

CERTIFICATE OF VALIDATION

| | |
|---------------------------|--------------------------------|
| Provider Name | Accounting Technicians Ireland |
| Date of Validation | 19-Jul-17 |

| | | |
|---------------------------|---------------------|--------------------|
| | First intake | Last intake |
| Enrolment Interval | Sep-17 | Sep-19 |

| | Code | Title | Award | Duration (Months) | Annual Intakes |
|----------------------------|-------------|------------------------------------|--|--------------------------|-----------------------|
| Principal Programme | PG23506 | Advanced Certificate in Accounting | Advanced Certificate (Major Award at NFQ Level 6) 6M20617 146 credits | 2 years | 1 |

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 | 8 | 8 | 8 | 8 | 8 |
| Maximum Intake into first year | | | | | |

Target Learner groups

The target learner group is all learners who meet or exceed the minimum entry requirements as outlined in the Programme "Eligibility Criteria" and have been accepted by an ATI and SOLAS approved employer as an employee and registered as an Apprentice.

Brief Synopsis of the programmes

The Accounting Technician Apprenticeship Programme is developed based on an in-depth analysis of the occupation and reflects the results of a national consultation process carried out to establish the current and emerging skills, knowledge and competences required by industry. The Programme is standards-based, written as learning outcomes and structured in a modular format. All modular learning objectives and topic learning outcomes are based on the Programme Learning Outcomes developed for the occupation. These Learning Outcomes are fully detailed in the Minimum Intended Programme Learning Outcomes document.

Delivery mode: full-time / part-time

Full-time

Teaching and Learning Modes

- Theoretical and practical delivery
- Mentoring and small group tutoring
- Directed eLearning hours
- Self-directed work producing material for e-Portfolio
- Work-based learning
- Simulated working environments

Approved countries

Ireland

Physical resource requirements

The Physical resources required to deliver this Programme are stipulated in ATI Approved Partner

Requirements

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| <p>Programme and Conditions of Recognition. They must as a minimum provide:</p> <ul style="list-style-type: none"> • Suitable accommodation for the learning and human needs (comfort, safety, health, wellbeing) of learners. • Suitable information technology and resources. • Suitable specialist equipment (e.g. laboratory, workshop) – if applicable. • Technical support. • Administrative support. |
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Staff Profiles

| | |
|--------------------------------------|------------|
| Qualifications and Experience | WTE |
| NEEDS TO BE TYPED IN | |

Approved Centres

| Centre | Minimum Number of learners per intake per Centre | Maximum Number of learners per intake per Centre |
|--|---|---|
| Blackrock Further Education Institute | 8 | 0 |
| Bray Institute of Further Education | 8 | 0 |
| Coláiste Íde, Finglas | 8 | 0 |
| Cork College of Commerce | 8 | 0 |
| Monaghan Institute | 8 | 0 |
| Rathmines College of Further Education | 8 | 0 |
| Galway Technical Institute | 8 | 0 |
| Limerick College of Further Education | 8 | 0 |
| Accounting Technicians Ireland Academy | 8 | 0 |
| Waterford College of Further Education | 8 | 0 |

Learner Teacher Ratios

| Learning Activity | Ratio |
|------------------------------------|--------------|
| Theoretical and practical delivery | 20:1 |

Programme being replaced by this programme

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. ATI to formally agree to conduct a full programme review within three years in line with QQI guidelines i.e. the review to start after the first intake has completed. This review should be agreed with QQI and be as broadly based as possible to consider all aspects of the programme, including current teaching and assessment methodologies.

