



CERTIFICATE OF VALIDATION

New validation

Validation Process: **New**

Provider Name	Louth & Meath Education and Training Board
Date of Validation	16-May-12

	Code	Title	Award	Exit
Principal Programme	PG12668	Office Administration	Certificate at NFQ Level 5 5M1997 120 credits	N/A
Embedded Programme	N/A			

	First Intake	Last Intake
Enrolment Interval		

Principal Programme

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

Target Learner Groups

This programme is targeted at school leavers or adults interested in a national qualification in the area of Office Administration

Brief Synopsis of the Programmes

This programme offers learners the opportunity to achieve all or part of the NFQ Level 5 Certificate in Office Administration . Further details about the programme e.g. Duration, Location etc are available on this register and from the provider, Louth & Meath Education and Training Board

Teaching and Learning Modes	<ol style="list-style-type: none"> 1. Directed Learning 2. Lectures / Classes 3. Practical Sessions 4. Tutorials
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Approved Countries	Ireland
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Physical Resource Requirements

Refer to provider



Staff Profiles	Qualifications and Experience	WTE
Teacher / Trainer	Registered with Teaching Council or Train the Trainer Qualification.	1

Approved Centres	Centre	Minimum Number of Learners per Intake per Centre	Maximum Number of Learners per Intake per Centre
	079061 LMETB Regional Skills & Training Centre (Training Services)	10	100
	40425J Youthreach Drogheda	10	100
	40475B Youthreach Dundalk	10	100
	40710I Dundalk Adult Education Centre	10	100
	40883Q Drogheda Adult Education Centre	10	100
	42347C Dunboyne College of Further Education	10	100
	42626G VTOS Dundalk	10	100
	42627I VTOS Drogheda	10	100
	42628K O'Fiaich Institute Evening College	10	100
	42630U BTEI Louth Meath ETB	10	100
	71760A Drogheda Institute of Further Education	10	100
	71770D O'Fiaich Institute of Further Education	10	100
	722365 LMETB Regional Skills & Training Centre (Community Services)	10	100

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

Learner Teacher Ratios	Learning Activity	Ratio
	Classroom Face to Face	12

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

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Part 2.5 Special Conditions of Validation