Listed Awarding Bodies (LABs) Minimum Requirements - Established Awarding Body

**To help QQI prepare the relevant information and engage with providers, QQI requests that providers fill in the following information before completing the application form and meeting with QQI to discuss LABs application.**

**Awarding Body Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Primary Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Primary Contact Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**LAB Type (provider, non-provider, combination): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## 1.0 General

1. **Is the awarding body established under foreign law (if yes please fill in section 1.3): Yes ☐**  **No** ☐
2. **Do you provide awards which may be associated with any regulated professions:** **Yes ☐**  **No** ☐
3. If ‘yes’ please list relevant professional regulatory body: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. If ‘yes’ do these awards already have approval from the relevant regulatory body/bodies? Yes ☐ No ☐
5. **Do you plan to make any joint awards:** **Yes ☐**  **No** ☐
6. If ‘yes’ please provide information of other provider(s) involved in awarding: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. **Do you plan to offer apprenticeships as part of your programme offering:** **Yes ☐**  **No** ☐
8. **Do you plan to offer** [**tertiary degrees**](https://nto.hea.ie/about/) **as part of your programme offering:** **Yes ☐**  **No** ☐
9. **Are you planning to include/do you already include awards which are listed on another EU National Qualifications Framework:** **Yes ☐**  **No** ☐
10. If ‘yes’ please list other NQF(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
11. **Do your learners undertake any kind of practice placement/work placement/internship as part of your programmes:** **Yes ☐**  **No** ☐

## 1.1 Minimum Requirements

|  |  |  |  |
| --- | --- | --- | --- |
| **Requirement** | **Do you meet this requirement Y/N?** | **Documentation provided against requirement**  | **Comment (Executive Only)** |
| History of 20 years + making awards in Ireland |  |  |  |
| Evidence of meeting an identified market/learning/skills/employment/societal need |  |  |  |
| Evidence of good standing as an awarding body, and specifically with reference to the proposed awards and subject areas |  |  |  |

1.2 Endorsement information

If your organisation has a **history of at least 20 years making awards within the State**, you are required to obtain endorsement by **one** relevant public authority which has an informed position about your organisation in its capacity as an awarding body.

If your organisation has a **history of less than 20 years making awards within the State**, you are required to obtain endorsement by **two** relevant public authorities which have informed positions about your organisation in its capacity as an awarding body.

Endorsements are the same for both established and emergent prospective LABs, however, as detailed above, emergent prospective LABs must provide two endorsements.

Endorsement(s) must be submitted using the *Endorsement of a Prospective Listed Awarding Body Form* provided by QQI. Organisations must provide information on the endorsement(s) to be submitted, however, the securing of endorsement(s) is the responsibility of the organisation and not QQI. Endorsement(s) must be submitted directly by the endorser to labs@qqi.ie.

Further information on endorsement requirements and relevant public authorities can be found in the *Handbook for LABs.*

**The completed endorsement form must be sent directly to** **labs@qqi.ie** **by the relevant authority. NB if the prospective LAB sends this form to QQI directly this will not be accepted as evidence.**

Please provide details below of the organisation name of your proposed endorser and a brief detail of their informed position

|  |
| --- |
| ***Endorsement organisation information***  |
| Organisation Name  |  |
| Description of informed position  |
|  |

## 1.3 For providers established under foreign law

**State in which awarding body operates (if outside Ireland): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| **Requirement**  | **Do you meet this minimum requirement Y/N?** | **Documentation provided against requirement**  | **Comment (Executive Only)** |
| Confirmation from the relevant authority or authorities responsible for qualification and/or quality assurance that the applicant is in good standing. (NB: linking to information available on a public register will be sufficient evidence of this) |  |  |  |

**Please confirm that you currently have no regulatory concerns (formal investigations or reviews) ongoing or pending?**

**No regulatory concerns ☐**  **Investigation/review ongoing/pending (provide detail below)** ☐

**Details of regulatory investigation or review (if applicable)**

## 2.0 Associated Providers

Please list below any associated providers with whom you engage to deliver programmes leading to awards that are proposed to be included within the Framework.

Please note that as part of your application you will be required to provide confirmation and evidence of your assessment of the Quality Assurance procedures and Access Transfer and Progression policies of any associated providers that you engage with to deliver programmes leading to awards that are proposed to be included within the Framework.

If any associated providers are subject to Due Diligence and Protection of Enrolled Learners requirements the proposed Listed Awarding Body must assess that requirements are met and evidence must be provided to confirm this at the time of submission of application.

|  |  |
| --- | --- |
| **Provider Name**  |  |
| **Provider Website** |  |
| **Provider listed on the IRQ?** |  |
| **Proposed awards from provider to be listed on the NFQ** |  |
| **Proposed awards within scope of provision?**  |  |

|  |  |
| --- | --- |
| **Provider Name**  |  |
| **Provider Website** |  |
| **Provider listed on the IRQ?** |  |
| **Proposed awards from provider to be listed on the NFQ** |  |
| **Proposed awards within scope of provision?**  |  |

|  |  |
| --- | --- |
| **Provider Name**  |  |
| **Provider Website** |  |
| **Provider listed on the IRQ?** |  |
| **Proposed awards from provider to be listed on the NFQ** |  |
| **Proposed awards within scope of provision?**  |  |

|  |  |
| --- | --- |
| **Provider Name**  |  |
| **Provider Website** |  |
| **Provider listed on the IRQ?** |  |
| **Proposed awards from provider to be listed on the NFQ** |  |
| **Proposed awards within scope of provision?**  |  |

|  |  |
| --- | --- |
| **Provider Name**  |  |
| **Provider Website** |  |
| **Provider listed on the IRQ?** |  |
| **Proposed awards from provider to be listed on the NFQ** |  |
| **Proposed awards within scope of provision?**  |  |

