



CERTIFICATE OF VALIDATION

New validation

Validation Process: **New**

Provider Name	College of Management and IT (CMIT)
Date of Validation	25-Apr-23

	Code	Title	Award	Exit Only
Principal Programme	PG25073	Advanced Certificate in Early Learning and Care	Advanced Certificate (Advanced Certificate at NFQ Level 6) 6M22115 120 credits	N/A
Embedded Programme	PG25080	Level 5 Certificate in Early Learning and Care	Certificate (Certificate at NFQ Level 5) 5M22117 120 credits	No
Embedded Programme	PG25085	Certificate in Introduction to ELC and Child Safeguarding	Certificate (Minor Award at NFQ Level 5) 5F22119 15 credits	No
Embedded Programme	PG25086	Certificate in Inclusive Education for Children in ELC	Certificate (Minor Award at NFQ Level 5) 5F22121 15 credits	No
Embedded Programme	PG25087	Certificate in Effective Leadership within ELC	Certificate (Minor Award at NFQ Level 6) 6F22123 25 credits	No
Embedded Programme	PG25088	Certificate in Inclusion, Equality and Diversity in ELC	Certificate (Minor Award at NFQ Level 6) 6F22125 15 credits	No

	First Intake	Last Intake
Enrolment Interval	May-23	Apr-28

Principal Programme

	Full Time	Part Time	Delivery Mode: full-time / part-time	Full Time, Part Time
Intakes per Annum:	12	12		
Minimum Learners per Intake:	8	8		
Maximum Learners per Intake:	70	70		
Duration (months)	21	24		



Target Learner Groups

This programme is designed for learners interested in a career in early learning and care with children between the ages of 0 to six years, particularly those who may have an interest in working as room leaders, or for those wishing to progress to higher education in this field. Target learners include school-leavers and mature learners returning to education. Full-time, part-time and/or blended learning courses are intended to meet the needs of a range of learners, such as those already working in the sector who want to develop their skills and/or acquire qualification, people working in other areas or who are unemployed who want to move into the ELC sector, people with responsibilities that do not enable them to undertake full-time courses and people whose preference is to undertake a part-time and/or blended programme.

Learners will not be expected to have prior knowledge or experience of the early learning and care sector on entry to the programme. Learners will be expected to have a minimum NFQ level 4 standard of education or equivalent. A minimum English language and literacy competency of B2 in writing, reading, listening and speaking on the Common European Framework of Reference for Languages (CEFR) is required at entry to the programme for speakers of English as a second or other language.

Brief Synopsis of the Programmes

This level 6 advanced certificate has been developed in response to the Professional Award Type Descriptors levels 5-8: Annotated for QQI ELC Awards. The aim of the (two stage) programme is to enable learners to develop the knowledge, skills, and competence to work as autonomous practitioners, subject to practice supervision, promoting and supporting the holistic needs of children from 0 to six years, and/or to take responsibility for a room or area in an ELC setting.

This proposed two-stage programme leads to an Advanced Certificate in Early Learning and Care at NFQ level 6. This programme is designed to meet the QQI professional award standards for early learning and care at NFQ level 6. The programme comprises 12 mandatory modules, six at stage 1 and six at stage 2, enabling the learner to develop the knowledge, skills and competences required to work as an autonomous practitioner in an ELC setting and/or take responsibility for an area or room leading and coordinating the provision of a quality early learning and care environment. The focus is on promoting the holistic wellbeing, development and learning of children from 0 to six years across a range of ELC settings. The programme offers a balance of theory and practice, and professional practice placement is integral to the teaching and learning. Learners who successfully complete the programme will have opportunities to progress into the workplace or into further and higher education.

Teaching and Learning Modes

1. Directed Learning
2. E-learning (directed)
3. E-learning (self-directed)
4. Group Discussions/Interactions
5. Lectures / Classes
6. Self Directed Learning
7. Tutorials/One on one supported learning
8. Webinars
9. Work experience
10. Work Experience/Simulated Work environment

Approved Countries

Ireland



Physical Resource Requirements

The Professional Practice module is woven throughout the programme and is seen as integral to successfully achieving the intended programme learning outcomes. The workplace learning environment provides the learner with the opportunity to put what is learnt in the classroom into practice in a 'real-world' environment. While completing their Professional Practice module, learners will be supervised and supported in several ways; by a mentor/supervisor in the Early Years setting, a placement / academic advisor, the Student Services Team and the programme manager as well as individual tutors. Early Years settings will be provided with contact details for all relevant support staff for the programme and given a detailed Professional Practice Supervisor Handbook (see Appendix 6 for sample for level 5). Learners are also provided with a detailed handbook which outlines their role and responsibilities while completing Professional Practice (see Appendix 4 for sample at level 5). In addition, learners are provided with a Competencies Handbook, which allows them to complete and track work-based assessments (see Appendix 5 for sample at level 5).

