

CERTIFICATE OF VALIDATION

Provider Name	National College of Ireland
Date of Validation	20-Dec-18

	First intake	Last intake
Enrolment Interval	Jan-19	Jan-23

	Code	Title	Award	Duration (Months)	Annual Intakes
Principal Programme	PG23938	Diploma in Financial Services for Credit Unions	Diploma (Special purpose Award at NFQ Level 7) 7S20699 60 credits	1 year	2
Embedded Programmes	PG23937	Certificate in Credit Union Business	Certificate (Special purpose Award at NFQ Level 7) 7S20700 30 Credits	8 months	2

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	60	60	60	60	60
Maximum Intake into first year	300	300	300	300	300

Target Learner groups

This proposed programme is aimed at volunteers and employees of credit unions who wish to begin their education in credit unions, and/or have a solid understanding of the credit union structure and their own role and responsibilities. Target learners will be for Credit Union officers. Although the officers who enrol on the programme may have quite diverse education backgrounds, the programme is designed for applicants who will normally hold a Major Award qualification in Business or Finance field at level 6, or equivalent, or whose work-based experience and training in ICLU Credit Unions are assessed as appropriate under NCI RPEL policies and procedures.

Furthermore, all learners who do not meet the minimum academic requirements will have normally been appointed to such a position in a Credit Union at least 6 months prior to their commencement on this programme.

Brief Synopsis of the programmes

The programme is a collaborative submission from the National College of Ireland (NCI) and the Irish League of Credit Unions (ILCU) and is intended for transnational provision in Northern Ireland. The reason for this transnational provision is that the Irish League of Credit Unions represents Credit Unions across the Island of Ireland, and thus wishes to facilitate learners from all the members it represents, rather than being exclusionary on geographical grounds. Furthermore, the educational provider has quality assurance agreed for transnational provision and the programme is cognisant of the transnational trait of the programme in its design – for example, having a different module to cover the different regulatory environments in Republic of Ireland and Northern Ireland.

The programme has been specifically designed to satisfy the initial induction requirements for new Credit Union Officers, and it is proposed at level 7 on the National Framework of Qualifications. It has been designed to encourage the education of Credit Union Officers and professionalise their contribution to the movement.

The programme opens with three modules () which are specific to credit unions, which will give learners a comprehensive grounding in their sector. There is a tailored legal & regulatory module for each of the jurisdictions, Republic of Ireland & Northern Ireland. The programme then opens out to provide education on the larger financial services sector, which is intended to broaden knowledge beyond the credit union sector. The Diploma programme has an embedded award (Certificate in Credit Union Business) which is a Special Purpose Award.

As all learners will be working in the credit union sector while they study, they will be entering a part-time learning programme, in which much of the learning will take place through independent study. Depending on the module, learners will attend one or two full day classes, and two or three live online classes.

Delivery mode: full-time / part-time

Part time

Teaching and Learning Modes

Classroom based learning combined with online live classes supplemented with core reading for all modules. Activities in each session will range from: lectures, discussions, quizzes, exercises, review of articles, guest speakers, review of policies, case studies and practical exercises. In addition, there will be online e-tutor support available through the College's learning management system, Moodle

Approved countries

Ireland

Physical resource requirements

Classroom(s) will require a laptop connection or a 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 programme. 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. Moodle also hosts Adobe Connect the College's synchronous eLearning platform.

Staff Profiles

Qualifications and Experience	WTE
Lecturing and teaching staff: Qualification at or above a level 7, Bachelors Degree, on the National Framework of Qualifications.	.3
Programme Director, Subject matter expert in the area of Banking or Finance, with a Level 9 Masters Degree or equivalent	.3
Programme co-ordinating roles will be provided by the central co-ordinator assigned to the position from the NCI School of Business.	.3

Approved Centres

Centre	Minimum Number of learners per intake per Centre	Maxium Number of learners per intake per Centre
ETB Limerick	25	15
IT Athlone	25	15
IT Letterkenny	25	15
NCI	25	15
Queens University, Belfast	25	15
Regional College Omagh	25	15
Western Management Centre Galway	25	15

Learner Teacher Ratios

Learning Activity	Ratio
Learing activity type-classroom and online activities	1:25

Programme being replaced by this programme

Prog Code	Programme Title	Validated	To Close
na	N/A		

Embedded Programme

Code	Title	Award	Duration (Months)	Annual Intakes
PG23937	Certificate in Credit Union Business	Certificate 7S20700 30 credits	8 months	2

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	60	78	60	60	60
Maximum Intake into first year	300	300	300	300	300

Target Learner groups

This programme is aimed at volunteers and employees of credit unions who wish to begin their education in credit unions, and/or have a solid understanding of the credit union structure and their own role and responsibilities. Target learners will be for Credit Union officers. Although the officers who enrol on the programme may have quite diverse education backgrounds, the programme is designed for applicants who will normally hold a Major Award qualification in Business or Finance field at level 6, or equivalent, or whose work-based experience and training in ICLU Credit Unions are assessed as appropriate under NCI RPEL policies and procedures.

