



CERTIFICATE OF VALIDATION

New validation

Validation Process: **Revalidation**

Provider Name	Dublin Business School
Date of Validation	24-Jun-21

	Code	Title	Award	Exit
Principal Programme	PG24642	Higher Certificate in Arts	Higher Certificate (Higher Certificate at NFQ Level 6) 6M21501 120 credits	N/A
Embedded Programme	PG24644	Certificate in Arts	Certificate (Special Purpose Award at NFQ Level 6) 6S21503 60 credits	No

	First Intake	Last Intake
Enrolment Interval	01-Sep-21	31-Aug-26

Principal Programme

	Full Time	Part Time	Delivery Mode: full-time / part-time
Maximum Intakes per Annum:	2	1	Full Time, Part Time
Minimum Learners per Intake:	5	5	
Maximum Learners per Intake:	50	25	
Duration (months)	24	36	

Target Learner Groups

The Higher Certificate in Arts (Level 6, 120 ECTS) is aimed at learners with the following entry qualifications:

- > Leaving Certificate applicants who have achieved 5 O6/H7s, to include English or another language or a full Level 5 FETAC Award or equivalent.
- > Mature Learners who do not meet the minimum entry requirements will be assessed on the basis of age, work experience, general education standard, motivation and commitment to the programme for which they are applying. Mature learners are those who are 23 years of age by January 1st of the year of admission.



Brief Synopsis of the Programmes

The Higher Certificate in Arts (Level 6, 120 ECTS) is a multi-purpose award designed to meet the needs of a variety of learners. It offers an inspiring and challenging educational experience, developing a broad range of knowledge and theoretical understanding across a spectrum of academic disciplines, whilst also proving personal and academic skills development and a structured pathway to further educational opportunities. It provides an alternative learning route into and through existing offerings with additional support structures and provides an opportunity for learners to experience an extended and closely supported transition into third-level education with significant subject specialisation at Level 6.

In Stage one academic modules comprise of: Contemporary Humanities; Contemporary Social Sciences; Economic and the World of Business; Film and Creative Media. As well as learning provided in modules on Academic Skills (10 ECTS) and Digital Skills (5 ECTS). The third strand in Stage one is the Career Discovery module which provides learners with the beginnings of a platform for educational and career related investigation, job analysis, CV building, interview practice and work experience identification. In Stage two there are two strands: academic underpinning in the module Critical Thinking Skills (10 ECTS) and elective academic pathways (50 ECTS). Specialist pathways include:

- ? General Arts
- ? Psychology
- ? Social Science
- ? Film and Creative Media
- ? Business
- ? Marketing
- ? Accounting and Finance
- ? Law

The Higher Certificate in Arts aims to produce graduates who are knowledgeable and academically well-rounded, possessed of a wide range of transferrable skills, and well-qualified and prepared to successfully progress to a range of further academic or work-related challenges.

There is an embedded award of a Certificate in Arts (Level 6, 60 ECTS), available to learners who do not wish to complete the full Higher Certificate award. The Certificate in Arts (Level 6, 60 ECTS) equates to the first year and first stage of the Higher Certificate in Arts programme and is offered to allow maximum flexibility for learners.

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

Lecture rooms with multimedia resources and physical resources suitable for working in breakout groups. Hardware and software required for the delivery of the programme are detailed in each of the module descriptors and also in Section 8 of the Programme Document.



