

# CERTIFICATE OF VALIDATION



QQI

Quality and Qualifications Ireland  
Dearbhú Cáilíochta agus Cáilíochtaí Éireann

## ReValidation

Provider Name	National College of Ireland
Date of Validation	10-Sep-20

	Code	Title	Award	Duration (Full Time)	Duration (Part Time)	Exit
Principal Programme	PG24378	Certificate in Business Analysis	Certificate (Special purpose Award at NFQ Level 8) 8S20986 15 credits		6 months	
Embedded Programmes	n/a					
			First intake	Last intake		
Enrolment Interval			Sep-20	Aug-25		

	Full Time	Part Time
Maximum Intakes per annum:		4
Minimum Learners per Intake:		25
Maximum Learners per Intake:		35

## Principal Programme

### Target Learner groups

This part-time course is for business analysts and those who aspire to work in the role. It is ideal for those currently working as business analysts, internal and external consultants and advisors, managers, team leaders and members of improvement teams.

Applications will be assessed based on relevant experience by the Business Analysts Association of Ireland. Applicants from other areas will be expected to have a primary level 7 degree or proven work experience in the area.

The College operates a Recognition of Prior Experiential Learning (RPEL) scheme meaning applicants who do not meet the normal academic requirements may be considered based on relevant work and other experience. This may be assessed using a written application or interview.

### Brief Synopsis of the programmes

The Certificate in Business Analysis has been developed in association with the Business Analysts Association of Ireland. The role of the business analyst is to identify the core business objectives of an organisation and its constituent parts. They also need to ensure that the processes, procedures, systems and structures that are in place are the most effective and efficient to enable it to achieve its core objectives.

This professional course offers academic accreditation for business analysts and for those who play a leading role in improving business performance, either in their own company, or in a consultancy role to others, through the use of proven business analysis techniques.

### Delivery mode: full-time / part-time

Part Time (Day and/or Evening)

### Teaching and Learning Modes

The teaching and learning modes on the programme include traditional classroom lectures, tutorials and seminars; flipped classroom; problem and project-based learning; team work and work-based learning.

## Approved countries

Ireland

## Physical resource requirements

The programme is delivered in learning spaces appropriate to the teaching, learning & assessment strategy of the programme. Learning spaces will include traditional classrooms, spaces for collaborative learning and technologies as required by individual module curriculum (e.g., Microsoft Office including Word, Excel, PowerPoint, etc.). Students also have access to appropriate personal study space, recreation and dining spaces.

## Staff Profiles

Qualifications and Experience		WTE
<b>Lecturers</b>	Lecturers with a Masters or PhD level qualification in Computing, Business Management or a related discipline with academic experience delivering modules in Business Analysis, Change Management, Management Communications and Strategic Management.	1
<b>Programme Director</b>	Programme Director who is responsible for the academic management of the programme and may also be a lecturer on the programme. The programme director will have at least a Masters or PhD qualification in Management or a related discipline.	1
<b>Programme Coordinator</b>	Programme Coordinator with experience in relationship management and programme coordination.	1

## Approved Centres

Centre	Minimum per intake per Centre	Maximum per intake per Centre
NCI Campus, IFSC, Dublin 1	25	35

## Learner Teacher Ratios

Learning Activity	Ratio
Lectures	1:35
In-class Group Work with formative feedback	1:35

## Programme being replaced by this programme

Prog Code	Programme Title	Validated	To Close
PG22003	Certificate in Business Analysis	15-Jul-15	

# 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

## Programme schedule

<b>Name of Provider:</b>		<b>National College of Ireland</b>											
<b>Programme Title</b>		<b>Certificate in Business Analysis</b>											
<b>Award Title</b>		<b>Special Purpose</b>											
<b>Stage Exit Award Title<sup>3</sup></b>		<b>N/A</b>											
<b>Modes of Delivery (FT/PT):</b>		<b>PT</b>											
<b>Teaching and learning modalities</b>		<b>Direct contact via lectures and demonstrations</b>											
<b>Award Class<sup>4</sup></b>	<b>Award NFQ level</b>	<b>Award EQF Level</b>	<b>Stage 1</b>	<b>Stage NFQ Level<sup>2</sup></b>	<b>Stage EQF Level<sup>2</sup></b>	<b>Stage Credit (ECTS)</b>	<b>Date Effective</b>	<b>ISCED Subject code</b>					
<b>Special Purpose</b>	<b>8</b>	<b>6</b>	<b>Award Stage</b>	<b>8</b>	<b>6</b>	<b>15</b>	<b>Sept 2020</b>	<b>0413</b>					
<b>Module Title (Up to 70 characters including spaces)</b>	<b>Semester no where applicable. (Semester 1, Semester 2 or Semester 3)</b>	<b>Module</b>		<b>Credit Number<sup>5</sup></b>	<b>Total Student Effort Module (hours)</b>					<b>Allocation Of Marks (from the module assessment strategy)</b>			
		<b>Status</b>	<b>NFQ Level<sup>1</sup> where specified</b>	<b>Credit Units</b>	<b>Total Hours</b>	<b>Class (or equiv) Contact Hours</b>	<b>Directed e-learning</b>	<b>Hours of Independent Learning</b>	<b>Work-based learning effort</b>	<b>C.A. %</b>	<b>Supervised Project %</b>	<b>Practical demonstration %</b>	<b>Proctored written exam %</b>
<b>Management of Change</b>	<b>N/A</b>	<b>M</b>	<b>8</b>	<b>5</b>	<b>125</b>	<b>21</b>		<b>104</b>		<b>40</b>	<b>60</b>		
<b>Business Systems Analysis</b>	<b>N/A</b>	<b>M</b>	<b>8</b>	<b>5</b>	<b>125</b>	<b>35</b>		<b>90</b>		<b>40</b>	<b>60</b>		
<b>Communication Dynamics - Maximise your Personal Effectiveness</b>	<b>N/A</b>	<b>M</b>	<b>8</b>	<b>5</b>	<b>125</b>	<b>28</b>		<b>97</b>		<b>40</b>	<b>60</b>		
<b>Special Regulations None</b>													