer of the initial and introductory programme.</p> <p>Trainers and tutors will be drawn from the Urrús/BYAP team and the Urrús training panel. The Urrús training panel is made up of educators, keyworkers, counsellors and supervisors/line managers with addiction, social care and health care qualifications and expertise.</p> <p>A trainer specification has been drawn up for training staff delivering this programme. Training delivery staff are approved on the basis of a three staged process: On receipt of CV and if deemed suitable the potential trainer is interviewed by the training committee.</p> <ul style="list-style-type: none"> •A recommendation is made to the BYAP/Urrús Co-ordinating Team. •Approval is signed off by the BOM. <p>All trainers on the Urrús panel are required to engage in bi-annual training to support the ongoing development of trainers but also to review and evaluate content and delivery methods ensuring relevancy and appropriateness and amendments when necessary. The learner/staff ratio is 16:1 The primary mode of delivery is classroom/face to face. The teaching and learning methodologies will be predominantly instructional and will include group discussions/interactions, practical sessions, and tutorials and peer support study groups. The two staff members will allocate 9 hours per week of their 37.5 hours working time to this programme and therefore the whole time equivalent for each staff member is 0.24 per week.</p>	0.5						

Programme Components

Component		Credits
6N2206	Person Centred Planning	15
6N2207	Boundary Management	15

Approved Centres

		Minimum Number of learners per intake	Maximum Number of learners per intake
40565C	Urrús	16	22

Learner Teacher Ratios

Learning Activity	Ratio
Tutorials	1:5
Practical Sessions and Workshops	1:16
Instructional	1:16
Group Discussions/Group Interactions	1:16

**Programme being replaced
by this programme**

Prog Code	Programme Title	Validated	To Close
na	n/a		

Part 1: Statutory Conditions of Validation

The statutory (section 45(3) of the 2012 Act) conditions of validation are that the provider of the programme shall:

- 1.co-operate with and assist QQI in the performance of QQI's functions in so far as those functions relate to the functions of the provider,
- 2.establish procedures which are fair and consistent for the assessment of enrolled learners to ensure the standards of knowledge, skill or competence determined by QQI under section 49 (1) are acquired, and where appropriate, demonstrated, by enrolled learners,
- 3.continue to comply with section 65 of the 2012 Act in respect of arrangements for the protection of enrolled learners, if applicable, and
- 4.provide to QQI such information as QQI may from time to time require for the purposes of the performance of its functions, including information in respect of completion rates.

Part 2 Conditions of Validation Established by QQI Under section 45(4)(b) of the 2012 Act)

Part 2.1 Condition of Validation Concerning a Change in the QQI Award or Award Standard

- 1.Where QQI changes an award title, an award specification or an award standard that a programme depends upon, the provider shall not enrol any further learners on the affected programmes unless informed otherwise in writing by QQI (e.g. by the issue of a revised certificate of validation). The programme is considered validated for learners already enrolled on the affected programme.

Part 2.2 Condition of Validation Concerning the Duration of Enrolment

- 1.The duration of enrolment is the interval during which learners may be enrolled on the validated programme.

Validation is determined by QQI for a specified number of years of enrolment appropriate to the particular programme as indicated on the certificate on validation subject to unit 9.2.1. It is a condition of validation that the programme does not enrol any new learners outside this interval. A typical duration would be five years.

If a provider wishes to continue to enrol learners to the programme beyond this interval the provider must arrange in good time for it to be validated again by QQI, or exceptionally the provider may apply for extension of the duration of enrolment (unit (14)). In this context the provider may apply for validation of the programme from first principles or, alternatively, the provider may avail of the process for revalidation (unit (13)) by QQI.

Part 2.3 General Condition of Validation

The provider of the programme shall:

- 1.Ensure that the programme as implemented does not differ in a material way from the programme as validated; differing in a material way is defined as differing in any aspect of the programme or its implementation that was material to QQI's validation criteria.
- 2.Ensure that the programme is provided with the appropriate staff and physical resources as validated.
- 3.Implement in respect of the programme its written quality assurance procedures (as approved by QQI).
- 4.Make no significant change to the programme without the prior approval of QQI. (See unit (8)).
- 5.Unless otherwise agreed by QQI in writing, start implementing the programme as validated and enrol learners within 18 months of validation.

6. Continue in respect of the validated programme to comply with section 56 of the 2012 Act in respect of procedures for access, transfer and progression.
7. Implement the programme and procedures for assessment of learners in accordance with the Approved Programme Schedule and notify QQI in writing of any amendments to this arising from changes to the programme; see unit (9).
8. When advertising and promoting the programme and awards, use the programme title as validated, and the correct QQI award title(s), award type(s) and award class(es) indicating the level of the award(s) on the National Framework of Qualifications.
9. Adhere to QQI regulations and procedures for certification.
10. Notify QQI in writing without delay of:
 - a. any material change to the programme;
 - a. anything that impacts on the integrity or reputation of the programme or the corresponding QQI awards;
 - b. anything that infringes the conditions of validation; or
 - c. anything that would be likely to cause QQI to consider reviewing the validation.
11. Notify QQI in writing to determine the implications for the provider's validated programmes, where the provider is likely to, or planning to, merge (amalgamate) with another entity or to acquire, or be acquired by, another entity (see unit (12.5)).
12. Report to QQI, when required or requested, on its implementation of the programme and compliance with the conditions of validation.

Part 2.4 General Condition of Validation Arising from Specialised Validation Policy and Criteria

1. N/A

Part 2

Programme structure

Programme Module Number and Title	Status Mandatory /Optional M/O	Mode/s of delivery	Award Information (Components)			Total Learner Effort Module (hours)		Assessment Techniques and Weightings		Indicate when in the programme when assessment is due
			Component Title(s)	Component Code(s) NFQ Level	Credit Value(s)	Directed	Self-Directed	Technique	Weighting	
1. Key working – Systems and processes	M	Instructional Small and large group discussions Role play Skills practice demonstrations	Person Centred Planning and Boundary Management	– 6N2206 And – 6N2207		24.5	15	Learning Log Essay	50% 25%	Week 4
2. Care Planning – Policy and practice	M	Instructional Small and large group discussions Role play Skills practice demonstrations	Person Centred Planning	– 6N2206		30	18	Learning Log	50%	Week 9

3. Case Management – Framework and communications	M	Instructional Small and large group discussions Role play Skills practice demonstrations	Person Centred Planning and Boundary Management	– 6N2206 And – 6N2207		20	12	Learning Log Case Study	50% 25%	Week 10
4. Professional boundaries – Understanding and techniques	M	Instructional Small and large group discussions Role play Skills practice demonstrations	Boundary Management	– 6N2206		20	12	Essay	25%	Week 12
5. Confidentiality and case notes – guidelines and application	M	Instructional Small and large group discussions Role play Skills practice demonstrations	Boundary Management	– 6N2206		10	6	Agency Profile	25%	Final Submission date

6. Reflective and professional practice – Theories and practice	M	Instructional Small and large group discussions Role play Skills practice demonstrations	Boundary Management	– 6N2206		14.5	9	Reflective Journal	50%	Final Submission date
---	---	---	---------------------	----------	--	------	---	--------------------	-----	-----------------------