



CERTIFICATE OF VALIDATION

| | |
|---------------------------|-----------------------------|
| Provider name | National College of Ireland |
| Date of validation | 20-07-2016 |

| | | |
|---------------------------|---------------------|--------------------|
| | First Intake | Last Intake |
| Enrolment interval | September 2016 | September 2020 |

| | Code | Title | Award | Duration |
|----------------------------|-------------|--------------------------------------|-----------------------|-----------------|
| Principal programme | PG22531 | Certificate in First Line Management | Certificate (7S20299) | One year |
| Embedded programme | | | | |
| Embedded programme | | | | |

| | Name | Maximum number of learners | Minimum number of learners |
|------------------------|-----------------------------|-----------------------------------|-----------------------------------|
| Approved centre | National College of Ireland | As per the validated programmes | As per the validated programmes |

| | |
|---|---------------------------------|
| Target learner groups | As per the validated programmes |
| Approved countries for provision | Ireland |
| The teaching and learning modalities | As per the validated programmes |
| Brief synopsis of the programme (e.g. who it is for, what is it for, what is involved for learners, what it leads to.) | As per the validated programmes |
| Specifications for teaching staff | As per the validated programmes |
| Specifications for the ratio of learners to teaching-staff | As per the validated programmes |

| Programmes being replaced | | |
|----------------------------------|--------------|----------------|
| Code | Title | Comment |
| | | N/A |
| | | |



Conditions of validation

The statutory ([section 45\(3\) of the 2012 Act](#)) conditions of validation are that the provider of the programme shall:

- a) 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,
- b) 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,
- c) continue to comply with [section 65 of the 2012 Act](#) in respect of arrangements for the protection of enrolled learners, if applicable, and
- d) 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.

Conditions from HET Core Validation Policy and Criteria 2010, Revised 2013

The provider of the programme shall (for each programme):

1. Maintain the status of the programme(s) recognition;
2. Establish, having regard to existing quality assurance procedures, procedures for quality assurance for the purpose of further improving and maintaining the quality of education and training which is provided, organised or procured by that provider as part of the programme(s) concerned, and agree those procedures with QQI;
3. Operate quality assurance procedures agreed with QQI;
4. Implement procedures for the assessment of learners which are consistent with Assessment and Standards, Revised 2013;
5. Implement the procedures described in the document Policies, Actions and Procedures for Access, Transfer and Progression for Learners;
6. Implement any special conditions of validation attached to the relevant awards standards.

Other conditions from HET Core Validation Policy and Criteria 2010, Revised 2013

7. Notify QQI of any change in circumstances affecting the provider which could affect or be perceived to affect the provision of the programme(s). This includes significant changes in corporate or academic governance, ownership, legal status, profile of teaching staff, profile of learners, numbers enrolled, facilities, or resources;
8. Maintain learner data records (personal identification, progression, module marks, stage classification etc.) in order to assist QQI in the performance of its functions;
9. Provide the information required by QQI's award making and monitoring functions, including information in respect of completion rates;
10. Implement the programme in accordance with the **approved programme schedule(s)** (appended) and current assessment strategies;
11. Subject to Section 4.6.1 of *HET Core Validation Policy and Criteria 2010, Revised 2013*, obtain QQI's approval prior to substantially amending the programme's minimum intended learning outcomes, save in the case of incremental enhancements arising from the implementation of findings of the provider's agreed quality assurance procedures;
12. Notify QQI of any information concerning the programme(s), or circumstances that may reasonably be expected to give QQI cause to consider reviewing the programme. Explicitly this includes where another awarding body withdraws or seeks to withdraw validation from the programme(s) and /or any alterations to accreditations (additions or withdrawals) by a professional or regulatory body;
13. Implement the programme(s) as agreed with the resources indicated;
14. Adhere to, and implement the Provider Lifecycle of Engagements.

Approved Programme Schedule(s)

Programme Schedule for Certificate in First-Line Management

| Name of Provider | | NCI | | Programme Codes | | | CFLM | | | | |
|--|------------------------------|--------------------------------------|--------------|-----------------|----------------------|----------------------|---------------|----------------------|---------------------|------------------------------------|---------|
| Programme Title (i.e. named award) | | Certificate in First-Line Management | | | | | | | | | |
| Award Title (QQI named award) | | Certificate in First-Line Management | | | | | | | | | |
| Stage Exit Award Title | | | | | | | | | | | |
| Modes of Delivery (FT/PT/ACCS/BLENDED/OC etc.) | | P/T; Blended; Off-Campus; In-Company | | | | | | | | | |
| Stage | | Award | | | Number of Stages | | | 1 | | | |
| Award Class | | Special Purpose Award | | | Award NQF Level | | | 6 | | | |
| Award EQF Level | | 5 | | | Stage Credits (ECTS) | | | 30 | | | |
| Stage NQF Level | | 6 | | | Stage EQF Level | | | 5 | | | |
| Date Effective | | 01/09/16 | | | ISCED Subject Code | | | | | | |
| Ref | Module Title | Stage | Module | | ECTS Credit Number | Total Student Effort | | | Allocation of Marks | | |
| | | | Status (M/O) | NQF Level | | Total Hours | Contact Hours | Independent Learning | Course Work % | End of Module Formal Examination % | Total % |
| 1.1 | Business Management Practice | 1 | M | 6 | 10 | 250 | 36 | 214 | 100 | 0 | 100 |
| 1.2 | Leadership & Influencing | 1 | M | 6 | 10 | 250 | 36 | 214 | 100 | 0 | 100 |
| 1.3 | Working with People | 1 | M | 6 | 10 | 250 | 36 | 214 | 100 | 0 | 100 |
| Special Regulations: None. | | | | | | | | | | | |