

CERTIFICATE OF VALIDATION



QQI

Quality and Qualifications Ireland
Dearbhú Cáilíochta agus Cáilíochtaí Éireann

ReValidation

Provider Name	Dublin Business School
Date of Validation	12-Sep-19

	First intake	Last intake	Intakes per annum
Enrolment Interval	Sep-19	Aug-24	3

	Code	Title	Award	Duration (Months)	Intakes per annum
Principal Programme	PG24180	Certificate in Business and English Language	Certificate (Special Purpose Award at NFQ Level 6) 6S20811 60 credits	2 semesters	3
Embedded Programmes	NA	n/a			

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	5	5	5	5	5
Maximum Intake into first year	180	180	180	180	180

Target Learner groups

The target group are international learners whose first language is not English and who wish to pursue study in a business and/ or related subject at a higher level, through the medium of English language. Target learners will have completed the NARIC equivalent High School Diploma (equivalent to the Leaving Certificate) and require a language proficiency of CEFR B1+ to access this programme. Target learners will achieve competency in academic English language skills to a CEFR B2+ level and be eligible to apply to/ access, ab initio, a programme located at a higher level on the NFQ (or equivalent) framework.

Brief Synopsis of the programmes

This is a one-stage, two semester business and language programme for international learners, whose first language is not English, to gain and practice additional skills, competencies and knowledge through the English language acquisition to enable progression to the ab initio first year (Level 6) of a undergraduate degree in Business in an Irish HE institution. This pathway programme will teach skills, knowledge and competencies necessary for the linguistic, academic and cultural skills necessary in business education. This is achieved through a defined curriculum, divided into modules with opportunities for learners to develop and practise learning achieved by completing assessment tasks and acting on feedback received.

Delivery mode: full-time / part-time

Full-time

Teaching and Learning Modes

1. Classroom lectures
2. Practical language skills sessions
3. Workshops
4. Tutorials
5. Individual and group work
6. Discussions and debates

7. Blended delivery and resources (as required)

Approved countries

Ireland

Physical resource requirements

1 language classroom for 15 learners
1 IT Lab for 30 learners
1 classroom for 30 learners

Staff Profiles

Qualifications and Experience	WTE
All lecturing staff must have the following minimum BA (Hons), preferably a Masters Level , qualification in the relevant area: Arts,Science,Business or IT.Staff on this programme must also have a TEFL Certificate and five year's teaching experience in higher education.	1.18

Approved Centres

Centre	Minimum Number of learners per intake per Centre	Maximum Number of learners per intake per Centre
DBS: Dublin Campus	5	180

Learner Teacher Ratios

Learning Activity	Ratio
Self and Society	1:30
Research Skills for Business	1:30
Information Technology	1:30
Enterprise and Communication	1:15
Communications for Business	1:15
College Writing 2	1:15
College Writing 1	1:15
Business Functions	1:30

Programme being replaced by this programme

Prog Code	Programme Title	Validated	To Close
PG19494	CERTIFICATE IN BUSINESS AND ENGLISH LANGUAGE	20-Jun-18	

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. n/a

Part 2.5 Special Conditions of Validation

1. n/a

Approved programme schedules

Name of Provider:		Dublin Business School														
Programme Title		Certificate in Business and English Language														
Award Title		Certificate in Business and English Language														
Stage Exit Award Title		N/A														
Modes of Delivery (FT/PT):		Full-time														
Teaching and learning modalities		Classroom-based														
Award Class	Award NFQ level	Award EQF Level	Stage (1, 2, 3, 4, ..., or Award Stage):	Stage NFQ Level ²	Stage EQF Level	Stage Credit (ECTS)	Date Effective	ISCED Subject code								
Special Purpose Award	6	5	Award	6	5	60	September 2019	0410								
Module Title (Up to 70 characters including spaces)	Semester no where applicable. (Semester 1 or Semester2)	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 elearning	Hours of Independent Learning	Work-based learning effort	C.A. %	Supervised Project %	Proctored practical demonstration %	Proctored written exam %			
				ECTS												
General English Language Skills	1	M	6	5	125	48		77		50			50			
Communication for Business	1	M	6	5	125	48		77		50			50			
Information Technology	1	M	6	5	125	36		89			100					
Self & Society	1 and 2	M	6	10	250	72		178		50			50			
Business Functions	1 and 2	M	6	10	250	72		178		35	35		30			
Research Skills for Business	1 and 2	M	6	10	250	72		178		70			30			
Writing Skills for Academic Purposes	1 and 2	M	6	10	250	84		166		50			50			
Enterprise and Communication	2	M	6	5	125	36		89			100					