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CERTIFICATE OF VALIDATION

Provider name	National College of Ireland
Date of validation	25-Sep-2018

Enrolment interval	First intake	Last intake
	01-Oct-18	30-Sep-24

	Code	Title	Award	Duration (Full Time)	Duration (Part Time)	Exit
Principal programme	PG23857	Certificate in Managing Social Protection Services	Certificate (Special Purpose Award at NFQ Level 7) 7S2067 1 15 credits		6 (months)	N/A
Embedded Programme						

	Full Time	Part Time
Maximum Intakes per annum:		2
Minimum Learners per Intake:		15
Maximum Learners per Intake:		30

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	60				

Target learner groups	Department of Employment Affairs and Social Protection employees
Approved countries for provision (i.e. where enrolled learners will be based)	Ireland
Delivery mode: Full-time/part-time	Part-time
List the teaching and learning modes[1]	Class room based learning will be the primary method of teaching / learning. Activities in each session will range from: lectures, discussions, quizzes, exercises, review of articles, guest speakers, review of policies, case studies and practical exercises.
Does the blend of modalities predominantly involve remote e-learning (Yes/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.)	The programme is specifically designed for new employees or employees currently working as Managers in Intreo Centres in the Department of Employment Affairs and Social Protection. The programme has been designed in alignment with the Occupational Profile for the Managers in Intreo Centres to provide a specifically designed curriculum arising from current 'One DEASP Learning' material and the profile requirements. The aim of the programme is to provide Managers in Intreo Centres with the scope to either build up or upon their professional knowledge through an accredited programme that enhances their learning and development. The objectives of the programme is to provide Managers in Intreo Centres with the competence and confidence to fully meet the requirements of their role along with the key skills required to effectively deliver on DEASP services.

Summary of staffing requirements (the details are provided in the module descriptors)	WTE[2]	Qualifications and experience
	.2	Each NCI lecturer will ideally possess a primary or Master's degree in the Social Sciences or Public Admissions or relevant Industry experience
	.2	Specialist DEASP tutors will be used as required in specific professional / technical aspects of each module. Each DEASP tutor will have completed an IITD training & Development Programme, NCI Associate Faculty induction training and have a minimum of three years' work experience in DEASP

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[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.

	.2	Specialists used in each module will have extensive relevant experience in the area and will have at least three years relevant experience at appropriate level.
	.2	Programme co-ordinating roles will be provided by the central co-ordinator assigned to the position at NCI. DEASP will also have a dedicated resource within the SDU unit to provide support for staff members within the programme.
Outline the physical resource requirements (the details are provided in the module descriptors)	Classroom(s) will require computer and projector and facility to work in teams/ breakout sessions Access to internet and Moodle platform, the College's Learning Management System, will be required over the course of the three modules. Flipchart and whiteboard will also be required. Discussions within groups facilitated by ease of movement desks. Learners will have continued access to Moodle platform which will be the central point of information access for each module. The Moodle platform will also provide the basis for communicating with learners and provide a centre for virtual discussion. Outside of class, learners can engage with on-line DEASP intranet resources.	
	Staff to learner ratio	Learning activity type
Outline specifications for the ratio of learners to teaching staff	Lecture 1:50	One lecturer will be designated as 'Lead Lecturer' for the module and s/he will be responsible for ensuring effective delivery of each module concerned. A support lecturer may be used at a ratio of *1:15 where the numbers go above 25 but don't reach the full 50 for a new cohort, t*o facilitate discussion and optimise contact with students prior to assessment. The anticipated number of learners for each cohort have been estimated at twenty-five (although this may alter subject to agreement with the client organisation).

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. Replace this text with any applicable conditions.

Part 2.5 Special Condition of Validation

1. Replace this text with any conditions to be determined on the basis of specific recommendations from an independent evaluation report.

Quality and Qualifications Ireland
Dearbhú Cáilíochta agus Cáilíochtaí Éireann

Name of Provider:	National College of Ireland
Programme Title	Certificate in Managing Social Protection Services
Award Title	Certificate in Managing Social Protection Services
Stage Exit Award Title	
Modes of Delivery (FT/PT):	PT
Teaching and learning modalities	Lectures, On line, Case Conference, Adobe, Collaborative provision

Award Class	Award NFQ level	Award EQF Level	Stage (1, 2, 3, 4, …, or Award Stage):	Stage NFQ Level	Stage EQF Level	Stage Credit (ECTS)	Date Effective	ISCED Subject code
SPA	7	6	Award	7	6	15	September 2018	0417

Module Title (Up to 70 characters including spaces)	Semester no where applicable. (Semester 1 or Semester 2)	Module Status	NFQ Level where specified	Credit Units / ECTS	Total 10Hours	Class (or equiv) Contact Hours	Directed e-learning	Hours of Independent Learning	Work-based learning effort	C.A. %	Supervised Project %	Proctored practical demonstration %	Proctored written exam %
				Credit Number	**Total Student Effort Module (hours)**				**Allocation Of Marks (from the module assessment strategy)**				
Managing Social Protection Services			7	15	375	54	7	108	206		100%		

Special Regulations (Up to 280 characters)