## 3.0 Exemptions

**3.1 Exemption from Due Diligence**

*Under Section 29(A)(1) of the Act it states ‘A specified provider,* ***other than a provider referred to in section 65(6)****, shall demonstrate to the Authority that it meets the criteria specified in regulations under section 29B(1) in any of the following cases…’*

*Section 65(6) goes on to specify the following providers*

1. *A previously established University*
2. *an educational institution established as a university under section 9 of the Act of 1997,*
3. *a technological university,*
4. *the Dublin Institute of Technology,*
5. *an Institute of Technology,*
6. *an educational institution designated under section 5 (inserted by section 52 (e) of the Institutes of Technology Act 2006 ) of the Higher Education Authority Act 1971 as an institution of higher education for the purposes of that Act,*
7. *Solas*
8. *the National Tourism Development Authority,*
9. *Teagasc,*
10. *An Bord Iascaigh Mhara,*
11. *an education and training board or an institution established and maintained by an education and training board,*
12. *the Institute of Public Administration*
13. *a recognised school,*
14. *the Royal College of Surgeons in Ireland,*
15. *the Royal Irish Academy of Music,*
16. *Mary Immaculate College,*
17. *Marino Institute of Education,*
18. *a body established—*
19. *by or under an enactment (other than the Companies Act 2014 or a former enactment relating to companies within the meaning of section 5 of that Act), or*
20. *under the Companies Act 2014 (or a former enactment relating to companies within the meaning of section 5 of that Act) in pursuance of powers conferred by or under another enactment, and financed wholly or partly by means of money provided, or loans made or guaranteed, by a Minister of the Government or the issue of shares held by or on behalf of a Minister of the Government.*

***Is your organisation requesting exemption from due diligence under criteria reflected above? (NB if ‘yes’ supporting evidence must be provided)***

Yes ☐

No ☐

If ‘Yes’ please confirm under which criteria exemption should be granted and provide brief detail and links to supporting evidence below. NB: links are preferred, however supporting evidence may be provided in an attachment if necessary

**3.2 Exemption from Protection of Enrolled Learners**

Part 6 of the Act sets out legal requirements for QQI and providers of education and training (providers) regarding the [Protection of Enrolled Learners (PEL)](https://www.qqi.ie/sites/default/files/2021-09/policy-for-protection-of-enrolled-learners-v2-sep-2013.pdf). The legal requirement ensures that learners enrolled on a programme, of longer than three months duration and where fees have been paid, are not disadvantaged in the event of the programme ceasing prior to completion.

The 2012 Act seeks to ensure that:

* Learners have the opportunity to complete a programme leading to an award, or
* Learners are refunded the moneys most recently paid if a programme ends before they complete it, and
* Learners are provided with adequate and accurate information about the programme that they wish to pursue and about the protection in place for them in the event that the programme ceases prior to their completion.

***Section 29B(7) sets out that exemption of PEL is applicable to providers referred to in section 65(6)***:

*Section 65(6) goes on to specify the following providers*

1. *A previously established University*
2. *an educational institution established as a university under section 9 of the Act of 1997,*
3. *a technological university,*
4. *the Dublin Institute of Technology,*
5. *an Institute of Technology,*
6. *an educational institution designated under section 5 (inserted by section 52 (e) of the Institutes of Technology Act 2006 ) of the Higher Education Authority Act 1971 as an institution of higher education for the purposes of that Act,*
7. *Solas*
8. *the National Tourism Development Authority,*
9. *Teagasc,*
10. *An Bord Iascaigh Mhara,*
11. *an education and training board or an institution established and maintained by an education and training board,*
12. *the Institute of Public Administration*
13. *a recognised school,*
14. *the Royal College of Surgeons in Ireland,*
15. *the Royal Irish Academy of Music,*
16. *Mary Immaculate College,*
17. *Marino Institute of Education,*
18. *a body established—*
19. *by or under an enactment (other than the Companies Act 2014 or a former enactment relating to companies within the meaning of section 5 of that Act), or*
20. *under the Companies Act 2014 (or a former enactment relating to companies within the meaning of section 5 of that Act) in pursuance of powers conferred by or under another enactment, and financed wholly or partly by means of money provided, or loans made or guaranteed, by a Minister of the Government or the issue of shares held by or on behalf of a Minister of the Government.*

***Is your organisation requesting exemption from PEL under criteria reflected above? (NB if ‘yes’ supporting evidence must be provided)***

Yes ☐

No ☐

If ‘Yes’ please confirm under which criteria exemption should be granted and provide brief detail and links to supporting evidence below. NB: links are preferred, however supporting evidence may be provided in an attachment if necessary

## 4.0 Declaration and Signature

I declare that the information provided in this form and any attachments hereto is true and complete in all material respects and I fully understand that it may be an offence to deliberately furnish false, misleading, or inaccurate information.

I make this solemn declaration conscientiously believing the same to be true for the satisfaction of Quality and Qualifications Ireland and pursuant to the Statutory Declarations Act, 1938.

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Job Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_