Staff Profiles	Qualifications and Experience	WTE
eLearning Technician	<ul style="list-style-type: none"> - Level 5 or equivalent qualification. - 1+ years administrative experience. 	0.2
eLearning Content Design	<ul style="list-style-type: none"> - Subject matter expertise (min level 8 qualification). - 5+ years relevant experience. 	0.5
IT Specialist	<ul style="list-style-type: none"> - 10+ years experience in hosting management systems. - Recognised Moodle partner. 	0.5
Certification Administrator	<ul style="list-style-type: none"> - Level 5 or equivalent qualification. - 1+ years administrative experience. 	0.5
Student Services Administrator	<ul style="list-style-type: none"> - Level 5 or equivalent qualification. - 1+ years administrative experience. 	0.5
Certification Manager	<ul style="list-style-type: none"> - Level 5 or equivalent qualification. - 5+ years' experience in certification administration services. 	.5
Student Services Manager	<ul style="list-style-type: none"> Qualification in Customer Service. 5+ years' work experience in sales and student support. 	1
Student Services Director	<ul style="list-style-type: none"> - Qualification in Training and Development. - Qualification in Marketing. - 5+ years' work experience in sales and student support. 	.5
Programme Director	<ul style="list-style-type: none"> - Minimum Level 7 NFQ degree in business or other suitable qualification. - Qualification in Training and Development. - 5+ years' work experience in managing Training and Training Development functions. 	1
Tutor	<ul style="list-style-type: none"> - Minimum Level 7 NFQ degree in childcare or other suitable qualification. - Qualification in Training and Development. - 5+ years' work experience in childcare services. 	2
Academic Director	<ul style="list-style-type: none"> - Minimum Level 7 NFQ degree in business or other suitable qualification. - Qualification in Training and Development. - 5+ years' work experience in managing quality assurance in education. 	1



Approved Centres	Centre	Minimum Number of Learners per Intake per Centre	Maximum Number of Learners per Intake per Centre
	38313J College of Management and IT (CMIT)	8	70

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

Learner Teacher Ratios	Learning Activity	Ratio
	Tutor-learner forums	1:35
	Live webinars / classes	2:100
	Tutor feedback	1:35
	Tutor support	1:35

Programme being replaced by this Programme	Prog Code	Programme Title	Validated
	N/A		



Embedded Programme

Validation Process: **New**

Code	Title	Award	Exit Only
PG25080	Level 5 Certificate in Early Learning and Care	Certificate (Certificate at NFQ Level 5) 5M22117 120 credits	No

	Full Time	Part Time	Delivery Mode: full-time / part-time	Full Time, Part Time
Intakes per Annum:	12	12		
Minimum Learners per Intake:	8	8		
Maximum Learners per Intake:	70	70		
Duration (months)	9	12		

Target Learner Groups

This programme is designed for learners interested in a career in early learning and care with children between the ages of 0 to six years or for those wishing to progress to further education in this field. Target learners include school-leavers and mature learners returning to education. Full-time, part-time and/or blended learning courses are intended to meet the needs of a range of learners, such as those who wish to commence working in the sector, those who want to develop their skills and/or acquire a qualification, people working in other areas or who are unemployed who want to move into the ELC sector, people with responsibilities that do not enable them to undertake full-time courses and people whose preference is to undertake a part-time and/or blended programme of training.

Learners will not be expected to have prior knowledge or experience of the early learning and care sector on entry to the programme. Learners will be expected to have a minimum NFQ level 4 standard of education or equivalent. A minimum English language and literacy competency of B2 in writing, reading, listening and speaking on the Common European Framework of Reference for Languages (CEFR) is required at entry to the programme for speakers of English as a second or other language.

Brief Synopsis of the Programmes

This level 5 certificate has been developed in response to the Professional Award Type Descriptors levels 5-8: Annotated for QQI ELC Awards. The aim of the programme is to enable learners to develop the knowledge, skills, and competence to work independently and as part of a team, subject to practice supervision, promoting and supporting the holistic needs of children from 0 to six years.

This proposed programme leads to a Certificate in Early Learning and Care at NFQ level 5. This programme is designed to meet the QQI professional award standards for early learning and care at NFQ level 5. The programme comprises 6 mandatory modules, enabling the learner to develop the knowledge, skills and competences required to work independently and as part of a team, subject to practice supervision, in an ELC setting. The focus is on promoting the holistic wellbeing, development and learning of children from 0 to six years across a range of ELC settings. The programme offers a balance of theory and practice, with the professional practice placement being integral to the teaching and learning. Learners who successfully complete the programme will have opportunities to progress into the workplace or into further and higher education.

Teaching and Learning Modes

1. Directed Learning
2. E-learning (directed)
3. E-learning (self-directed)
4. Group Discussions/Interactions
5. Lectures / Classes
6. Self Directed Learning
7. Tutorials/One on one supported learning
8. Webinars
9. Work experience
10. Work Experience/Simulated Work environment



Approved Countries	Ireland
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Physical Resource Requirements

The Professional Practice module is woven throughout the programme and is seen as integral to successfully achieving the intended programme learning outcomes. The workplace learning environment provides the learner with the opportunity to put what is learnt in the classroom into practice in a 'real-world' environment. While completing their Professional Practice module, learners will be supervised and supported in several ways; by a mentor/supervisor in the Early Years setting, a placement / academic advisor, the Student Services Team and the programme manager as well as individual tutors. Early Years settings will be provided with contact details for all relevant support staff for the programme and given a detailed Professional Practice Supervisor Handbook (see Appendix 6 for sample for level 5). Learners are also provided with a detailed handbook which outlines their role and responsibilities while completing Professional Practice (see Appendix 4 for sample at level 5). In addition, learners are provided with a Competencies Handbook, which allows them to complete and track work-based assessments (see Appendix 5 for sample at level 5).

