

## CERTIFICATE OF VALIDATION

New validation

Validation Process: **Revalidation**

<b>Provider Name</b>	Dublin Business School
<b>Date of Validation</b>	17-Jul-24

	Code	Title	Award	Exit Only
<b>Principal Programme</b>	PG25838	Certificate in Business and Digital Skills	Certificate (Special Purpose Award at NFQ Level 6) 6S22591 30 credits	N/A
<b>Embedded Programme</b>	N/A			

	First Intake	Last Intake
<b>Enrolment Interval</b>	Sep-24	Aug-29

### Principal Programme

	Full Time	Part Time	Delivery Mode: full-time / part-time
<b>Intakes per Annum:</b>	2	2	Full Time, Part Time
<b>Minimum Learners per Intake:</b>	5	5	
<b>Maximum Learners per Intake:</b>	150	150	
<b>Duration (months)</b>	6	6	

### Target Learner Groups

The Certificate in Business and Digital Skills (Level 6, 30 ECTS) micro-credential programme has been designed for those who are self-employed with limited business and digital literacy knowledge and skills, unemployed from a related role, or in employment and who require cross-skilling or up-skilling in this area. It is primarily aimed at those who wish to advance their careers by gaining skills and knowledge in business and digital skills in order to play an active role in their organisation. Upon successful completion of this programme, learners will be able to apply these skills effectively and understand how to integrate them into decision-making in a company or self-employed role. They will be well positioned to pursue roles within organisations that require business and digital skills-related tasks. Each module aims to stimulate curiosity and inquiry through delivery in a theoretical and experiential context through knowledge and skills to ensure learners acquire a systematic understanding of these core concepts and practical application of business administration. Furthermore, the programme encourages self-awareness and academic independence by allowing the learner to identify and build on their own individual attributes and competencies.

## Brief Synopsis of the Programmes

The Certificate in Business and Digital Skills (Level 6, 30 ECTS) will equip learners with practical skills and knowledge in core areas of business. Through the unique combination of modules, learners will explore organisational behaviour (theory and skills applied to a variety of industry settings), acquire digital skills (necessary to a modern business environment) and develop an understanding of the importance of marketing communications in the promotion and future sustainability of a business. Through this programme, learners will acquire work-aligned skills that will prepare them for the challenges posed by the dynamic nature of the modern business environment, enabling them to make an effective contribution to the resolution of business problems.

There are three taught modules, each of 10 ECTS, which lead to a Certificate in Business and Digital Skills, Level 6 Special Purpose Award. They are: Organisational Behaviour; Digital Skills and Literacy for Business; and Contemporary Marketing Communications. Learners who have taken this programme previously have been funded by the HEA Springboard+ fund and this programme will continue to be offered as part of the DBS Springboard+ portfolio. This one year programme will be delivered on a part-time basis with a full-time option enabled within a normal college day (9am-5pm), but will be delivered with the same composition in terms of hours, modes of delivery and independent learning.

## Minimum Intended Programme Learning Outcomes

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

1. Recognise the individual, group and organisational influences on performance and actions for the improvement of organisational people-based issues for employees and groups.
2. Analyse data and information, using a range of IT applications to enhance business planning and decision making.
3. Understand the role of traditional and contemporary marketing communication tools to achieve brand/organisational objectives.
4. Comprehend the interrelated nature of organisational behaviour, digital technologies, and marketing communications as core business functions
5. Display a range of effective (individual and team) transferable skills such as verbal and written communication, time management, teamwork and presentation skills in the completion of academic work.
6. Identify the changes in IT trends so as to develop literacy in this field.

### 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. Practical/workshop/Laboratories/studio sessions
9. Self Directed Learning
10. Tutorials
11. Webinars

### Approved Countries

Ireland

## Physical Resource Requirements

Lecturer rooms, labs.

All learning activity is directed through the module pages on Moodle.

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
Academic Director	The Academic Director for this programme will have a minimum of a NFQ Level 9 Postgraduate Diploma or Masters qualification in Business or related areas along with programme management/ academic leadership experience.	0.1
Lecturer	Lecturing staff will have a minimum of a Level 8 Honours Bachelor's degree in Business or equivalent qualification in the following areas: Organisational Behaviour, Human Resource Management, Information Technology, Marketing and related disciplines. Where Industry experience is desirable, holders of Level 6 qualification in Business who are exceptionally qualified by virtue of significant business experience at senior level may also be considered.	0.22
Administration and Support	Library, Admissions, Student Experience, Finance etc. Experience and qualifications relevant to role.	0.64
Assistant Academic Director	The Academic Director for this programme will have a minimum of a NFQ Level 9 Postgraduate Diploma or Masters qualification in Business or related areas along with programme management/ academic leadership experience.	0.1

Approved Centres	Centre	Minimum Enrolment per Annum	Maximum Enrolment per Annum
	38628L Dublin Business School	10	600

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

Learner Teacher Ratios	Learning Activity	Ratio
	Classroom sessions	1:150
	Online lectures	1:150
	Workshops	1:25
	Blended Learning	1:150
	Practical Sessions	1:25
	Practical lab sessions	1:35

Programme being replaced by this Programme	Prog Code	Programme Title	Validated
	PG24522	Certificate in Business and Digital Skills	09-Sep-21

# 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

### PG25838 Certificate in Business and Digital Skills

Name of Provider		Dublin Business School													
Programme Title		PG25838 Certificate in Business and Digital Skills													
Award Title		Certificate							Exit Award Only			N/A			
Teaching and learning modalities		Directed Learning; E-learning (directed); E-learning (self-directed); Group Discussions; Group Discussions/Interactions; Laboratory / Studio; Lectures / Classes; Practical/workshop/Laboratories/studio sessions; Self Directed Learning; Tutorials; Webinars													
Delivery Modes	Award Class	Award NFQ Level	Award EQF Level	Stage	Stage NFQ Level	Stage Credits	First Intake			ISCED Code					
Both	Special Purpose	6	5	Award Stage	6	30	Sep 2024			04.1.9					
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 %
Organisational Behaviour			1&2	M	10	250	36	0	214	0	100	0	0	0	0
Contemporary Marketing Communications			1&2	M	10	250	36	0	214	0	100	0	0	0	0
Digital Skills and Literacy for Business			1&2	M	10	250	36	0	214	0	100	0	0	0	0