

CERTIFICATE OF VALIDATION



QQI

Quality and Qualifications Ireland
Dearbhú Cáilíochta agus Cáilíochtaí Éireann

New Validation

Provider Name	National College of Ireland
Date of Validation	11-Jun-20

	Code	Title	Award	Duration (Full Time)	Duration (Part Time)	Exit
Principal Programme	PG24255	Bachelor of Arts (Honours) in Recruitment Practice	Bachelor of Arts (Honours) (Major Award at NFQ Level 8) 8M20966 180 Credits	3 years		
Embedded Programmes	n/a					
			First intake	Last intake		
Enrolment Interval			Sep-20	Aug-23		

	Full Time	Part Time
Maximum Intakes per annum:	2	0
Minimum Learners per Intake:	25	0
Maximum Learners per Intake:	140	0

Principal Programme

Target Learner groups

Minimum entry requirements are set at all those over 18 years with Leaving Cert or Level 5 equivalent or NFQ Level 6 Advanced Certificate (or equivalent). Typical target learners however, are aged 20 and over, and have a minimum of two years post-school experience.

Career Break / Returners to work

Post-Leaving Cert Graduates

Existing employees:

- Less than 3 years' experience in recruitment role;
- Upskilling to Level 8 qualification;
- No recruitment industry qualification.

Brief Synopsis of the programmes

3-year apprenticeship programme aimed at

- new entrants to the industry.
- existing employees with limited experience in a recruitment role and /or
- employees with experience in a recruitment role who do not hold a Level 8 award.

The programme addresses an industry requirement to professionalise a growing recruitment industry.

Learners will be employed in recruitment roles, either within

- recruitment agency or
- An organisation with a specialist recruitment department / section.

Learning will take place

- within the organisation,
- at college (1 day per week over the academic year,) this is a national programme not just offered in one college
- during protected study time, e.g. reading weeks, exam preparation.
- evenings and week-ends.

The programme leads to a level 8 professional award; BA (Hons) in Recruitment Practice.

Delivery mode: full-time / part-time

Full-time apprenticeship programme

Teaching and Learning Modes

Blending learning combining traditional classroom teaching, live online synchronous delivery, asynchronous delivery, flipped classroom and work-based learning

Approved countries

Ireland

Physical resource requirements

The programme requires appropriate learning spaces to facilitate the teaching, learning & assessment strategy of the programme. Learning spaces should accommodate traditional classrooms, spaces for collaborative learning, and access to appropriate technologies to facilitate live online synchronous delivery.

Learners must also have access to appropriate personal study space.

Access to appropriate recreation and dining spaces and functions are also required.

The on the job requirements include access to appropriate technologies and workspaces appropriate to the role and study.

Staff Profiles

Qualifications and Experience		WTE
Industry and/or academic	Industry and/or academic experience in the recruitment / HRM field, as described in section 7.2, and within each of the programme modules. Staff in place	6
Practitioner(s)/ Workplace Mentors.	Practitioner(s) based in a work environment to act as Workplace Mentors. They should hold a supervisory position and have 3 years' experience in the recruitment industry. The number will be dependent on the number of companies and apprentices. Staff not in place. Appropriate participating company employees will be appointed as Workplace Mentor prior to commencement of the apprentice on the programme	0
Apprenticeship Administrator	Apprenticeship Administrator Staff in place	1
National Programme Director	National Programme Director who is responsible for the academic management of the programme. Staff in place	1
Apprenticeship Manager	Apprenticeship Manager Staff in place	1

Approved Centres

Centre	Minimum per intake per Centre	Maximum per intake per Centre
National College of Ireland	25	140

Learner Teacher Ratios

Learning Activity	Ratio
Work- Based Assessment	1:1

Class room based teaching

1:35

Programme being replaced by this programme

Prog Code	Programme Title	Validated	To Close
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. n/a

Part 2.5 Special Conditions of Validation

1. n/a

1 APPROVED PROGRAMME SCHEDULE(S)

Name of Provider:				National College of Ireland										
Programme Title				Bachelor of Arts (Honours) in Recruitment Practice										
Award Title				Bachelor of Arts (Honours) in Recruitment Practice										
Stage Exit Award Title³				N/a										
Modes of Delivery (FT/PT):				Full-time										
Teaching and learning modalities				Direct contact via lectures and demonstrations, Blended e-learning										
Award Class⁴	Award NFQ level	Award EQF Level	Stage (1, 2, 3, 4, ..., or Award Stage):	Stage NFQ Level²				Stage EQF Level²	Stage Credit (ECTS)	Date Effective	ISCED Subject code			
Professional/Major			1	6					60	September 2020	0413			
Module Title (Up to 70 characters including spaces)	Semester no where applicable. (Semester 1 or Semester2)	Module		Credit Number⁵	Total Student Effort Module (hours)						Allocation Of Marks (from the module assessment strategy)			
		Status	NFQ Level¹ where specified	Credit Units ECTS	Total Hours	Class (or equiv) Contact Hours	**Work- Based Mentoring	Directed e-learning	Independent Learning Hours	Work-based learning effort	C.A. %	Supervised Project %	Proctored practical demonstration	Proctored written exam %
Introduction to Recruitment Practice	1 & 2	M		10	250	30	20	10	50	140	50	50		
ICT Skills for Recruitment	1 & 2	M		10	250	30	20	10	50	140	100			
Career Management Skills	1 & 2	M		10	250	30	20	10	50	140	100			
Sales, Negotiating Skills & Client Relations	1 & 2	M		10	250	30	20	10	50	140	100			
Continuing Professional Development 1	1 & 2	M		10	250	20*	20	10	30	170	60		40	
Work-Based Learning 1	1 & 2	M		10	250	20*	20	10	30	170	100			
Special Regulations (Up to 280 characters)														
*Class Contact Hours for Work-Based Modules are based on a weekly Portfolio Building Tutorial throughout the academic year. This tutorial will not be exclusive to an individual work-based module, but will focus on the preparation and collection of evidence for both Continuing Professional Development 1 and Work-based Learning 1.														