Staff Profiles	Qualifications and Experience	WTE
eLearning Technician	<ul style="list-style-type: none"> - Level 5 or equivalent qualification. - 1+ years administrative experience. 	0.2
eLearning Content Design	<ul style="list-style-type: none"> - Subject matter expertise (min level 8 qualification). - 5+ years relevant experience. 	0.5
IT Specialist	<ul style="list-style-type: none"> - 10+ years experience in hosting management systems. - Recognised Moodle partner. 	0.5
Certification Administrator	<ul style="list-style-type: none"> - Level 5 or equivalent qualification. - 1+ years administrative experience. 	0.5
Student Services Administrator	<ul style="list-style-type: none"> - Level 5 or equivalent qualification. - 1+ years administrative experience. 	0.5
Certification Manager	<ul style="list-style-type: none"> - Level 5 or equivalent qualification. - 5+ years' experience in certification administration services. 	0.5
Student Services Manager	<ul style="list-style-type: none"> - Qualification in Customer Service. - 5+ years' work experience in sales and student support. 	1
Student Services Director	<ul style="list-style-type: none"> - Qualification in Training and Development. - Qualification in Marketing. - 5+ years' work experience in sales and student support. 	0.5
Programme Director	<ul style="list-style-type: none"> - Minimum Level 7 NFQ degree in business or other suitable qualification. - Qualification in Training and Development. - 5+ years' work experience in managing Training and Training Development functions. 	1
Academic Director	<ul style="list-style-type: none"> - Minimum Level 7 NFQ degree in business or other suitable qualification. - Qualification in Training and Development. - 5+ years' work experience in managing quality assurance in education. 	1
Tutor	<ul style="list-style-type: none"> - Minimum Level 7 NFQ degree in childcare or other suitable qualification. - Qualification in Training and Development. - 5+ years' work experience in childcare services. 	2



Approved Centres	Centre	Minimum Number of Learners per Intake per Centre	Maximum Number of Learners per Intake per Centre
	38313J College of Management and IT (CMIT)	8	70

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

Learner Teacher Ratios	Learning Activity	Ratio
	Tutor-learner forums	1:35
	Live webinars / classes	2:100
	Tutor feedback	1:35
	Tutor Support	1:35

Programme being replaced by this Programme	Prog Code	Programme Title	Validated
	N/A		



Embedded Programme

Validation Process: **New**

Code	Title	Award	Exit Only
PG25085	Certificate in Introduction to ELC and Child Safeguarding	Certificate (Minor Award at NFQ Level 5) 5F22119 15 credits	No

	Full Time	Part Time	Delivery Mode: full-time / part-time	Part Time
Intakes per Annum:	0	12		
Minimum Learners per Intake:	0	8		
Maximum Learners per Intake:	0	70		
Duration (months)	N/A	2.8		

Target Learner Groups

Target learners include school-leavers, mature learners and those with previous early years qualifications who are returning to education. Full-time, part-time and/or blended learning courses are intended to meet the needs of a range of learners, such as those already working in the sector who want to develop update their knowledge, those considering a career in early years or those with a personal interest in learning about the sector with an introduction to child safeguarding practices.

This programme will also provide an excellent pathway for learners who are in receipt of Department of Social Protection Funding or other education funding sources. It will allow learners considering a career in this area to avail of funding and complete and gain a qualification which will provide entry options to progress and complete the Certificate in Early Learning and Care.

Part time and blended learning options also provide access for those not able to undertake full-time courses and people whose preference is to undertake a part-time and/or blended programme of training.

Learners will not be expected to have prior knowledge or experience of the early learning and care sector on entry to the programme. Learners will be expected to have a minimum NFQ level 4 standard of education or equivalent. A minimum English language and literacy competency of B2 in writing, reading, listening and speaking on the Common European Framework of Reference for Languages (CEFR) is required at entry to the programme for speakers of English as a second or other language.

Brief Synopsis of the Programmes

The purpose of this minor award is to provide learners who are interested in embarking on a career within the Early Years sector, those who wish to upskill (i.e. learners with older Early Years qualifications who wish to update their knowledge) or those with a personal interest in the sector (i.e. parents of children in Early Years) with an introduction to Early Learning and Care and Child Safeguarding. It aims to provide learners with an understanding of the sector as it currently stands in Ireland to include the various service types available, the key stakeholder groups, the role of policies and procedures within ELC, and the primary legislation, frameworks and strategies it operates within. This minor award also aims to draw attention to the relevant child protection legislation and the key roles played by those within the ELC sector.

Teaching and Learning Modes	<ol style="list-style-type: none"> 1. Directed Learning 2. E-learning (directed) 3. E-learning (self-directed) 4. Group Discussions/Interactions 5. Self Directed Learning 6. Tutorials/One on one supported learning
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Approved Countries	Ireland
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Physical Resource Requirements

There are no specific validation requirements for this module.

The following is a non-exhaustive list of the resources that are in place to deliver this module:

Physical resources

CMIT eLearning is a custom designed and managed Virtual Learning Environment. Learners will have 24/7 access to all course materials which are hosted online within a dedicated course page for the learner.

Pedagogic resources

Custom written course manual which delivers the indicative content required to meet the MIMLO's and MIPLO's of this component. Quizzes developed to enable summative self-revision requiring learners to actively participate in reviewing their own progress will be provided.

A comprehensive assessment brief will be provided for learners. This document will provide information on the method of assessment and specific tasks to be completed including word count and marks awarded for each. All templates needed by learners to complete assessments are provided.

Tutor recorded video is provided for learners. These videos are designed to complement the indicative content in the course manuals providing a further opportunity for learners to engage with the content.

Comprehensive guides and support materials will be provided in a clear and easy to access manner for learners. These guides support learners in completing their programme and contain guidance on areas such as assessment formatting and presentation, referencing (including a custom designed video), and course planning and study skills.

Additional reading and links will be provided to the learner which complement and enhance the content of the course manuals.

IT resources

Technology is utilised to create a learning environment which is conducive to active learning. CMIT monitor, review, and assess changes and innovations in technology to identify areas for enhancement in this area. The following is a list of IT resources provided by CMIT:

Access to course page 24/7

24/7 site monitoring

Secure storage for assessment, marking sheets

Cloud based system for tutors, daily backups

Tutor feedback storage

Progress tracking

MIS data gathering

SSL security tokens

Secure access using unique identifier and user generate password

In order to complete the course, learners are required to have a basic working knowledge of computers in addition to a computer with internet access and word processing software (e.g., Microsoft Word or Google Docs). They will be required to have the basic capacity to browse the Internet and the ability to use User ID and Password functions and email to log on to the eLearning site and access the course materials.