Staff Profiles	Qualifications and Experience	WTE
Lecturer	<p>Lecturing staff will have a minimum of a Level 8 Honours Bachelor’s degree in Business or Level 8 Honours Bachelor’s degree in any of the following subjects or equivalent qualification in the following areas:</p> <ul style="list-style-type: none"> ● Economics ● Humanities ● Social Science ● Psychology ● English Literature/Comparative Literature ● History ● Philosophy ● Media Studies ● Film and Creative Media ● Business ● Marketing ● Accounting and Finance ● Law 	7

Approved Centres	Centre	Minimum Number of Learners per Intake per Centre	Maximum Number of Learners per Intake per Centre
	38628L Dublin Business School	5	75

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

Learner Teacher Ratios	Learning Activity	Ratio
	Online tutorial (interactive)	1:25
	Online class (live)	1:50
	Practical lab sessions	1:35
	Workshops	1:25
	Lecture	1:50

Programme being replaced by this Programme	Prog Code	Programme Title	Validated
	PG22789	Higher Certificate in Arts	15-Jul-15



Embedded Programme

Validation Process: **New**

Code	Title	Award	Exit
PG24644	Certificate in Arts	Certificate (Special Purpose Award at NFQ Level 6) 6S21503 60 credits	No

	Full Time	Part Time	Delivery Mode: full-time / part-time
Maximum Intakes per Annum:	2	1	Full Time, Part Time
Minimum Learners per Intake:	5	5	
Maximum Learners per Intake:	50	25	
Duration (months)	12	24	

Target Learner Groups

The Certificate in Arts (Level 6, 60 ECTS) is aimed at learners with the following entry qualifications:

- > Leaving Certificate applicants who have achieved 5 O6/H7s, to include English or another language or a full Level 5 FETAC Award or equivalent.
- > Mature Learners who do not meet the minimum entry requirements will be assessed on the basis of age, work experience, general education standard, motivation and commitment to the programme for which they are applying. Mature learners are those who are 23 years of age by January 1st of the year of admission.

Brief Synopsis of the Programmes

The Certificate in Arts (Level 6, 60 ECTS) aims to produce graduates who are knowledgeable and academically well-rounded, possessed of a wide range of transferrable skills, and well-qualified and prepared to successfully progress to a range of further academic or work-related challenges. The programme comprises of: Contemporary Humanities; Contemporary Social Sciences; Economics and the World of Business; Film and Creative Media. As well as learning provided in modules on Academic Skills (10 ECTS) and Digital Skills (5 ECTS). The third strand is the Career Discovery module which provides learners with the platform for educational and career related investigation, job analysis, CV building, interview practice and work experience identification. This one year full-time / two year part-time Certificate in Arts (Level 6, 60 ECTS) programme equates to the first stage of the two year full-time/ three year part-time Higher Certificate in Arts programme (Level 6, 120 ECTS) and is offered to allow maximum flexibility for learners. Should learners wish to progress to year two of the Higher Certificate in Arts (Level 6, 120 ECTS),

Teaching and Learning Modes	<ol style="list-style-type: none"> 1. Directed Learning 2. E-learning (directed) 3. Group Discussions 4. Lectures / Classes 5. Self Directed Learning 6. Workshops
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Approved Countries	Ireland
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Physical Resource Requirements

Lecture rooms with multimedia resources and physical resources suitable for working in breakout groups. Hardware and software required for the delivery of the programme are detailed in each of the module descriptors and also in Section 8 of the Programme Document.



Staff Profiles	Qualifications and Experience	WTE
Lecturing Staff	<p>Lecturing staff will have a minimum of a Level 8 Honours Bachelor’s degree in Business or Level 8 Honours Bachelor’s degree in any of the following subjects or equivalent qualification in the following areas:</p> <ul style="list-style-type: none"> ● Economics ● Humanities ● Social Science ● Psychology ● English Literature/Comparative Literature ● History ● Philosophy ● Media Studies ● Film and Creative Media ● Business ● Marketing ● Accounting and Finance ● Law 	7

Approved Centres	Centre	Minimum Number of Learners per Intake per Centre	Maximum Number of Learners per Intake per Centre
	38628L Dublin Business School	5	125

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

Learner Teacher Ratios	Learning Activity	Ratio
	Lecturer classroom-based scenarios	1:50
	Workshops	1:25
	Practical lab sessions	1:35
	Online class (live)	1:50
	Online tutorial (interactive)	1:25

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