



## CERTIFICATE OF VALIDATION

New validation

Validation Process: **Revalidation**

|                           |                        |
|---------------------------|------------------------|
| <b>Provider Name</b>      | Dublin Business School |
| <b>Date of Validation</b> | 14-Jul-22              |

|                            | Code    | Title                          | Award  | Exit |
|----------------------------|---------|--------------------------------|--|------|
| <b>Principal Programme</b> | PG24857 | Certificate in Fund Accounting | Certificate (Special Purpose Award at NFQ Level 7)<br>7S21899 30 credits | N/A  |
| <b>Embedded Programme</b>  | N/A     |                                |  |      |

|                           | First Intake | Last Intake |
|---------------------------|--------------|-------------|
| <b>Enrolment Interval</b> | 01-Sep-22    | 31-Aug-27   |

### Principal Programme

|                                     | Full Time | Part Time | Delivery Mode: full-time / part-time |
|-------------------------------------|-----------|-----------|--------------------------------------|
| <b>Maximum Intakes per Annum:</b>   | 0         | 3         | Part Time                            |
| <b>Minimum Learners per Intake:</b> | 0         | 5         |                                      |
| <b>Maximum Learners per Intake:</b> | 0         | 50        |                                      |
| <b>Duration (months)</b>            | N/A       | 6         |                                      |

### Target Learner Groups

The Certificate in Fund Accounting primary target group is those wishing to upskill in fund accounting, or for those who have been away from the workplace for some time and wish to refresh their skills so that they can seek employment in the sector.

Individuals would, upon completion of this programme, be able to enter the sector and hold a general or expanded role in a fund accounting services provider or other financial services firm. This programme is aimed at a wide range of learners with a Level 6 qualification in a cognate area who wish to specialise in the field of fund accounting with a view to entering the industry, progressing professionally or gaining a formal qualification for future sustainability.



## Brief Synopsis of the Programmes

The economy of Ireland is rebounding strongly from the initial challenges of the Covid-19 pandemic. Exports have recovered strongly, and a sense of normality is slowly returning to most economic sectors.

Paul Sweetman (Director of Financial Services at IBEC) has stated that Ireland’s financial services sector has shown great resilience during the recent Covid-19 crisis with the sector showing great promise in establishing Ireland as a ‘Top 20 global financial centre by 2025’, (Irish Times,2021). Ireland has an exceptionally strong international financial services sector with specific strengths in the administration and management of funds; re-insurance; cross border insurance and specialist finance, such as aviation leasing and asset finance.

To retain Ireland’s position as a top International Financial Services Centre, there is continued demand for well-educated staff to work as managers, professional advisers, regulators, and service providers with sophisticated domain knowledge in the key business provision of financial services. Ireland is a very profitable location for financial services, due to the combination of high productivity and a cost base that is very competitive with other locations that have similarly sophisticated ecosystems.

The ‘Ireland for Finance Action Plan’ is a strategy for the development of Ireland’s international financial services sector issued by the Department of Finance in 2020. It provides a blueprint for the development of the sector all the way to 2025, and the strategy continues to promote further education to fill a continued skills gap in the sector.

This Certificate in Fund Accounting was established as a programme to develop skills in the financial services sector, and, as updated, it continues to meet an important need in the sector. The programme accommodates a wide audience of learners whose specific interests are in Fund Accounting.

The Certificate in Fund Accounting is a level 7 special purpose award consisting of 30 ECTS. This programme is a 1-year Part-Time programme with 3 taught modules, which combined lead to a Certificate in Fund Accounting, Special Purpose Award.

### Teaching and Learning Modes

1. Directed Learning
2. E-learning (directed)
3. E-learning (self-directed)
4. Group Discussions
5. Group Discussions/Interactions
6. Laboratory / Studio
7. Lectures / Classes
8. Other
9. Practical Sessions
10. Practical/workshop/Laboratories/studio sessions
11. Self Directed Learning
12. Tutorials
13. Tutorials/One on one supported learning
14. Webinars
15. Workshops

### Approved Countries

Ireland

### Physical Resource Requirements

Learners are required to have ongoing access to a computer, related software, and a reliable internet connection. Learners will be provided with a full online induction which introduces the College generally as well as an IT induction and sessions on learning online. This means that for learners their laptop or desktop computer will require a minimum of a supported version of a Windows operating system and 4GB RAM. They will be expected to participate in lectures, workshops, use software and open access online tools in the completion of the learning and assessment associated with this programme. There is no programme-specific technology required for the programme.



| Staff Profiles                 | Qualifications and Experience  | WTE  |
|--------------------------------|--|------|
| Lecturer                       | Staff delivering this programme will hold a minimum of a level 9 Postgraduate Diploma or Master's Degree in a relevant business discipline, or a professional accountancy qualifications with relevant and significant industry experience and/or PhD. Holders of level 8 honours business degrees in a relevant discipline, who are exceptionally qualified by virtue of significant industry experience will also be considered. | 0.16 |
| Administration & Support Staff | Such as Library, Admissions, Student Experience, Finance etc. Experience and qualifications relevant to the role.  | 0.06 |
| Academic Director              | The Academic Director for this programme will have a minimum of an NFQ Level 9 Postgraduate Diploma or Masters qualification in Finance, Business, IT, or a related field or related areas along with programme management/ academic leadership experience.  | 0.05 |

| Approved Centres | Centre                        | Minimum Number of Learners per Intake per Centre | Maximum Number of Learners per Intake per Centre |
|------------------|-------------------------------|--|--|
|                  | 38628L Dublin Business School | 15   | 150  |

| Additional Locations | Location Name | Minimum Enrolment per Annum | Maximum Enrolment per Annum |
|----------------------|---------------|-----------------------------|-----------------------------|
|                      | N/A           |                             |                             |

| Learner Teacher Ratios | Learning Activity                | Ratio |
|------------------------|----------------------------------|-------|
|                        | Lecture classroom-based sessions | 1:50  |
|                        | Workshops                        | 1:25  |
|                        | Online class (broadcast live)    | 1:50  |
|                        | Online tutorial (interactive)    | 1:25  |

| Programme being replaced by this Programme | Prog Code | Programme Title                | Validated |
|--|-----------|--------------------------------|-----------|
|  | PG23231   | Certificate in Fund Accounting | 28-Sep-17 |



# 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**