The IT and Technical requirements are detailed on the CMIT website for all learners prior to enrolment. There is a detailed Technology Troubleshoot guide provided post enrolment with details on how to download and access the latest browser, viewing software and word processors. Learners will also have email and telephone access to the Student Services Team for any technical issues they may have during the course.



Staff Profiles	Qualifications and Experience	WTE
Certification Manager	Level 5 or equivalent qualification. 5+ years' experience in certification administration services.	0.5
Student Services Manager	Qualification in Customer Service. 5+ years' work experience in sales and student support.	1
Student Services Director	Qualification in Training and Development. Qualification in Marketing. 5+ years' work experience in sales and student support	0.5
Programme Director	Minimum Level 7 NFQ degree in business or other suitable qualification. Qualification in Training and Development. 5+ years' work experience in managing Training and Training Development functions.	1
Academic Director	Minimum Level 7 NFQ degree in business or other suitable qualification. Qualification in Training and Development. 5+ years' work experience in managing quality assurance in education.	1
Tutor	Minimum Level 7 NFQ degree in childcare or other suitable qualification. Qualification in Training and Development. 5+ years' work experience in childcare services.	2
Student Services Administrator	- Level 5 or equivalent qualification. - 1+ years administrative experience.	0.5
Certification Administrator	- Level 5 or equivalent qualification. - 1+ years administrative experience.	0.5
IT Specialist	- 10+ years experience in hosting management systems. - Recognised Moodle partner.	0.5
eLearning Content Design	- Subject matter expertise (min level 8 qualification). - 5+ years relevant experience.	0.5
eLearning Technician	- Level 5 or equivalent qualification. - 1+ years administrative experience.	0.2

Approved Centres	Centre	Minimum Number of Learners per Intake per Centre	Maximum Number of Learners per Intake per Centre
	38313J College of Management and IT (CMIT)	8	70



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

Learner Teacher Ratios	Learning Activity	Ratio
	Tutor-learner forums	1:35
	Tutor Feedback	1:35
	Tutor Support	1:35

Programme being replaced by this Programme	Prog Code	Programme Title	Validated
	N/A		



Embedded Programme

Validation Process: **New**

Code	Title	Award	Exit Only
PG25086	Certificate in Inclusive Education for Children in ELC	Certificate (Minor Award at NFQ Level 5) 5F22121 15 credits	No

	Full Time	Part Time	Delivery Mode: full-time / part-time	Part Time
Intakes per Annum:	0	12		
Minimum Learners per Intake:	0	8		
Maximum Learners per Intake:	0	70		
Duration (months)	N/A	2.8		

Target Learner Groups

Target learners include school-leavers, mature learners and those with previous early years qualifications who are returning to education. Full-time, part-time and/or blended learning courses are intended to meet the needs of a range of learners, such as those already working in the sector who want to develop update their knowledge, those considering a career in early years or those with a personal interest in learning about equality, diversity, and inclusive practice in ELC.

This programme will also provide an excellent pathway for learners who are in receipt of Department of Social Protection Funding or other education funding sources. It will allow learners considering a career in this area to avail of funding and complete and gain a qualification which will provide entry options to progress and complete the Certificate in Early Learning and Care.

Part time and blended learning options also provide access for those not able to undertake full-time courses and people whose preference is to undertake a part-time and/or blended programme of training.

Learners will not be expected to have prior knowledge or experience of the early learning and care sector on entry to the programme. Learners will be expected to have a minimum NFQ level 4 standard of education or equivalent. A minimum English language and literacy competency of B2 in writing, reading, listening and speaking on the Common European Framework of Reference for Languages (CEFR) is required at entry to the programme for speakers of English as a second or other language.

Brief Synopsis of the Programmes

The purpose of this minor award is to provide learners who are interested in embarking on a career within the Early Years sector, those who wish to upskill (i.e. learners with older Early Years qualifications who wish to update their knowledge or those who did not previously complete a module on equality, diversity and inclusive practice) or those with a personal interest in the sector (i.e. parents of children with additional education needs in Early Years). The programme aims to introduce the learner to special education provision within the Irish education system, in particular within the Early Years/Pre-school sector and offer learners the opportunity to develop their understanding and enhance their knowledge of equality, diversity, and inclusive practice in ELC.

Teaching and Learning Modes	<ol style="list-style-type: none"> 1. Directed Learning 2. E-learning (directed) 3. E-learning (self-directed) 4. Group Discussions/Interactions 5. Self Directed Learning 6. Tutorials/One on one supported learning
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Approved Countries	Ireland
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Physical Resource Requirements

There are no specific validation requirements for this module.

The following is a non-exhaustive list of the resources that are in place to deliver this module:

Physical resources

CMIT eLearning is a custom designed and managed Virtual Learning Environment. Learners will have 24/7 access to all course materials which are hosted online within a dedicated course page for the learner.

Pedagogic resources

Custom written course manual which delivers the indicative content required to meet the MIMLO's and MIPLO's of this component. Quizzes developed to enable summative self-revision requiring learners to actively participate in reviewing their own progress will be provided.

A comprehensive assessment brief will be provided for learners. This document will provide information on the method of assessment and specific tasks to be completed including word count and marks awarded for each. All templates needed by learners to complete assessments are provided.

Tutor recorded video is provided for learners. These videos are designed to complement the indicative content in the course manuals providing a further opportunity for learners to engage with the content.