11 PROPOSED PROGRAMME SCHEDULE TEMPLATE FOR A STAGE

Note that minor and embedded award Programmes each require separate schedules.

| Name of Provider: | | Accounting Technicians Ireland | | | | | | | | | | | | | |
|---|--|--|--|--------------------------------|-------------------------------------|--------------------------------|---------------------|-------------------------------|--|---|----------------------|-------------------------------------|--------------------------|--|--|
| Programme Title | | Accounting Technician | | | | | | | | | | | | | |
| Award Title | | Advanced Certificate | | | | | | | | | | | | | |
| Stage Exit Award Title³ | | N/A | | | | | | | | | | | | | |
| Modes of Delivery (FT/PT): | | FT | | | | | | | | | | | | | |
| Teaching and learning modalities | | Assignment, Project, Portfolio, Skills Demonstration, Examination and Learner Record | | | | | | | | | | | | | |
| Award Class ⁴ | Award NFQ level | Award EQF Level | Stage (1, 2, 3, 4, ..., or Award Stage): | Stage NFQ Level ² | Stage EQF Level ² | Stage Credit (ECTS) | Date Effective | ISCED Subject code | | | | | | | |
| Advanced Certificate | 6 | 4/5 | N/A | N/A | N/A | | September 2017 | | | | | | | | |
| Module Title (Up to 70 characters including spaces) | Semester no where applicable. (Semester 1 or Semester2) | Module | | Credit Number ⁵ | Total Student Effort Module (hours) | | | | | Allocation Of Marks (from the module assessment strategy) | | | | | |
| | | Status ⁹ | NFQ Level ¹ where specified | Credit Units FET Credits | Total Hours | Class (or equiv) Contact Hours | Directed e-learning | Hours of Independent Learning | Work-based learning effort ¹⁰ | C.A. % | Supervised Project % | Proctored practical demonstration % | Proctored written exam % | | |
| Financial Accounting | N/A | M | N/A | 24 | 242 | 60 | | 78 | 104 | 0 | 0 | 0 | 100 | | |
| Taxation | N/A | M | N/A | 19 | 190 | 60 | | 78 | 52 | 0 | 0 | 0 | 100 | | |
| Law and Ethics | N/A | M | N/A | 11 | 112 | 60 | | 26 | 26 | 0 | 0 | 0 | 100 | | |
| Business Management | N/A | M | N/A | 11 | 112 | 60 | | 26 | 26 | 0 | 0 | 0 | 100 | | |
| Advanced Financial Accounting | N/A | M | N/A | 24 | 242 | 60 | | 78 | 104 | 0 | 0 | 0 | 100 | | |
| Advanced Taxation | N/A | M | N/A | 22 | 216 | 60 | | 78 | 78 | 0 | 0 | 0 | 100 | | |
| Integrated Accounting Systems | N/A | M | N/A | 11 | 112 | 60 | | 26 | 26 | 0 | 0 | 0 | 100 | | |
| Management Accounting | N/A | M | N/A | 24 | 242 | 60 | | 78 | 104 | 0 | 0 | 0 | 100 | | |
| Special Regulations (Up to 280 characters) | | | | | | | | | | | | | | | |
| Further notes on completing the Proposed Programme Schedule Template for a Stage | | | | | | | | | | | | | | | |
| <p>1 This level may only be defined if the intended module learning outcomes have been independently assessed (at validation) as being at a particular NFQ framework level.</p> <p>2 This level may only be defined if the intended stage learning outcomes have been specified explicitly and independently assessed (at validation) as being at a particular NFQ framework level.</p> <p>3 A stage exit award may only be established if the intended Programme learning outcomes have been specified explicitly for an embedded Programme leading to that award and culminating with that stage and that Programme has been validated using the relevant awards standards.</p> <p>4 Award class is either Major or Minor or Special-purpose or Supplemental and it may be Professional (because a professional class award may be in two classes)</p> <p>5 Student learning effort is represented by HET or FET Credit for HET and FET Programmes respectively. If ECTS is used learner effort must be at least 25 hours of learner effort per credit.</p> | | | | | | | | | | | | | | | |

9 Mandatory (m) or elective (E)

10 Work-based learning effort is not the number of hours in the workplace. For example, a person might spend 35 hours in the workplace as a trainee and this might involve 7 hours of learning effort.