It has been common for ETBs to work together to collaborate on the development of programmes and programme modules, as part of the ETBI shared programme development process. In this case the lead ETB(s) manage all the paper work associated with the development, evaluation and approval process, on behalf of the sector.

On occasion an ETB may have undertaken the development of a programme module, outside the ETBI shared programme development process, to meet local need. Upon completion of the development and subsequent evaluation of the programme module the ETB may decide to make the programme module available to other ETBs, on request.

The following is a suggested approach to manage the integration of this programme module into the second ETB’s programme, where the second ETB did not have any role in developing or evaluating the programme module:

1. Consider how recently the programme module was developed and evaluated
2. Confirm that the programme module is presented in the agreed template, in line with the templates used as part of the ETBI shared programme development process
3. Screen the programme to ensure all sections are complete, to include confirmation of the following:
	1. The programme module is carrying the correct component title and code throughout
	2. All specific validation requirements, as indicated in the QQI component specification, are listed in section 6 of the programme module
	3. The assessment techniques and weightings listed in section 11a of the programme module are the same assessment techniques and weightings listed in the relevant QQI component specification
	4. The marking sheets at the back of the programme module are complete, and the marks add up to the total weightings associated with each assessment task/technique, as appropriate
4. Review the programme module to ensure the following:
	1. There is sufficient detail outlined in section 10, Indicative Content
	2. There is sufficient detail in section 11c, Assessment Guidelines, to allow a teacher/tutor develop an assessment brief/examination paper
	3. The programme module is fit for the context in which it will now be used
5. Make any necessary adjustments to the programme module. If the adjustments are extensive, i.e. result in a change of more than 20% of the indicative content or assessment, for example, then the programme module should be evaluated in line with [Named ETB]’s programme evaluation processes
6. Customise the programme module in line with [Named ETB]’s house style
7. Notify QQI of the addition of this programme module to an existing programme by completing the QQI Awards Additional Components Approval Form
8. Disseminate the programme module to relevant staff in the ETB