Comprehensive guides and support materials will be provided in a clear and easy to access manner for learners. These guides support learners in completing their programme and contain guidance on areas such as assessment formatting and presentation, referencing (including a custom designed video), and course planning and study skills.

Additional reading and links will be provided to the learner which complement and enhance the content of the course manuals.

IT resources

Technology is utilised to create a learning environment which is conducive to active learning. CMIT monitor, review, and assess changes and innovations in technology to identify areas for enhancement in this area. The following is a list of IT resources provided by CMIT:

Access to course page 24/7

24/7 site monitoring

Secure storage for assessment, marking sheets

Cloud based system for tutors, daily backups

Tutor feedback storage

Progress tracking

MIS data gathering

SSL security tokens

Secure access using unique identifier and user generate password

In order to complete the course, learners are required to have a basic working knowledge of computers in addition to a computer with internet access and word processing software (e.g., Microsoft Word or Google Docs). They will be required to have the basic capacity to browse the Internet and the ability to use User ID and Password functions and email to log on to the eLearning site and access the course materials.

The IT and Technical requirements are detailed on the CMIT website for all learners prior to enrolment. There is a detailed Technology Troubleshoot guide provided post enrolment with details on how to download and access the latest browser, viewing software and word processors. Learners will also have email and telephone access to the Student Services Team for any technical issues they may have during the course.



Staff Profiles	Qualifications and Experience	WTE
Certification Manager	Level 5 or equivalent qualification. 5+ years' experience in certification administration services.	0.5
Student Services Manager	Qualification in Customer Service. 5+ years' work experience in sales and student support.	1
Student Services Director	Qualification in Training and Development. Qualification in Marketing. 5+ years' work experience in sales and student support.	0.5
Programme Director	Minimum Level 7 NFQ degree in business or other suitable qualification. Qualification in Training and Development. 5+ years' work experience in managing Training and Training Development functions.	1
Academic Director	Minimum Level 7 NFQ degree in business or other suitable qualification. Qualification in Training and Development. 5+ years' work experience in managing quality assurance in education.	1
Tutor	Minimum Level 7 NFQ degree in childcare or other suitable qualification. Qualification in Training and Development. 5+ years' work experience in childcare services.	2
Student Services Administrator	- Level 5 or equivalent qualification. - 1+ years administrative experience.	0.5
Certification Administrator	- Level 5 or equivalent qualification. - 1+ years administrative experience.	0.5
IT Specialist	- 10+ years experience in hosting management systems. - Recognised Moodle partner.	0.5
eLearning Content Design	- Subject matter expertise (min level 8 qualification). - 5+ years relevant experience.	0.5
eLearning Technician	- Level 5 or equivalent qualification. - 1+ years administrative experience.	0.2

Approved Centres	Centre	Minimum Number of Learners per Intake per Centre	Maximum Number of Learners per Intake per Centre
	38313J College of Management and IT (CMIT)	8	70



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

Learner Teacher Ratios	Learning Activity	Ratio
	Tutor-learner forums	1:35
	Tutor feedback	1:35
	Tutor support	1:35

Programme being replaced by this Programme	Prog Code	Programme Title	Validated
	N/A		



Embedded Programme

Validation Process: **New**

Code	Title	Award	Exit Only
PG25087	Certificate in Effective Leadership within ELC	Certificate (Minor Award at NFQ Level 6) 6F22123 25 credits	No

	Full Time	Part Time	Delivery Mode: full-time / part-time	Part Time
Intakes per Annum:	0	12		
Minimum Learners per Intake:	0	8		
Maximum Learners per Intake:	0	70		
Duration (months)	N/A	2.8		

Target Learner Groups

Target learners are expected to be those with existing Early Learning and Care or Early Childhood Care and education awards who wish to upskill or undertake formal training in this area. The previous, soon to be deactivated, 6M2007 award contained an elective module in the area of supervision. Provider experience has found demand for this type of award as learners may not have completed formal training in this area when completing their level 6 major award, but now find themselves in leadership roles within their own setting.

This programme will also provide an excellent pathway for learners who are in receipt of Department of Social Protection Funding or other education funding sources. It will allow learners who wish to upskill and add to their qualifications / CV to avail of funding and complete and gain a qualification which will enhance employment opportunities and may also provide entry options to progress and complete the Advanced Certificate in Early Learning and Care.

Part time and blended learning options also provide access for those not able to undertake full-time courses and people whose preference is to undertake a part-time and/or blended programme of training.

Learners will be expected to have a minimum NFQ level 5 standard of education or equivalent. A minimum English language and literacy competency of B2 in writing, reading, listening and speaking on the Common European Framework of Reference for Languages (CEFR) is required at entry to the programme for speakers of English as a second or other language.

Brief Synopsis of the Programmes

The purpose of this minor award is to provide learners with an opportunity to upskill and further develop their knowledge, skills and competence to effectively lead teams within an ELC context. The programme will provide learners with a framework for the identification and development of key leadership skills and competencies. On completion of this programme learners will also be able to recognise the key stakeholder groups within their organisational setting and develop leadership strategies to communicate and manage professional relationships. Learners will reflect on and evaluate their own leadership skills, styles and effectiveness and engage with Personal Development Planning to improve own effectiveness.

Teaching and Learning Modes	<ol style="list-style-type: none"> 1. Directed Learning 2. E-learning (directed) 3. E-learning (self-directed) 4. Group Discussions/Interactions 5. Self Directed Learning 6. Tutorials/One on one supported learning
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Approved Countries	Ireland
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Physical Resource Requirements

There are no specific validation requirements for this module.

The following is a non-exhaustive list of the resources that are in place to deliver this module:

Physical resources

CMIT eLearning is a custom designed and managed Virtual Learning Environment. Learners will have 24/7 access to all course materials which are hosted online within a dedicated course page for the learner.

