



Extension of Validation (2)

CERTIFICATE OF VALIDATION

Provider name	National College of Ireland
Date of validation	19-Jul-17

Enrolment interval	First intake	Last intake
	Sep-2017	Sep-2023

	Code	Title	Award	Duration (Full Time)	Duration (Part Time)	Exit
Principal programme	PG23383	Higher Certificate in International Financial Services	Higher Certificate (Higher Certificate at NFQ Level 6) 6M20520 120 credits	24 months		N/A
Embedded Programme						

	Full Time	Part Time
Maximum Intakes per annum:	1	
Minimum Learners per Intake:	30	
Maximum Learners per Intake:	150	

Principal Programme

5 Year Plan: Planned total enrolment i.e. aggregated across all intakes in all approved centres.					
	Year 1	Year 2	Year 3	Year 4	Year 5
Minimum intake into first year	30				
Maximum intake into first year	150				

Target learner groups	This programme is a 2-year apprenticeship programme is aimed at School Leavers or mature applicants who wish to follow a career in financial services. Learners will be employed by Financial Services companies.
Approved countries for provision (i.e. where enrolled learners will be based)	Ireland



Delivery mode: Full-time/part-time	Full-time, apprenticeship programme	
List the teaching and learning modes¹	Blending learning combining traditional classroom teaching, flipped classroom and work-based learning.	
Does the blend of modalities predominantly involve remote e-learning (Yes/No)	No	
Brief synopsis of the programme (e.g. who it is for, what is it for, what is involved for learners, what it leads to.)	This programme is a 2-year apprenticeship programme is aimed at School Leavers or mature applicants who wish to follow a career in financial services. Learners will be employed by Financial Services companies. Learning will take place within that company and the learner will also attend NCI for 1 day per week over the academic year. The programme leads to a level 6 professional award (Higher Certificate in International Financial Services - title to be agreed) awarded by QQI.	
Summary of staffing requirements (the details are provided in the module descriptors)	WTE ²	Qualifications and experience
	1	Practical and academic experience delivering modules in Financial Markets and Institutions and Fund Administration.
	3	Academic experience delivering generalist business modules e.g. management, customer service and economics
		Practitioner(s) based in a work environment. The number will be dependent on the number of companies and apprentices.
	1	Senior Administrator with experience in relationship management at senior levels
Outline the physical resource requirements (the details are provided in the module descriptors)	The programme requires appropriate learning spaces to facilitate the teaching, learning & assessment strategy of the programme. Learning spaces should accommodate traditional classrooms, spaces for collaborative learning and access to appropriate technologies as required by individual module curriculum e.g. word, excel, PowerPoint or similar products. Learners must also have access to appropriate personal study space. Access to appropriate recreation and dining spaces and functions are also required. The on the job requirements include access to appropriate technologies and workspaces appropriate to the role.	
Outline specifications for the ratio of learners to teaching staff	Staff to learner ratio	Learning activity type
	1:30	Class room based teaching
	1:1	Work- Based Assessment

¹ Defined later in this document.

² WTE is the whole-time equivalent number. The number 1 indicates a fulltime person fully dedicated to the programme.



Conditions of Validation of the Programmes Covered by this Certificate of Validation

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

[The PAEC must endorse all the conditions in Part 2. These lists of potential conditions must be checked for each programme. Delete any that do not apply.]

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 2.5 Special Condition of Validation

1. N/A



Name of Provider:				National College of Ireland												
Programme Title				Higher Certificate in International Financial Services												
Award Title				Under discussion at national level and subject to direction of QQI												
Stage Exit Award Title ³																
Modes of Delivery (FT/PT):				Full-time												
Teaching and learning modalities				Direct contact via lectures and demonstrations, Blended e-learning												
Award Class ⁴	Award NFQ level	Award EQF Level		Stage (1, 2, 3, 4, ..., or Award Stage):		Stage NFQ Level ²				Stage EQF Level ²	Stage Credit (ECTS)	Date Effective	ISCED Subject code			
Professional/Major	6	5		1		6				5	60	September 2017	0412			
Module Title (Up to 70 characters including spaces)		Semester no where applicable. (Semester 1 or Semester2)		Module		Credit Number ⁵	Total Student Effort Module (hours)						Allocation Of Marks (from the module assessment strategy)			
				Status	NFQ Level ¹ where specified	Credit Units	Total Hours	Class (or equiv) Contact Hours	Work-Based Mentoring	Directed e-learning	Independent Learning Hours	Academic Supervisor Visits	Work-based learning effort	C.A. %	Supervised Project %	Proctored practical demonstration %
ECTS																
Financial Institutions and Markets		S1	M	6	10	250	39		20	166		25	50		50	
Customer Service		S1	M	6	5	125	26		13	66		20	100			
Management and Behaviour in Organisations		S2	M	6	10	250	39		24	161		26	70		30	
ICT for International Financial Services		S2	M	6	5	125	26		20	45		34	70	30		
Continuing Professional Development 1		S1 & 2	M	6	5	125	26*	10	20	25	2	42	100			
Regulation and Compliance		S1 & 2	M	6	10	250	26*	15	50	40	2	117	100			
Product and Service Proficiency		S1 & 2	M	6	5	125	26*	10	26	20	2	41	100			
Client Communication and Relationships		S1 & 2	M	6	10	250	26*	20	15	50	2	137	100			
		Special Regulations (Up to 280 characters)														
		*Class Contact Hours for Work-Based Modules are based on a weekly Portfolio Building Tutorial throughout the academic year. This tutorial will not be exclusive to an individual work-based module, but will focus on the preparation and collection of evidence for all first stage work-based modules.														



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Module Title (Up to 70 characters including spaces)		Semester no where applicable. (Semester 3 or Semester 4)	Module		Credit Number ⁵	Total Student Effort Module (hours)							Allocation Of Marks (from the module assessment strategy)			
			Status	NFQ Level ¹ where specified	Credit Units	Total Hours	Class (or equiv) Contact Hours	Work-Based Mentoring	Directed e-learning	Independent Learning Hours	Academic Supervisor Visits	Work-based learning effort	CA. %	Supervised Project %	Proctored practical demonstration %	Proctored written exam %
ECTS																
Financial Accounting and Reporting		S3	M	6	10	250	39		28	155		28	40		60	
Introduction to Statistics for Finance		S3	M	6	5	125	26		14	65		20	50		50	
Fund Administration		S4	M	6	10	250	39		14	137		60	40		60	
Economics for Financial Practitioners		S4	M	6	5	125	26		28	56		15		50	50	
Continuing Professional Development 2		S3 & 4	M	6	5	125	26*	10	20	25	2	42	100			
Systems and Processes in International Financial Services		S3 & 4	M	6	10	250	26*	20	30	50	2	122	100			
Apprentice Reflection		S3 & 4	M	6	5	125	26*	10		57	2	30	100			
Work Based Project		S3 & 4	M	6	10	250	26*	20		101	2	101		100		
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