

CERTIFICATE OF VALIDATION

New validation

Validation Process: **Revalidation**

Provider Name	Dublin Business School
Date of Validation	17-Jul-24

	Code	Title	Award	Exit Only
Principal Programme	PG25836	Higher Diploma in Business	Higher Diploma (Higher Diploma at NFQ Level 8) 8M22587 60 credits	N/A
Embedded Programme	N/A			

	First Intake	Last Intake
Enrolment Interval	Sep-24	Aug-29

Principal Programme

	Full Time	Part Time	Delivery Mode: full-time / part-time	Full Time, Part Time
Intakes per Annum:	3	3		
Minimum Learners per Intake:	10	10		
Maximum Learners per Intake:	450	450		
Duration (months)	12	18		

Target Learner Groups

The Higher Diploma in Business targets learners with a Level 8 degree in a non-cognate area who wish to specialise in the field of business and business administration with a view to entering industry, progressing professionally or to undertake postgraduate studies in a related field. The programme provides the learner with the fundamental skills of business administration enabling them to play an active role in the management, sustainability and development of commercial enterprise. On completion of this programme, learners will have acquired the necessary skills and business acumen to strategically appraise business opportunities and challenges and effectively integrate into decision-making roles with an organisation. The Higher Diploma in Business develops graduates capable of dealing strategically with diverse intrinsic and extrinsic opportunities and challenges in the business world and who do so in a creative fashion promoting business sustainability and growth.

Brief Synopsis of the Programmes

The Higher Diploma in Business is a one year full-time (two academic semesters) or eighteen months (three academic semesters) part-time programme with 12 taught modules (60 ECTS). All modules are mandatory and equal 5 ECTS. The programme is designed as a conversion course for graduates of a Level 8 non-cognate degree who aspire to enter the business world and to enter a management role. Graduates will be eligible for general management roles or management roles within a specific subfield of business complimenting their previous experience and learning. The programme is designed with an interdisciplinary focus reflective of the opportunities and challenges as well as the changing needs of today's business environment. Modules on the programme range from Management and Organisational Behaviour, Marketing, Business ICT, Legal Issues for Business, Economics, Human Capital Management, Business Finance, Innovation, Creativity and Enterprise, and a capstone Business Strategy to the newly added Operations Management, Supply Chain Management and Business Sustainability. Modules comprise of formative and summative assessment as well as group work and presentations. The programme is aimed at both domestic and international learners who seek an underpinning in key business theories, concepts as well as business processes, strategies and skills. The programme ensures learners acquire an integrated, balanced, and dynamic business education enabling the development of business knowledge, including previously acquired knowledge and experience. The programme engenders an awareness of the importance of transferable and cross enterprise skills required of competitive organisations and which stimulate sustainable and diverse careers in business.

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

Minimum Intended Programme Learning Outcomes

On completion of this programme the learner will be able to:

1. Demonstrate strong business knowledge across the theory and principles in the major aspects of business, and core disciplines.
2. Critically analyse academic concepts and business tools within the global environment.
3. Apply appropriate frameworks and models to a range of business scenarios.
4. Implement innovative, rational and methodical approaches to solving complex business problems in a practical business situation.
5. Appraise strategic solutions to business or legal challenges, generating valuable business insights.
6. Demonstrate an ability for personal and professional development, advancing transferable skills in variable and non-familiar contexts.
7. Proceed in an independent, professional and ethical manner to further studies and/or employment.
8. Assimilate the multifaceted aspects of the business eco-systems.

Teaching and Learning Modes

1. Directed Learning
2. E-learning (directed)
3. E-learning (self-directed)
4. Group Discussions
5. Lectures / Classes
6. Practical Sessions
7. Self Directed Learning
8. Tutorials
9. Webinars

Approved Countries

Ireland

Physical Resource Requirements

Learners are also required to have ongoing access to a computer, related software, and a reliable internet connection. This means that for learners their laptop or desktop computer will require a minimum of a supported version of a Windows operating system and 4GM RAM.

Staff Profiles	Qualifications and Experience	WTE
Lecturer	<p>Lecturing staff will have a minimum of a Level 9 Postgraduate Diploma or Masters in the following areas:</p> <ul style="list-style-type: none"> • Business • Human Resource Management • Law • Accounting and/or Finance • Management • Marketing • Innovation and Entrepreneurship • Economics • ICT <p>Individuals with Level 8 honours bachelor degrees in the above disciplines, who are exceptionally qualified by virtue of significant senior industry experience may also be considered.</p>	0.86

Approved Centres	Centre	Minimum Enrolment per Annum	Maximum Enrolment per Annum
	38628L Dublin Business School	20	2700

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

Learner Teacher Ratios	Learning Activity	Ratio
	Classroom sessions (lecture)	1:150
	Online lectures	1:150
	Workshops	1:40
	Practical Sessions	1:40

Programme being replaced by this Programme	Prog Code	Programme Title	Validated
	PG24181	Higher Diploma in Business	12-Sep-19

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

Part 2.5 Special Conditions of Validation

Programme and stage schedules

PG25836 Higher Diploma in Business

Name of Provider		Dublin Business School													
Programme Title		PG25836 Higher Diploma in Business													
Award Title		Higher Diploma							Exit Award Only		N/A				
Teaching and learning modalities		Lectures / Classes; Practical Sessions; Tutorials; Directed Learning; E-learning (directed); E-learning (self-directed); Group Discussions; Self Directed Learning; Webinars													
Delivery Modes	Award Class	Award NFQ Level	Award EQF Level	Stage	Stage NFQ Level	Stage Credits	First Intake		ISCED Code						
Both	Major	8	6	Award Stage	8	60	Sep 2024		04.1.3						
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 %
Business Operations Management			1	M	5	125	36	0	89	0	100	0	0	0	0
Business ICT			1	M	5	125	36	0	89	0	100	0	0	0	0
Legal Issues for Business			1	M	5	125	36	0	89	0	100	0	0	0	0
Business Sustainability			1	M	5	125	36	0	89	0	100	0	0	0	0
Economics in the Business Environment			1	M	5	125	36	0	89	0	100	0	0	0	0
Management and Organisational Behaviour			1	M	5	125	36	0	89	0	100	0	0	0	0
Human Capital Management			2	M	5	125	36	0	89	0	100	0	0	0	0
Global Marketing			2	M	5	125	36	0	89	0	100	0	0	0	0
Business Finance			2	M	5	125	36	0	89	0	100	0	0	0	0
Innovation, Creativity, and Enterprise			2	M	5	125	36	0	89	0	100	0	0	0	0
Supply Chain Management			2	M	5	125	36	0	89	0	100	0	0	0	0
Business Strategy			2	M	5	125	36	0	89	0	100	0	0	0	0