



CERTIFICATE OF VALIDATION

New validation

Validation Process: **New**

Provider Name	National College of Ireland
Date of Validation	08-Dec-21

	Code	Title	Award	Exit
Principal Programme	PG24737	Certificate in Workplace Adjudication	Certificate (Special Purpose Award at NFQ Level 8) 8S21701 20 credits	N/A
Embedded Programme	N/A			

	First Intake	Last Intake
Enrolment Interval	01-Jan-22	31-Dec-26

Principal Programme

	Full Time	Part Time	Delivery Mode: full-time / part-time
Maximum Intakes per Annum:	0	2	Part Time
Minimum Learners per Intake:	0	15	
Maximum Learners per Intake:	0	25	
Duration (months)	N/A	3	

Target Learner Groups

The programme will, subject to capacity, be open to all who meet the minimum entry requirements. Learners will come from candidates who have been successful in external competition for the appointment of Adjudication Officer or Assistant Principal Adjudication Officer through the Public Appointments Service (PAS). It will also be open to the existing pool of Adjudication Officers, members of the Labour Court and selected staff members of the Workplace Relations Commission (WRC), the Labour Court and the Department of Enterprise, Trade and Employment who may wish to update their knowledge and skills. The programme will not be open to members of the public as it is a bespoke programme

In addition to the Adjudication Officers participating in the programme, as has happened previously (Certificate in Workplace Adjudication 2014-2019), the WRC will seek and consider expressions of interest from appropriate staff working in employment rights/adjudication areas of the WRC, the Labour Court and the Department of Enterprise, Trade and Employment, for participation on the programme. A sifting process ensures that prospective learners can complete the programme and are working or likely to work in areas where the content of the programme will be directly relevant to their roles. Thus, prospective learners will be Workplace Adjudication Officers, Labour Court members or staff working in employment rights areas (e.g. adjudication, regulation, dispute resolution). The main focus of the programme is on WRC Adjudication Officers, but such participation has assisted other staff in performing their roles in areas which are directly relevant to the programme.

The National College of Ireland and the WRC have reached a commercial agreement whereby the WRC will pay for a minimum of 25 learners in each cohort irrespective of the actual number of learners enrolled. Newly appointed workplace adjudicators will be required to complete this programme and as such, the number of learners will be determined by the WRC and the demand in place for Workplace Adjudicators at any given time. That said, the WRC have identified a significant demand for new Adjudication Officers over the coming five years and as such are confident that each cohort will have a minimum of 15 learners.



Brief Synopsis of the Programmes

The Certificate in Workplace Adjudication will give learners a thorough understanding of the principles of law that underpin the operation of a quasi-judicial tribunal involving the administration of justice. This is done by examining the Irish and European legal framework. It will ensure that learners are familiar with constitutional developments, current industrial relations issues, employment rights and equality legislation with a focus on the more contentious areas of employment regulation.

Furthermore, it will give learners the opportunity to consider the practice and procedures applicable to referrals from Irish Tribunals and court to the Court of Justice of the European Union. Equally, this is balanced by the inclusion in the programme of several practical workshop - type sessions designed to enhance learners' skills in conducting hearings and administering justice in public, dealing with parties and their witness's, and writing up formal reasoned decisions.

The programme encourages active participation and cross-learning between learners, and the involvement of experienced adjudicators, judges, barristers and solicitors ensure a practical approach.

The Certificate in Workplace Adjudication was originally validated in 2014 to coincide with the enactment of the Workplace Relations Act 2015. It was a successful programme but its validation expired in 2019.

Teaching and Learning Modes

1. Directed Learning
2. Lectures / Classes
3. Workshops

Approved Countries

Ireland

Physical Resource Requirements

This programme will be delivered in a traditional classroom environment supported by the College's virtual learning environment which is currently Moodle. A critical part of the environment will be scheduled discussion fora or interactive sessions which allow learners to engage with faculty and peers. Learners will continue to have access to NCI's support services and library and information services.

Some elements of the programme will be taught using a combination of methods including lectures, in class discussions, independent reading and problem solving exercises. Through a series of case study analyses and group discussions, learners will explore the application of constitutional principles of fair procedures with a view to identifying best practice in the context of conducting employment rights, equality, equal status and industrial relations hearings.

In order to develop the legal research skills required to keep knowledge up to date, learners will be required to read specific chapters of books, journal articles, case-law, legislation, search legal databases such as Westlaw and Justis and read other publications when directed by the lecturer.



Staff Profiles	Qualifications and Experience	WTE
Programme Director	The Programme Director will be responsible for the academic management of the programme teaching staff and will hold a post graduate and professional qualification in law.	0.5
Lecturer	Lecturers on the programme are required to have specialist legal knowledge which covers the workings of the WRC. Teaching staff will be legal practitioners and will hold a post graduate and professional qualification in law	1.5
Programme Coordinator	The Programme Co-Ordinator will have experience in relationship management and programme co-ordination and will hold a post graduate and professional qualification in law.	1.0

Approved Centres	Centre	Minimum Number of Learners per Intake per Centre	Maximum Number of Learners per Intake per Centre
	42522R National College of Ireland	15	25

Additional Locations	Location Name	Minimum Enrolment per Annum	Maximum Enrolment per Annum
	Workplace Relations Commission Head Office	15	25

Learner Teacher Ratios	Learning Activity	Ratio
	Classroom	1:25
	Workshops	1:25

Programme being replaced by this Programme	Prog Code	Programme Title	Validated
	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