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INSTRUCTIONS FOR THE PROGRAMME MANAGER WHEN ORGANISING THE WORK OF THE PROGRAMME COUNCIL

Version	Amended by	Date	Amendment
2.0	Erkki Leego	2017-09-28	Instructions prepared for testing.

Introduction

The instructions describe the good practice involved in the management of the work of the programme councils as part of the ICT curricula. The methodology for including employers in the development of this particular curriculum is described in the document: **'An introduction of the methodology for the development of the ICT curriculum'**.

1. Preparing for the programme council's work

1.1. An assessment of and describing the need for changes

The programme manager organises a discussion with representatives of the target groups.

In the discussion, the status of the curriculum, the feedback that has been received, and the changes that are required are all introduced.

The need is decided upon when it actually comes to creating a process which involves changes being made, and the most significant guidelines for making those changes are described.

1.2. Drawing up an action plan and forming a schedule for the programme council

The most important deadlines and stages must be determined in the development of the curriculum.

An example of the action plan and schedule for the programme council:

Activity	Deadline	Person responsible	Comments
Preparations for the first programme council meeting	08.10.2017	Programme manager	Documents to draw up: • An overview of the curriculum • A draft profile of competencies for the curriculum
Holding the first programme council meeting	15.10.2017	Programme manager	
Complementing the profile of competencies and providing feedback on the curriculum's overview	22.10.2017	Members of the programme council	At the first meeting duties are divided between the members of the programme council.

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Activity	Deadline	Person responsible	Comments
Holding the second programme council meeting	29.10.2017		The profile of competencies is approved at the meeting. If the programme council is not satisfied with the maturity of the profile, the process of complementation and approval is repeated.
Analysing the compliance of the curriculum	07.11.2017	Programme manager	
Providing feedback on the analysis of compliance	14.11.2017	Members of the programme council	
Describing the changes required	17.11.2017	Programme manager	
Conducting the programme council's decision-making meeting	24.11.2017	Programme manager	Final versions of the following documents are approved: • An overview of the curriculum • A profile of competencies for the curriculum • A compliance analysis for the curriculum • A plan of changes
Implementing the changes	31.11.2017	Programme manager	

1.3. Drawing up an overview of the curriculum

The programme manager draws up an overview of the curriculum.

Recommendations for the content and structure of the curriculum's overview can be found in: **'An introduction of the methodology for the development of the ICT curriculum'**.

1.4. Drawing up of a draft of the profile of competencies of the curriculum

The programme manager draws up the initial **profile of competencies of the curriculum**.

The requirements and instructions for drawing up the profile of competencies of the curriculum can be found in: **'An introduction of the methodology for the development of the ICT curriculum'**.

1.5. Invitation to the first programme council meeting

The invitation and materials must be sent at least two weeks before the planned meeting is due to take place. For example:

Dear member of the programme council

I would like to hold the first meeting of the XXXX curriculum programme council.

The agenda includes:

1) An introduction of the methodology for the development of the ICT curriculum
2) The introduction of the XXXX curriculum
3) The introduction of the profile of competencies for the XXXX curriculum
4) Reviewing and approving the programme council's action plan
5) Agreeing upon the distribution of the duties of the programme council

Please tick off all times that are suitable for you in the preferred Doodle questionnaire. The plan is to hold the meeting at the location of the XXX, at XXX.

Please find enclosed the following documents:

6) An introduction of the methodology for the development of the ICT curriculum

7) A brief description of the XXXX curriculum

8) The draft of the profile of competencies for the XXXX curriculum

Please send me your feedback on which times would be suitable for you, to reach me no later than Tuesday, XX.XX.XXXX.

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Erkki Leego / 2017-09-28 / v2.0

If there is will, there is opportunity!

Yours sincerely
    FirstName Surname
Programme manager for the XXXX curriculum

References:
   9) http://doodle.com/poll/2a8iwekic7t6em6p

2. Launching the work of the programme council – first meeting

Recommended agenda for the meeting:

1) An introduction of the methodology for the development of the ICT curriculum
2) The introduction of the XXXX curriculum
3) The introduction of the profile of competencies for the XXXX curriculum
4) Reviewing and approving the programme council's action plan
5) Agreeing upon the distribution of the tasks of the programme council

It is recommended that the introduction of the methodology for the development of the curriculum be presented, along with a brief introduction for the curriculum, the profile of competencies, and the action plan, all in the form of a presentation.

An example of the distribution of duties between the members of the programme council:

Activity	Deadline	Person responsible	Comments
Competencies specification for A. PLAN	Week 1	PC member 1	
Competencies specification for B. BUILD	Week 1	PC member 2	
Competencies specification for C. RUN	Week 1	PC member 3	
Competencies specification for D. ENABLE	Week 1	PC member 4	
Competencies specification for E. MANAGE	Week 1	PC member 5	
Competencies specification for A. PLAN	Week 1	PC member 6	
Providing feedback on the curriculum's brief introduction	Week 1	PC member 3	

3. Working on the content documents

3.1. Complementing the profile of curriculum competencies

The members of the programme council will complement the profile of competencies based upon the agreed distribution of duties.

It is recommended that the profile of the curriculum's competencies be complemented in a shared, cloud-based document (such as *Google Docs*).

3.2. Complementing the curriculum overview

Simultaneous to the complementation of profile of competencies, it is recommended that the overview of the curriculum also be complemented. It is recommended that the curriculum overview be complemented in a shared, cloud-based document (such as *Google Docs*).

3.3. Reviewing the content documents – second meeting (more, if necessary)

In the course of complementing the profiles, a joint discussion must be held to approve the first full version of the profile of competencies.

If the programme council is not satisfied with the maturity of the profile, the process of complementation and discussion must be repeated.

The profile must be suitable for use in conducting an analysis of the compliance of the curriculum.

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4. Drawing up the curriculum's compliance analysis

4.1. Drawing up of curriculum's compliance analysis

The aim behind carrying out an analysis of the compliance of the curriculum is to assess the compliance of the needs of the labour market (the competencies) with what is taught in the curriculum (the learning outcomes), and to plan any changes which may help to reduce the difference between the two.

The requirements and instructions for drawing up the analysis of curriculum compliance can be found in: **'An introduction of the methodology for the development of the ICT curriculum'***.*

4.2. Describing the required changes

The plan of changes is a brief overview of the changes that are required. The detailed agreements by competencies must be described in: **'Curriculum compliance analysis'**.

The requirements and instructions for drawing up the plan of changes can be found in: **'An introduction of the methodology for the development of the ICT curriculum'***.*

5. Agreeing upon changes for the curriculum

5.1. The programme council's decision-making meeting

At the programme council's decision-making agreement, the prepared documents are approved, these documents including the curriculum overview, the profile of competencies, the analysis of compliance, and the plan of changes.

6. Implementing the changes

The programme manager ensures the implementation of any changes that have been agreed by the programme council.

It is also important to introduce this methodology to those persons who are responsible for drawing up the subject descriptions.

The members of the programme council must be notified of the success of the implementation of the changes, as well as of any significant obstacles, and of the approval of the new version of the curriculum.