Pedagogic resources

Custom written course manual which delivers the indicative content required to meet the MIMLO's and MIPLO's of this component. Quizzes developed to enable summative self-revision requiring learners to actively participate in reviewing their own progress will be provided.

A comprehensive assessment brief will be provided for learners. This document will provide information on the method of assessment and specific tasks to be completed including word count and marks awarded for each. All templates needed by learners to complete assessments are provided.

Tutor recorded video is provided for learners. These videos are designed to complement the indicative content in the course manuals providing a further opportunity for learners to engage with the content.

Comprehensive guides and support materials will be provided in a clear and easy to access manner for learners. These guides support learners in completing their programme and contain guidance on areas such as assessment formatting and presentation, referencing (including a custom designed video), and course planning and study skills.

Additional reading and links will be provided to the learner which complement and enhance the content of the course manuals.

IT resources

Technology is utilised to create a learning environment which is conducive to active learning. CMIT monitor, review, and assess changes and innovations in technology to identify areas for enhancement in this area. The following is a list of IT resources provided by CMIT:

Access to course page 24/7

24/7 site monitoring

Secure storage for assessment, marking sheets

Cloud based system for tutors, daily backups

Tutor feedback storage

Progress tracking

MIS data gathering

SSL security tokens

Secure access using unique identifier and user generate password

In order to complete the course, learners are required to have a basic working knowledge of computers in addition to a computer with internet access and word processing software (e.g., Microsoft Word or Google Docs). They will be required to have the basic capacity to browse the Internet and the ability to use User ID and Password functions and email to log on to the eLearning site and access the course materials.

The IT and Technical requirements are detailed on the CMIT website for all learners prior to enrolment. There is a detailed Technology Troubleshoot guide provided post enrolment with details on how to download and access the latest browser, viewing software and word processors. Learners will also have email and telephone access to the Student Services Team for any technical issues they may have during the course.



Staff Profiles	Qualifications and Experience	WTE
eLearning Technician	<ul style="list-style-type: none"> - Level 5 or equivalent qualification. - 1+ years administrative experience. 	0.2
eLearning Content Design	<ul style="list-style-type: none"> - Subject matter expertise (min level 8 qualification). - 5+ years relevant experience. 	0.5
IT Specialist	<ul style="list-style-type: none"> - 10+ years experience in hosting management systems. - Recognised Moodle partner. 	0.5
Certification Administrator	<ul style="list-style-type: none"> - Level 5 or equivalent qualification. - 1+ years administrative experience. 	0.5
Student Services Administrator	<ul style="list-style-type: none"> - Level 5 or equivalent qualification. - 1+ years administrative experience. 	0.5
Tutor	Minimum Level 7 NFQ degree in childcare or other suitable qualification. Qualification in Training and Development. 5+ years' work experience in childcare services.	2
Academic Director	Minimum Level 7 NFQ degree in business or other suitable qualification. Qualification in Training and Development. 5+ years' work experience in managing quality assurance in education.	1
Programme Director	Minimum Level 7 NFQ degree in business or other suitable qualification. Qualification in Training and Development. 5+ years' work experience in managing Training and Training Development functions.	1
Student Services Director	Qualification in Training and Development. Qualification in Marketing. 5+ years' work experience in sales and student support.	0.5
Student Services Manager	Qualification in Customer Service. 5+ years' work experience in sales and student support.	1
Certification Manager	Level 5 or equivalent qualification. 5+ years' experience in certification administration services.	0.5

Approved Centres	Centre	Minimum Number of Learners per Intake per Centre	Maximum Number of Learners per Intake per Centre
	38313J College of Management and IT (CMIT)	8	70



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

Learner Teacher Ratios	Learning Activity	Ratio
	Tutor Support	1:35
	Tutor feedback	1:35
	Tutor-learner forums	1:35

Programme being replaced by this Programme	Prog Code	Programme Title	Validated
	N/A		



Embedded Programme

Validation Process: **New**

Code	Title	Award	Exit Only
PG25088	Certificate in Inclusion, Equality and Diversity in ELC	Certificate (Minor Award at NFQ Level 6) 6F22125 15 credits	No

	Full Time	Part Time	Delivery Mode: full-time / part-time	Part Time
Intakes per Annum:	0	12		
Minimum Learners per Intake:	0	8		
Maximum Learners per Intake:	0	70		
Duration (months)	N/A	2.8		

Target Learner Groups

Target learners are expected to be those with existing Early Learning and Care or Early Childhood Care and education awards who wish to upskill or undertake formal training in this area. The previous, soon to be deactivated, 6M2007 award contained an elective module in the area of equality and diversity. Provider experience has found demand for this type of award as learners may not have completed formal training in this area when completing their level 6 major award.

This programme will also provide an excellent pathway for learners who are in receipt of Department of Social Protection Funding or other education funding sources. It will allow learners who wish to upskill and add to their qualifications / CV to avail of funding and complete and gain a qualification which will enhance employment opportunities and may also provide entry options to progress and complete the Advanced Certificate in Early Learning and Care.

Part time and blended learning options also provide access for those not able to undertake full-time courses and people whose preference is to undertake a part-time and/or blended programme of training.

Learners will be expected to have a minimum NFQ level 5 standard of education or equivalent. A minimum English language and literacy competency of B2 in writing, reading, listening and speaking on the Common European Framework of Reference for Languages (CEFR) is required at entry to the programme for speakers of English as a second or other language.

Brief Synopsis of the Programmes

The purpose of this minor award is to provide learners with an opportunity to upskill and develop their knowledge and understanding of inclusivity, equality and diversity in Early Learning and Care practice in Ireland. Learners will explore their understanding of inclusivity, equality, and diversity as well as examining theories and approaches to equality and diversity. They will address barriers and challenges to providing Inclusivity, equality and diversity in practice and explore practical strategies that support all children's participation. They will critically analyse the evolution and impact of policy and legislation on inclusivity, equality, and diversity in ELC and develop an inclusion policy.

