

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	PG24181	Higher Diploma in Business	Higher Diploma in Business (Major Award at NFQ Level 8) 8M20810 60 credits	1 year FT 1.5 years PT	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	10	10	10	10	10
Maximum Intake into first year	450	450	450	450	450

Target Learner groups

The Higher Diploma in Business is aimed at learners with the following entry qualifications: Level 8 honours bachelor degree in a non-cognate area who wish to specialise in the field of business and business administration with a view to entering industry, progress professionally or to undertake postgraduate studies in a related field.

The Higher Diploma in Business is a conversion course for non-business graduates who wish to acquire core business skills which will enable graduates play an active role in the management, sustainability and development of commercial enterprise. Graduates will, upon completion of this programme, enter the business world and/or progress to a management role within a general or specific field or subfield of business.

Throughout the course learners will have acquired the necessary skills and business acumen to strategically appraise business opportunities and challenges and effectively integrate into decision-making roles with an organisation. The Higher Diploma in Business will see graduates being capable of dealing with diverse intrinsic and extrinsic opportunities and challenges in the business world and do so in a creative fashion promoting business sustainability and growth. Graduates will be also be in a position take up further Level 9 postgraduate studies.

Brief Synopsis of the programmes

The Higher Diploma in Business is a one year full-time (two academic semesters) or eighteen months (three academic semesters) part-time programme with 11 taught modules (60 ECTS). The learner will take ten 5 ECTS modules with one 10 ECTS module, Business Strategy, which acts as a capstone on the Higher Diploma in Business.

The programme is designed as a conversion course for graduates of a Level 8 non-cognate degree who aspire to enter the business world and to enter a management role. Graduates will be eligible for general management roles or management roles within a specific subfield of business complementing their previous experience and learning.

The programme is designed with an interdisciplinary focus reflective of the opportunities and challenges as well as the changing needs of today's business environment. Modules on the

programme range from Management and Organisational Behaviour, Marketing, Business ICT, Legal Issues for Business, Economics, Human Capital Management, Strategic Marketing, Business Finance, Innovation and Entrepreneurship, Business Strategy and Professional skills for Personal Development. Modules comprise of formative and summative assessment as well as group work and presentations.

The programme is aimed at both domestic and international learners who seek an underpinning in key business theories, concepts as well as business processes, strategies and skills. The programme ensures learners acquire an integrated, balanced, and dynamic business education enabling the development of business knowledge, including previously acquired knowledge and experience. The programme engenders an awareness of the importance of transferable and cross enterprise skills required of competitive organisations and which stimulate sustainable and diverse careers in business.

The Higher Diploma in Business also permits entry to further Higher Education Institutions or to a number of Level 9 Business programmes such as the MSc Management Practice, MSc Marketing and Master of Business Administration.

Delivery mode: full-time / part-time

Full-time and part-time.

Teaching and Learning Modes

1. Classroom lectures
2. Case-based learning
3. Practical skills sessions
4. Workshops
5. Tutorials
6. Individual and group work
7. Blended learning

Approved countries

Ireland

Physical resource requirements

Lecture rooms with multimedia resources and physical resources suitable for working in breakout groups. Classroom/computer room with requisite software required for the delivery of the programme are detailed in each of the module descriptors and also in Section 8.

Staff Profiles

Qualifications and Experience	WTE
Lecturing staff will have a minimum of a Level 9 Postgraduate Diploma or Masters in the following areas: Business, Human Resource Management, Law, Accounting and/or finance, Management, Marketing, Innovation and Entrepreneurship, Economics or ICT. Individuals with Level 8 honours bachelor degrees in the above disciplines, who are exceptionally qualified by virtue of significant senior industry experience may also be considered.	1:64

Approved Centres

Centre	Minimum Number of learners per intake per Centre	Maximum Number of learners per intake per Centre
DBS: Dublin Campus	10	450

Learner Teacher Ratios

Learning Activity	Ratio
Workshops	1:40
Practical sessions	1:40
Classroom sessions	1:150

Programme being replaced by this programme

Prog Code	Programme Title	Validated	To Close
PG21051	Higher Diploma in Business	11-Jul-14	