Furthermore, all learners who do not meet the minimum academic requirements will normally be appointed to such a position in a Credit Union at least 6 months prior to their commencement on this programme. NCI may also engage in advanced standing recognition at an institutional level of the work-based experience and training in the ILCU member credit unions.

Brief Synopsis of the programmes

The programme is specifically designed to satisfy the initial induction requirements for new Credit Union Officers, and it is proposed at level 7 on the National Framework of Qualifications. It has been designed to encourage the education of Credit Union Officers and professionalise their contribution to the movement.

The programme comprises four modules specific to credit unions, which will give learners a comprehensive grounding in their sector. Graduates can then transfer to the Diploma in Financial Services for Credit Unions (being proposed for QQI Validation) which broadens out to provide education on the larger financial services sector, which is intended to broaden knowledge well beyond the credit union sector. Additionally, those in the Republic of Ireland who progress have the option of earning a professional designation from Central Bank of Ireland, assuming the appropriate elective modules in the diploma are completed.

As all learners will be working in the credit union sector while they study, they will be entering a parttime learning programme, in which much of the learning will take place through independent study.

Depending on the module, learners will attend one or two full day classes, and two or three live online classes.

Delivery mode: full-time / part-time

Part Time

Teaching and Learning Modes

Classroom based learning combined with online live classes supplemented with core reading for all modules. Activities in each session will range from: lectures, discussions, quizzes, exercises, review of articles, guest speakers, review of policies, case studies and practical exercises. In addition, there will be online e-tutor support available through the College's learning management system, Moodle.

Approved countries where enrolled learners will be based

Ireland

Physical resource requirements

Classroom(s) will require a laptop connection or a 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 programme. 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. Moodle also hosts Adobe Connect the College's synchronous eLearning platform.

Staff Profiles

Qualifications and Experience	WTE
Programme co-ordinating roles will be provided by the central co-ordinator assigned to the position from the NCI School of Business.	.1
Lecturing and teaching staff	.1
Programme Director, Subject matter expert, Masters or equivalent	.1

Approved Centres

Centre	Minimum Number of learners per intake per Centre	Maximum Number of learners per intake per Centre
ETB Limerick	25	15
IT Athlone	25	15
IT Letterkenny	25	15
NCI	25	15
Queens University, Belfast	25	15
Regional College Omagh	25	15
Western Management Centre Galway	25	15

Learner Teacher Ratios

Learning Activity	Ratio
Classroom and online activities	1.25

Programme being replaced by this programme

Prog Code	Programme Title	Validated	To Close
na	N/A		

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

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.

Part 2.5 Special Conditions of Validation

It is the panel's view that the workload of a 10 ECTS credit is greater than that of a 5 credit module and proposes that it be a special condition of validation that learners be given a minimum of an additional week of study time at the end of the 10 credit module and prior to examinations.

The panel proposes as a special condition of validation that all staff involved in the delivery of this programme must hold a qualification at level 7 or above as per NCI's policy.

The panel proposes as a special condition of validation that the programme is delivered only in NCI, AIT, the Western Management Centre, Galway, ETB Limerick, Cork IT, QUB, LyIT and the Regional College Omagh.

The panel proposes as a special condition of validation that the Memorandum of Agreement should be redrafted to clarify that NCI owns the programme; that the NCI's approved Quality Assurance Policies and Procedures apply to this programme; the agreement is not between QQI and the parties but between NCI and the ILCU only; that references to QQI validation documents be removed; that the reference to a QQI examination board be removed; that reference to QQI assessment be removed and that it is acknowledged that differential validation is required for major changes to the programme. The Agreement should specify who owns what in terms of intellectual property.

The Panel proposes as a special condition of validation that notwithstanding Clause 1.14 of the Agreement between NCI and ILCU set out in Appendix 2, that information about other NCI programmes be made available to learners to allow them to make informed decisions in relation to access, transfer and progression.

The panel proposes as a special condition of validation that Credit Union Ethos, Structure and Core Activities and Credit Union Business, Governance and Regulations are 5 credit modules only.