Teaching and Learning Modes	<ol style="list-style-type: none"> 1. Directed Learning 2. E-learning (directed) 3. E-learning (self-directed) 4. Group Discussions/Interactions 5. Self Directed Learning 6. Tutorials/One on one supported learning
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Approved Countries	Ireland
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Physical Resource Requirements

There are no specific validation requirements for this module.

The following is a non-exhaustive list of the resources that are in place to deliver this module:

Physical resources

CMIT eLearning is a custom designed and managed Virtual Learning Environment. Learners will have 24/7 access to all course materials which are hosted online within a dedicated course page for the learner.

Pedagogic resources

Custom written course manual which delivers the indicative content required to meet the MIMLO's and MIPLO's of this component. Quizzes developed to enable summative self-revision requiring learners to actively participate in reviewing their own progress will be provided.

A comprehensive assessment brief will be provided for learners. This document will provide information on the method of assessment and specific tasks to be completed including word count and marks awarded for each. All templates needed by learners to complete assessments are provided.

Tutor recorded video is provided for learners. These videos are designed to complement the indicative content in the course manuals providing a further opportunity for learners to engage with the content.

Comprehensive guides and support materials will be provided in a clear and easy to access manner for learners. These guides support learners in completing their programme and contain guidance on areas such as assessment formatting and presentation, referencing (including a custom designed video), and course planning and study skills.

Additional reading and links will be provided to the learner which complement and enhance the content of the course manuals.

IT resources

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Approved Centres	Centre	Minimum Number of Learners per Intake per Centre	Maximum Number of Learners per Intake per Centre
	38313J College of Management and IT (CMIT)	8	70

Additional Locations	Location Name	Minimum Enrolment per Annum	Maximum Enrolment per Annum
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Learner Teacher Ratios	Learning Activity	Ratio
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	Tutor feedback	1:35
	Tutor Support	1:35

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. N/A

Part 2.5 Special Conditions of Validation

1. N/A



Programme and stage schedules

PG25073 Advanced Certificate in Early Learning and Care

Name of Provider		College of Management and IT (CMIT)													
Programme Title		PG25073 Advanced Certificate in Early Learning and Care													
Award Title		Advanced Certificate								Exit Award Only		N/A			
Teaching and learning modalities		Directed Learning; E-learning (directed); E-learning (self-directed); Group Discussions/Interactions; Lectures / Classes; Self Directed Learning; Tutorials/One on one supported learning; Webinars; Work experience; Work Experience/Simulated Work environment													
Delivery Modes	Award Class	Award NFQ Level	Award EQF Level		Stage		Stage NFQ Level		Stage Credits		First Intake		ISCED Code		
Both	Major	6	5		Award Stage		6		120		May 2023		01.1.2		
Module					Total Student Effort Module (Hours)					Allocation of Marks					
Title			Semester	Status	Credit	Total Hours	Class Contact Hours	Direct e-learning	Hours of independent learning	Work-based learning efforts	C.A. %	Project %	Skills demonstration %	Exam %	% Workbased
Sociology and Social Policy in ELC			Not Applicable	M	15	150	24	36	90	0	100	0	0	0	0
Effective Leadership within ELC			Not Applicable	M	25	250	24	76	150	0	100	0	0	0	0
Advanced Professional Practice			Not Applicable	M	25	250	24	12	64	150	100	0	0	0	0
Inclusion, Equality and Diversity in ELC			Not Applicable	M	15	150	24	36	90	0	100	0	0	0	0
Advanced Child Development			Not Applicable	M	20	200	24	56	120	0	100	0	0	0	0
Curriculum and Pedagogy			Not Applicable	M	20	200	24	56	120	0	100	0	0	0	0


PG25073 Advanced Certificate in Early Learning and Care

Name of Provider		College of Management and IT (CMIT)													
Programme Title		PG25073 Advanced Certificate in Early Learning and Care													
Award Title		Advanced Certificate							Exit Award Only		N/A				
Teaching and learning modalities		Directed Learning; E-learning (directed); E-learning (self-directed); Group Discussions/Interactions; Lectures / Classes; Self Directed Learning; Tutorials/One on one supported learning; Webinars; Work experience; Work Experience/Simulated Work environment													
Delivery Modes	Award Class	Award NFQ Level	Award EQF Level	Stage		Stage NFQ Level		Stage Credits		First Intake		ISCED Code			
Both	Major	6	5	Stage 1		5		120		May 2023		01.1.2			
Module					Total Student Effort Module (Hours)					Allocation of Marks					
Title			Semester	Status	Credit	Total Hours	Class Contact Hours	Direct e-learning	Hours of independent learning	Work-based learning efforts	C.A. %	Project %	Skills demonstration %	Exam %	% Workbased
Introduction to ELC and Child Safeguarding			Not Applicable	M	15	150	24	36	90	0	100	0	0	0	0
Holistic Care of Children in ELC			Not Applicable	M	25	250	24	76	150	0	100	0	0	0	0
Professional Practice			Not Applicable	M	25	250	24	12	64	150	100	0	0	0	0
Inclusive Education for Children in ELC			Not Applicable	M	15	150	24	36	90	0	100	0	0	0	0
Early Learning and Play			Not Applicable	M	20	200	24	56	120	0	100	0	0	0	0
Child Development			Not Applicable	M	20	200	24	56	120	0	100	0	0	0	0



