Validation Report

BN037

Higher Certificate in Arts in Humanities

Introduction

In 2006 the Institute was awarded delegated authority enabling the development, validation, implementation and continuous improvement of its existing taught higher education and training programmes up to and including level 9 of the National Framework of Qualifications.

The purpose of this document is to report on the findings of the peer review panel established to validate this proposed programme against the criteria for the validation of programmes as stipulated in the Institute policy document 2MP01[I].

Programme overview

This proposed exit award is designed to facilitate students of the following undergraduate programmes offered within the Department of Humanities at ITB:

- Bachelor of Arts in Applied Social Studies (Level 7 and 8)
- Bachelor of Arts in Social and Community Development (Level 6, 7 and 8)
- Bachelor of Arts in Early Childhood Care and Education (Level 6, 7 and 8)

Each of these programmes includes a work placement in the second year which is an integral part of the coursework for students in order to prepare them for professional practice in their respective disciplines. Currently level 6 exit awards are offered in the Bachelors of Arts in Social and Community Development, Early Childhood Care and Education and Applied Social Studies. These level 6 exit awards are only available to students who have successfully completed all components including work placement in the first two years of their programme.

The Higher Certificate in Arts in Humanities is intended for:

- Students who are deemed ineligible for work placement as per Garda Vetting
- Students who have successfully completed all taught components of their programme of study excluding the work placement.

This programme will provide learners with the opportunity to redirect away from professional practice in the areas of Social Care, Social and Community Development or Early Childhood Care and Education towards more administrative roles. To assist this transition and to allow learners make up any shortfall in credits resulting from the non-completion of the placement it is proposed that learners will take modules on the Higher Certificate in Business

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[I] 2MP01 Design, validation and accreditation of new academic programmes

programme allowing them to acquire introductory knowledge and skills in the area of business administration.

Programme detail

Programme title	Higher Certificate in Arts in Humanities
Award title	Higher Certificate in Arts
Award type	Major
NFQ[I] level	6
ECTS[II] credits	120
Programme code	BN037

Panel composition

Chair	Dr. Brendan Ryder Dundalk Institute of Technology
Academic experts	Ms. Allison Kenneally Carlow Institute of Technology Ms. Kay Fitzgerald Institute of Technology Tralee
In attendance	Mr. Richard Gallery Registrar, IT Blanchardstown Mr. Michael Keane Quality Assurance Officer, IT Blanchardstown
Date of Panel Meeting	Tuesday 17th June 2014

[I] National Framework of Qualifications
[II] European Credit Transfer (and Accumulation) System

Consultation

Management consulted during the panel meeting:

Mr. Pat O'Connor	Head of School of Business and Humanities
Dr. Karen Feery	Head of Department of Humanities

Academic staff consulted during the panel meeting:

Dr. Ruth Harris	Ms. Deirdre McGrath	Ms. Georgina Lawlor
Ms. Denise Lyons	Mr. Fergus Comerford	

Findings of the panel

In evaluating the appropriateness, quality and proposed operation of this programme the following criteria has been considered and is hereby reported upon:

Programme title and award title

Following discussion, the panel was satisfied that the title of the proposed programme is clear, accurate and fit for the purpose of informing prospective learners and other stakeholders and consistent with QQI award titles.

Standards of knowledge, skill and competence

The panel noted that all of the constituent modules have previously been validated. Through discussion with the programme design team and having reviewed the submission document the panel was of the opinion that learners would be capable of attaining the standards of knowledge, skill or competence relevant for this award.

Transfer and progression

The panel confirmed that the programme incorporates the established procedures for transfer and progression. However the panel was of the opinion that transfer and progression opportunities could be more clearly articulated within the submission document and recommended that a diagrammatic representation of the various pathways a learner could pursue with associated timeframe for completion be defined.

Learner employment potential

To maximise employment potential and to further support the development of core business administration competencies the panel recommended that the following modules be made mandatory:

- Information Management
- Business Information Systems

In addition to making further electives available to incorporate the following skill sets:

- Social Media / Marketing
- Funding / Entrepreneurship

The panel also recommended that learners be provided with a listing of potential employment opportunities.

Protection of learners

Section 43 of the Act[i] does not apply.

Quality assurance

The panel was informed of how the submission had been developed and approved internally whilst complying with the Institute's quality assurance policies and procedures. The panel concurred that said policies and procedures had been applied to the development of the proposed programme.

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[i] Qualifications (Education and Training) Act, 1999

Decision of the panel

The panel recommended the validation of the proposed programme namely:

Programme title   Higher Certificate in Arts in Humanities

Award title   Higher Certificate in Arts

Award type   Major

NFQ level   6

ECTS credits   120

Programme code   BN037

Banner code   BN_HHCAH_C

Panel conditions

This validation is subject to the following conditions:

- Map module learning outcomes to the programme learning outcomes with reference being made to the QQI award standards as appropriate.
- Update the submission document to include the following:
    - Teaching and Learning Strategy
    - Programme Assessment Strategy

- Clearly articulate the following:
    - Projected timeframe for the completion of the award for each pathway
    - Potential employment, transfer and progression opportunities for graduates
    - Eligibility for the award upon successful completion of 120 credits

- Change the status of the following elective modules to mandatory:

    o Information Management

    o Business Information Systems

- Include additional electives within each pathway schedule to incorporate the following skill sets:

    o Social Media / Marketing

    o Funding / Entrepreneurship

Commendation

The panel commended the programme design team for their engagement and enthusiasm during the panel meeting and congratulated them for their responsiveness to providing exit award pathways for their learners.

Panel signatures

Chairperson

Dr. Brendan Ryder

_____   Date: 15/09/2014

Secretary

Mr. Richard Gallery   _____   Date _____