PROGRAMME AND STAGE SCHEDULES

Name of Provider:		National College of Ireland											
Programme Title		Diploma in Financial Services for Credit Unions											
Award Title		Diploma in Financial Services for Credit Unions											
Stage Exit Award Title													
Modes of Delivery (FT/PT):		Part-time											
Teaching and learning modalities		Face-to-face and Blended Online Delivery											
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				
Special Purpose	7	6	Award		7	6	60	Jan 2019	0412				
Module Title (Up to 70 characters including spaces)	Semester no where applicable. (Semester 1 or Semester 2)	Module		Credit Number	Total Student Effort Module (hours)					Allocation of Marks (from the module assessment strategy)			
		Status	NFQ Level where specified	Credit Units	Total Hours	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 %
				ECTS									
Credit Union Ethos, Structure and Core Activities	N\A	M		5	145	23	17	105		100			
Law and Regulation for Financial Services (ROI)	N\A	GE1		10	254	30	14	210		50			50
Law and Regulation for Credit Unions (NI)	N\A	GE2		10	254	30	14	210		50			50
Credit Union Business, Governance and Regulations	N\A	M		10	145	22	18	105		100			
Lending and Loan Recovery	N\A	M		10	254	32	12	210		100			
Loans	N\A	E		5	149	32	12	105		50			50
Savings and Investments	N\A	E		10	253	39	14	200		50			50
Personal General Insurance	N\A	E		5	149	32	12	105		50			50
Anti-money Laundering, Terrorist Financing, and Fraud	N\A	E		10	252	30	12	210		60			40
General Data Protection Regulations	N\A	E		5	143	26	12	105		60			40

Name of Provider:		National College of Ireland											
Programme Title		Diploma in Financial Services for Credit Unions											
Award Title		Diploma in Financial Services for Credit Unions											
Stage Exit Award Title													
Modes of Delivery (FT/PT):		Part-time											
Teaching and learning modalities		Face-to-face and Blended Online Delivery											
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					
Special Purpose	7	6	Award	7	6	60	Jan 2019	0412					
Module Title (Up to 70 characters including spaces)	Semester no where applicable. (Semester 1 or Semester 2)	Module		Credit Number	Total Student Effort Module (hours)					Allocation of Marks (from the module assessment strategy)			
		Status	NFQ Level where specified	Credit Units ECTS	Total Hours	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 %
Advanced Risk Management	N\A	E		5	147	30	12	105		100			
Business Lending	N\A	E		5	147	30	12	105		50		50	
Managing Finance	N\A	E		10	253	39	14	200		40		60	
Strategic and Business Development	N\A	E		10	253	39	14	200		50		50	
Governance for Financial Services	N\A	E		5	147	30	12	105		50		50	
Marketing	N\A	E		10	253	39	14	200		60		40	
Special Regulations (Up to 280 characters)													
Learners must take either GE1 or GE2 In order to complete Advanced Risk Management it is required that an individual already holds the Certificate in Credit Union in Compliance and Risk (CUCR). Learners must complete all mandatory modules and choose additional credits from electives to amount to no more than 60 ECTS.													

PROGRAMME AND STAGE SCHEDULES

Name of Provider:		National College of Ireland											
Programme Title		Certificate in Credit Union Business											
Award Title		Certificate in Credit Union Business											
Stage Exit Award Title		N\A											
Modes of Delivery (FT/PT):		Part-time											
Teaching and learning modalities		Face to Face and Blended Online Delivery											
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					
Certificate	7	6	1	7	6	30	February 2019	0412					
Module Title (Up to 70 characters including spaces)	Semester no where applicable. (Semester 1 or Semester 2)	Module		Credit Number	Total Student Effort Module (hours)					Allocation Of Marks (from the module assessment strategy)			
		Status	NFQ Level where specified	Credit Units ECTS	Total Hours	Class (or equiv) Contact Hours	Directed e-learning	Independent Learning	Hours of Work-based learning effort	C.A. %	Supervised Project %	Proctored practical demonstration	Proctored written exam %
Credit Union Ethos, Structure and Core Activities	N\A	M		5	145	23	17	105		100			
Law and Regulation for Financial Services (ROI)	N\A	GE1		10	254	30	14	210		50			50
Law and Regulation for Credit Unions (NI)	N\A	GE2		10	254	30	14	210		50			50
Credit Union Business Governance and Regulations	N\A	M		5	145	22	18	105		100			
Lending and Loan Recovery	N\A	M		10	254	32	12	210		100			
Special Regulations (Up to 280 characters)													
Learners must select 1 module from GE1 or GE2.													