PG25080 Level 5 Certificate in Early Learning and Care

Name of Provider		College of Management and IT (CMIT)													
Programme Title		PG25080 Level 5 Certificate in Early Learning and Care													
Award Title		Certificate							Exit Award Only		No				
Teaching and learning modalities		Directed Learning; E-learning (directed); E-learning (self-directed); Group Discussions/Interactions; Self Directed Learning; Lectures / Classes; Tutorials/One on one supported learning; Webinars; Work experience; Work Experience/Simulated Work environment													
Delivery Modes	Award Class	Award NFQ Level	Award EQF Level		Stage		Stage NFQ Level		Stage Credits		First Intake		ISCED Code		
Both	Major	5	4		Award Stage		5		120		May 2023		01.1.2		
Module					Total Student Effort Module (Hours)					Allocation of Marks					
Title			Semester	Status	Credit	Total Hours	Class Contact Hours	Direct e-learning	Hours of independent learning	Work-based learning efforts	C.A. %	Project %	Skills demonstration %	Exam %	Workbased %
Introduction to ELC and Child Safeguarding			Not Applicable	M	15	150	24	36	90	0	100	0	0	0	0
Holistic Care of Children in ELC			Not Applicable	M	25	250	24	76	150	0	100	0	0	0	0
Professional Practice			Not Applicable	M	25	250	24	12	64	150	100	0	0	0	0
Inclusive Education for Children in ELC			Not Applicable	M	15	150	24	36	90	0	100	0	0	0	0
Early Learning and Play			Not Applicable	M	20	200	24	56	120	0	100	0	0	0	0
Child Development			Not Applicable	M	20	200	24	56	120	0	100	0	0	0	0



PG25085 Certificate in Introduction to ELC and Child Safeguarding

Name of Provider		College of Management and IT (CMIT)													
Programme Title		PG25085 Certificate in Introduction to ELC and Child Safeguarding													
Award Title		Certificate							Exit Award Only		No				
Teaching and learning modalities		Directed Learning; E-learning (directed); E-learning (self-directed); Group Discussions/Interactions; Self Directed Learning; Tutorials/One on one supported learning													
Delivery Modes	Award Class	Award NFQ Level	Award EQF Level	Stage		Stage NFQ Level		Stage Credits		First Intake		ISCED Code			
Part time	FE Minor	5	4	Award Stage		5		15		May 2023		01.1.2			
Module					Total Student Effort Module (Hours)					Allocation of Marks					
Title			Semester	Status	Credit	Total Hours	Class Contact Hours	Direct e-learning	Hours of independent learning	Work-based learning efforts	C.A. %	Project %	Skills demonstration %	Exam %	Workbased %
Introduction to ELC and Child Safeguarding			Not Applicable	M	15	150	24	36	90	0	100	0	0	0	0



PG25086 Certificate in Inclusive Education for Children in ELC

Name of Provider		College of Management and IT (CMIT)													
Programme Title		PG25086 Certificate in Inclusive Education for Children in ELC													
Award Title		Certificate							Exit Award Only		No				
Teaching and learning modalities		Directed Learning; E-learning (directed); E-learning (self-directed); Self Directed Learning; Tutorials/One on one supported learning; Group Discussions/Interactions													
Delivery Modes	Award Class	Award NFQ Level	Award EQF Level	Stage		Stage NFQ Level		Stage Credits		First Intake			ISCED Code		
Part time	FE Minor	5	4	Award Stage		5		15		May 2023			01.1.2		
Module					Total Student Effort Module (Hours)					Allocation of Marks					
Title			Semester	Status	Credit	Total Hours	Class Contact Hours	Direct e-learning	Hours of independent learning	Work-based learning efforts	C.A. %	Project %	Skills demonstration %	Exam %	Workbased %
Inclusive Education for Children in ELC			Not Applicable	M	15	150	24	36	90	0	100	0	0	0	0


PG25087 Certificate in Effective Leadership within ELC

Name of Provider		College of Management and IT (CMIT)													
Programme Title		PG25087 Certificate in Effective Leadership within ELC													
Award Title		Certificate							Exit Award Only		No				
Teaching and learning modalities		Directed Learning; E-learning (directed); E-learning (self-directed); Group Discussions/Interactions; Self Directed Learning; Tutorials/One on one supported learning													
Delivery Modes	Award Class	Award NFQ Level	Award EQF Level	Stage		Stage NFQ Level		Stage Credits		First Intake			ISCED Code		
Part time	FE Minor	6	5	Award Stage		6		25		May 2023			01.1.2		
Module					Total Student Effort Module (Hours)					Allocation of Marks					
Title			Semester	Status	Credit	Total Hours	Class Contact Hours	Direct e-learning	Hours of independent learning	Work-based learning efforts	C.A. %	Project %	Skills demonstration %	Exam %	Workbased %
Effective Leadership within ELC			Not Applicable	M	25	250	24	76	150	0	100	0	0	0	0



PG25088 Certificate in Inclusion, Equality and Diversity in ELC

Name of Provider		College of Management and IT (CMIT)													
Programme Title		PG25088 Certificate in Inclusion, Equality and Diversity in ELC													
Award Title		Certificate							Exit Award Only		No				
Teaching and learning modalities		Directed Learning; E-learning (directed); E-learning (self-directed); Group Discussions/Interactions; Self Directed Learning; Tutorials/One on one supported learning													
Delivery Modes	Award Class	Award NFQ Level	Award EQF Level	Stage		Stage NFQ Level		Stage Credits		First Intake		ISCED Code			
Part time	FE Minor	6	5	Award Stage		6		15		May 2023		01.1.2			
Module					Total Student Effort Module (Hours)					Allocation of Marks					
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Inclusion, Equality and Diversity in ELC			Not Applicable	M	15	150	24	36	90	0	100	0	0	0	0