		<p>**Work-Based Mentoring Hours are based on a weekly Mentor-Apprentice Meeting throughout the academic year. This meeting will not be exclusive to an individual module, but will focus on supporting the apprentice in the learning and assessment for all first stage work-based elements.</p>
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Programme Title				Bachelor of Arts (Honours) in Recruitment Practice											
Award Title				Bachelor of Arts (Honours) in Recruitment Practice											
Stage Exit Award Title³				N/a											
Modes of Delivery (FT/PT):				Full-time											
Teaching and learning modalities				Direct contact via lectures and demonstrations, Blended e-learning											
Award Class⁴	Award NFQ level	Award EQF Level	Stage (1, 2, 3, 4, ..., or Award Stage):	Stage NFQ Level²					Stage EQF Level²	Stage Credit (ECTS)	Date Effective	ISCED Subject code			
Professional/Major			2							60	September 2020	0413			
Module Title (Up to 70 characters including spaces)		Semester no where applicable. (Semester 3 or Semester 4)		Module		Credit Number⁵	Total Student Effort Module (hours)					Allocation Of Marks (from the module assessment strategy)			
				Status	NFQ Level¹ where specified		Credit Units	Total Hours	Class (or equiv) Contact Hours	**Work-Based Mentoring	Directed e-learning	Independent Learning Hours	Work-based learning effort	C.A. %	Supervised Project %
Business Development & Customer Relations		1 & 2		M		10	250	30	20	10	50	140	100		
Employment Law for Recruitment		1 & 2		M		10	250	30	20	10	50	140	50	50	
Candidate Strategy		1 & 2		M		10	250	30	20	10	50	140	100		
Finance for Recruitment		1 & 2		M		10	250	30	20	10	50	140	50	50	
Continuing Professional Development 2		1 & 2		M		10	250	20*	20	10	30	170	100		
Work-Based Learning 2		1 & 2		M		10	250	20*	20	10	30	170	60	40	
Special Regulations (Up to 280 characters)															
<p>*Class Contact Hours for Work-Based Modules are based on a weekly Portfolio Building Tutorial throughout the academic year. This tutorial will not be exclusive to an individual work-based module, but will focus on the preparation and collection of evidence for both Continuing Professional Development 2 and Work-based Learning 2.</p> <p>**Work-Based Mentoring Hours are based on a weekly Mentor-Apprentice Meeting throughout the academic year. This meeting will not be exclusive to an individual module, but will focus on supporting the apprentice in the learning and assessment for all second stage work-based elements.</p>															

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Programme Title				Bachelor of Arts (Honours) in Recruitment Practice										
Award Title				Bachelor of Arts (Honours) in Recruitment Practice										
Stage Exit Award Title³				N/a										
Modes of Delivery (FT/PT):				Full-time										
Teaching and learning modalities				Direct contact via lectures and demonstrations, Blended e-learning										
Award Class⁴	Award NFQ level	Award EQF Level	Stage (1, 2, 3, 4, ..., or Award Stage):	Stage NFQ Level²			Stage EQF Level²	Stage Credit (ECTS)	Date Effective	ISCED Subject code				
Professional/Major	8	6	Award	8			6	60	September 2020	0413				
Module Title (Up to 70 characters including spaces)		Semester no where applicable. (Semester 3 or Semester 4)	Module		Credit Number⁵	Total Student Effort Module (hours)					Allocation Of Marks (from the module assessment strategy)			
			Status	NFQ Level¹ where specified	Credit Units ECTS	Total Hours	Class (or equiv) Contact Hours	**Work-Based Mentoring	Directed e-learning	Independent Learning Hours	Work-based learning effort	C.A. %	Supervised Project %	Proctored practical demonstration
Talent Planning		1 & 2	M	8	10	250	30	20	10	50	140	100		
Management and Behaviour in Organisations		1 & 2	M	8	10	250	30	20	10	50	140	100		
Equality and Ethics		1 & 2	M	8	10	250	30	20	10	50	140	100		
Contemporary Issues in Recruitment		1 & 2	M	8	10	250	30	20	10	50	140	100		
Continuing Professional Development 3		1 & 2	M	8	10	250	20*	20	10	30	170	100		
Work-Based Learning 3		1 & 2	M	8	10	250	20*	20	10	30	170	60	40	
Special Regulations (Up to 280 characters)														

		<p>*Class Contact Hours for Work-Based Modules are based on a weekly Portfolio Building Tutorial throughout the academic year. This tutorial will not be exclusive to an individual work-based module, but will focus on the preparation and collection of evidence for both Continuing Professional Development 3 and Work-based Learning 3.</p> <p>**Work-Based Mentoring Hours are based on a weekly Mentor-Apprentice Meeting throughout the academic year. This meeting will not be exclusive to an individual module, but will focus on supporting the apprentice in the learning and assessment for all award stage work-based elements.</p>
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