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		Higher Diploma in Business											
Award Title		Higher Diploma in Business											
Stage Exit Award Title³		N/A											
Modes of Delivery (FT/PT):		Full-Time											
Teaching and learning modalities		As per module descriptors											
Award Class⁴	Award NFQ level	Award EQF Level	Stage (1, 2, 3, 4, ..., or Award Stage):	Stage NFQ Level²	Stage EQF Level²	Stage Credit (ECTS)	Date Effective	ISCED Subject code					
Major	8	6	Award	8	6	60	1 st Sept 2019	0413					
Module Title (Up to 70 characters including spaces)		Semester no where applicable (Semester 1 or Semester 2)	Module		Credit Number⁵	Total Student Effort Module (hours)				Allocation Of Marks (from the module assessment strategy)			
			Status²⁸	NFQ Level¹ where specified	Credit Units	Total Hours	Class (or equiv) Contact Hours	Directed e-learning	Hours of Independent Learning	Work-based learning effort²⁹	C.A. %	Supervised Project %	Proctored practical demonstration %
ECTS Credits													

²⁸ Mandatory (M) or elective (E)

²⁹ Work-based learning effort is not the number of hours in the workplace. For example, a person might spend 35 hours in the workplace as a trainee and this might involve 7 hours of learning effort.

Management and Organisational Behaviour	1	M	8	5	125	36	24	65		50			50
Marketing	1	M	8	5	125	36	24	65		50			50
Business ICT	1	M	8	5	125	36	24	65		50		50	
Legal Issues for Business	1	M	8	5	125	36	24	65		50			50
Economics	1	M	8	5	125	36	24	65		30			70
Professional Skills for Personal Development	1	M	8	5	125	36	24	65		100			-
Human Capital Management	2	M	8	5	125	36	24	65		100			-
Strategic Marketing	2	M	8	5	125	36	24	65		100			
Business Finance	2	M	8	5	125	36	24	65		40			60
Innovation and Entrepreneurship	2	M	8	5	125	36	24	65		100			-
Business Strategy (Capstone)	2	M	8	10	250	48	50	151		100			-

Name of Provider:		Dublin Business School												
Programme Title		Higher Diploma in Business												
Award Title		Higher Diploma in Business												
Stage Exit Award Title³		N/A												
Modes of Delivery (FT/PT):		Part-Time												
Teaching and learning modalities		As per module descriptors												
Award Class⁴	Award NFQ level	Award EQF Level	Stage (1, 2, 3, 4, ..., or Award Stage):	Stage NFQ Level²	Stage EQF Level²	Stage Credit (ECTS)	Date Effective	ISCED Subject code						
Major	8	6	Award	8	6	60	1 st Sept 2019	0404						
Module Title (Up to 70 characters including spaces)		Semester no where applicable (Semester 1 or Semester 2)	Module		Credit Number⁵	Total Student Effort Module (hours)				Allocation Of Marks (from the module assessment strategy)				
			Status³⁰	NFQ Level¹ where specified	Credit Units ECTS Credits	Total Hours	Class (or equiv) Contact Hours	Directed e-learning	Hours of Independent Learning	Work-based learning effort³¹	C.A. %	Supervised Project %	Proctored practical demonstration %	Proctored written exam %
Management and Organisational Behaviour		1	M	8	5	125	18	41	66		50			50
Marketing		1	M	8	5	125	18	41	66		50			50

³⁰ Mandatory (M) or elective (E)

³¹ Work-based learning effort is not the number of hours in the workplace. For example, a person might spend 35 hours in the workplace as a trainee and this might involve 7 hours of learning effort.

Business ICT	1	M	8	5	125	18	41	66		50		50	
Legal Issues for Business	1	M	8	5	125	18	41	66		50			50
Economics	1	M	8	5	125	18	41	66		30			70
Professional Skills for Personal Development	1	M	8	5	125	18	41	66		100			-
Human Capital Management	2	M	8	5	125	18	41	66		100			-
Strategic Marketing	2	M	8	5	125	18	41	66		100			
Business Finance	3	M	8	5	125	18	41	66		40			60
Innovation and Entrepreneurship	3	M	8	5	125	18	41	66		100			-
Business Strategy (Capstone)	3	M	8	10	250	36	50	164		100			-