

CERTIFICATE OF VALIDATION

Provider Name	National College of Ireland
Date of Validation	25-Sep-18

	First intake	Last intake
Enrolment Interval	Oct-18	Feb-23

	Code	Title	Award	Duration (Months)	Annual Intakes
Principal Programme	PG23858	Certificate in Public Employment Services Provision	Certificate (Special Purpose Award at NFQ Level 7) 7S20673 15 credits	6 months	4

Embedded Programmes

Principal Programme

5 Year Plan: Planned total enrolment i.e. aggregated across all intakes and all approved centres

	Year 1	Year 2	Year 3	Year 4	Year 5
Minimum Intake into first year	100	200	200	200	200
Maximum Intake into first year	200	400	400	400	400

Target Learner groups

Department of Employment Affairs and Social Protection employees.

Brief Synopsis of the programmes

The programme is specifically designed for new employees or employees currently working as Case Officers in the Department of Employment Affairs and Social Protection. The programme has been designed in alignment with the Occupational Profile for the Case Officer to provide a specifically designed curriculum arising from current 'One DSP Learning' material and the profile requirements. The aim of the programme is to provide Case Officers with the scope to either build up or upon their professional knowledge through an accredited programme that enhances their learning and development. The objectives of the programme is to provide Case Officers with the competence and confidence to fully meet the requirements of their role along with the key skills required to effectively deliver on DEASP services.

Delivery mode: full-time / part-time

PT

Teaching and Learning Modes

Class room based learning will be the primary method of teaching / learning. Activities in each session will range from: lectures, discussions, quizzes, exercises, review of articles, guest speakers, review of policies, case studies and practical exercises. In addition, participants will be required to engage with online eLearning materials. All course materials will be accessible through the college's learning management system, Moodle.

Approved countries

Ireland

Physical resource requirements

Classroom(s) will require computer and projector and facilities to work in teams / breakout sessions. Access to internet and Moodle platform will be required over the course of the programme.

Flipchart and whiteboard will also be required.
 Discussions within groups facilitated by ease of movement desks.
 Learners will have continued access to Moodle platform which will be the central point of information access for each module. The Moodle platform will also provide the basis for communicating with learners and provide a centre for virtual discussion.
 Outside of class, learners can engage with on-line DEASP intranet resources.

Staff Profiles

Qualifications and Experience	WTE
Each NCI lecturer will ideally possess a primary or Master's degree in the Social Sciences/Public Administration and/or relevant Industry experience.	.2
Specialist DEASP tutors will be used as required in specific professional / technical aspects of each module. Each DEASP tutor will have completed an IITD training & Development Programme, NCI Associate Faculty induction training and have a minimum of three years' work experience in DEASP.	.2
Specialists used in each module will have extensive relevant experience in the area and will have at least three years relevant experience at appropriate level.	.2
Programme co-ordinating roles will be provided by the central co-ordinator assigned to the position at NCI. DEASP will also have a dedicated resource within the SDU to provide support for staff members within the programme.	.2

Approved Centres

Centre	Minimum Number of learners per intake per Centre	Maximum Number of learners per intake per Centre
Clondalkin Intreo, 9th Lock Road, Clondalkin, Dublin 22.	15	50
Galway Intreo Centre, Sean Duggan Centre, Fairgreen Road, Galway.	15	50
Intreo Employment & Support Services, Dept. of Social Protection, Cork Road, Waterford.	15	50
National College of Ireland – IFSC, Mayor Street, Dublin 1.	15	50
Newbridge Intreo Centre, Moorefield Road, Newbridge, Co. Kildare.	15	50
Regional locations such as existing QQI approved NCI regional locations plus DEASP locations which will be selected in line with procedures for delivery in off campus locations.	15	50
SDU Training Room / Pensions Office, College Road, Sligo.	15	50

Learner Teacher Ratios

Learning Activity	Ratio
Classroom-based learning (support tutor)	1:15
Classroom-based learning (lead lecturer)	1:50

Programme being replaced by this programme

Prog Code	Programme Title	Validated	To Close
NA	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.

Part 2.5 Special Conditions of Validation

1. Clarify entry requirements to reflect RPL issues, advanced entry and the entry process.
2. E-learning prerequisite to be removed.
3. Clarify and expand on the Transferable Skills Matrix tailoring and linking it as appropriate to the occupational profile of learners.
4. Correct programme/module schedules for names, entry, contact hours and assessment percentages.
5. Clarify the attendance policy for students.
6. Amend the proposed delivery schedules to include the time required for assessment presentations.
7. Clarify and expand on the method to be used and resourcing required for the presentations.
8. Clarify the requirement for passing the module.
9. Clarify the repeat assessment provision and methods.
10. Combine Appendices 7 and 8 for incorporation into the Learner Handbook.

PROGRAMME AND STAGE SCHEDULES

Name of Provider:		National College of Ireland											
Programme Title		Certificate in Public Employment Services Provision											
Award Title		Certificate in Public Employment Services Provision											
Stage Exit Award Title													
Modes of Delivery (FT/PT):		PT											
Teaching and learning modalities		Lectures, On line, Case Conference, Adobe, Collaborative provision											
Award Class	Award NFQ level	Award EQF Level	Stage (1, 2, 3, 4, ..., or Award Stage):	Stage NFQ Level	Stage EQF Level	Stage Credit (ECTS)	Date Effective	ISCED Subject code					
SPA	7	6	Award	7	6	15	September 2018	0417					
Module Title (Up to 70 characters including spaces)	Semester no where applicable. (Semester 1 or Semester 2)	Module		Credit Number	Total Student Effort Module (hours)					Allocation Of Marks (from the module assessment strategy)			
		Status	NFQ Level where specified	Credit Units	Total 10Hours	Class (or equiv) Contact Hours	Directed e-learning	Independent Learning	Hours of	Work-based learning effort	C.A. %	Supervised Project %	Proctored practical demonstration
Public Employment Services Provision			7	15	375	54	4	108	209			100%	
Special Regulations (Up to 280 characters)													