



Rialtas na hÉireann  
Government of Ireland

**FUTURE JOBS**  
**IRELAND 2019**  
Preparing Now for Tomorrow's Economy

HUMAN CAPITAL INITIATIVE

# PILLAR 1

GRADUATE CONVERSION

## CALL FOR PROPOSALS





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# Call for Proposals for Graduate Conversion

16 January 2020



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# 1 Call for Proposals

Higher Education Institutions (HEIs) are invited to submit proposals for funding under the Human Capital Initiative (HCI) call for proposals for Graduate Conversion and Specialisation courses. Over five years from 2020 to 2024, €300m has been allocated for the HCI from the surplus in the National Training Fund (NTF). This is in line with recommendations contained in the independent review of the NTF on the use of the surplus and the development of labour market skills. This is the third call for proposals, Pillar 1 Graduate Conversion Courses, under the HCI and further calls for funding have been issued under Pillars 2, Additional Places on Existing Courses and Pillar 3 Innovation and Agility, of the programme.

## 2 Background

The HCI is embedded in national policy to make Ireland a better country for all its people.



The Government strategy Project Ireland 2040<sup>1</sup> provides the framework for making Ireland a great place to live and do business, through integrated spatial and investment strategies. It will drive Ireland's long term economic, environmental and social progress across all parts of the country over the next decade. In 2019, the Government launched several interconnected initiatives to build on the progress made in terms of employment and emigration levels. This includes the Disruptive Technologies Innovation Fund which links industry and academia, creating new collaborative teams to develop new disruptive technologies and innovations for tomorrow's world.

*Future Jobs Ireland 2019*<sup>2</sup> states that, "...by 2025, our workers and enterprises will be operating in a changed economy. Technology continues to herald new ways of doing business and new economic opportunities". Central to this are objectives to enhance skills, develop and attract talent to Ireland. Transversal skills along with core competencies in numeracy, literacy and digital technologies are critical for work in all sectors.

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<sup>1</sup> <https://www.gov.ie/en/policy/project-ireland-2040-policy/>

<sup>2</sup> <https://dbei.gov.ie/en/Publications/Publication-files/Future-Jobs-Ireland-2019.pdf>

The HCI also addresses the aims of the *National Skills Strategy 2025*<sup>3</sup>, to improve the relevance of skills provision to society and the economy; provide more effective engagement with employers in skills development; increase lifelong learning; enhance the quality of teaching and learning; develop participation in education and training and the labour market; and increase skills supply.

Strategies such as *Technology Skills 2022*<sup>4</sup> further complement the *Future Jobs Ireland* agenda by putting a greater focus on equipping Irish learners (from primary school through to higher education), graduates and workers with the necessary Science, Technology, Engineering, Arts and Mathematics (STEAM) skills to adapt to the changing workplace and business models of the future. The strategy sets out an ambitious target to increase the number of learners graduating with high-level ICT skills to over 65% by the end of 2022. Five actions to be implemented through a partnership between Government, industry and the education and training system, will complement the ongoing upskilling of its talent base by the enterprise sector.

HCI innovations and activities should also address the Government *Climate Action Plan 2019*<sup>5</sup>. Funded programmes must include consideration of how they can positively assist the diverse and wide-ranging impacts that Climate Change will have on Ireland's environment, society, economic and natural resources. The *Climate Action Plan* sets out an ambitious course of action over the coming years to address these issues; the HCI must aim to assist achieving these actions and targets in all ways possible and enable Ireland to significantly step up its commitments to tackle climate disruption.

The HCI will address these and other national policy objectives through its suite of initiatives.<sup>6</sup>

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<sup>3</sup> [https://www.education.ie/en/Publications/Policy-Reports/pub\\_national\\_skills\\_strategy\\_2025.pdf](https://www.education.ie/en/Publications/Policy-Reports/pub_national_skills_strategy_2025.pdf)

<sup>4</sup> <https://www.education.ie/en/Publications/Policy-Reports/technology-skills-2022.pdf>

<sup>5</sup> [https://www.dcaae.gov.ie/en-ie/climate-action/publications/Documents/16/Climate\\_Action\\_Plan\\_2019.pdf](https://www.dcaae.gov.ie/en-ie/climate-action/publications/Documents/16/Climate_Action_Plan_2019.pdf)

<sup>6</sup> This includes the National Strategy for Higher Education to 2030 <https://hea.ie/assets/uploads/2017/06/National-Strategy-for-Higher-Education-2030.pdf> the Indecon Review of the National Training Fund <https://www.education.ie/en/Press-Events/Press-Releases/2018-press-releases/indecon-review-of-national-training-fund.pdf> and the HEA System Performance Framework <https://hea.ie/funding-governance-performance/managing-performance/system-performance-framework/>

## 3 The Human Capital Initiative

The Human Capital Initiative (HCI) will increase capacity in higher education in focused programmes designed to meet priority skills needs for enterprise. These needs are identified through the detailed and comprehensive framework now in place under the National Skills Council, including publications from the Skills and Labour Market Research Unit (SLMRU), the work of the Regional Skills Fora, the National Training Fund (NTF) Advisory Group, and the Expert Group on Future Skills Needs, and the direct involvement of employers.

The HCI will also incentivise continued reform and innovation in third level provision building on best practice nationally and internationally, strongly supporting innovation in programme design and delivery. It will respond to the targets outlined in the *National Skills Strategy, Technology Skills 2022*, and other Government strategies. It will seek to promote innovative and responsive models of programme delivery, and to enable the higher education system to respond rapidly to changes in both skills requirements and technology.

The key objectives are to:

- Increase provision in areas of identified skills need for enterprise
- Future proof graduates with industry relevant skills for emerging technologies
- Ensure that there is a greater focus across the whole spectrum of higher education course provision on promoting and embedding transversal skills
- Incentivise continued reform and innovation in higher education provision building on best practice available nationally and internationally.

The key areas of focus for actions under the initiative are:

- Priority skills needs for society and the economy, particularly in high productivity sectors
- Mitigating Brexit risks
- Promoting regional development and *National Development Plan*<sup>7</sup>/*Project Ireland 2040* objectives
- Innovation and reform in programme provision
- Responding to digitalisation and the future world of work
- Strengthening relationships with enterprise and addressing identified future skills needs
- Provision of upskilling and reskilling through lifelong learning

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<sup>7</sup> <https://assets.gov.ie/19240/62af938dce404ed68380e268d7e9a5bb.pdf>

HCI Pillar 1 will extend the approach currently in place for ICT under Springboard+. It will offer incentivised places for graduates to reskill in areas of skills shortage and emerging technologies e.g. ICT, High End Manufacturing, Data Analytics, Robotics, Artificial Intelligence, via graduate conversion courses.

The HCI Pillar 1 budget is separate to the Springboard+ budget. However, the application process for HCI Pillar 1 is embedded in the Springboard+ process. The HCI Pillar 1 funding will provide funding for full-time graduate conversion courses. Courses at level 8 Higher Diploma and level 9 Postgraduate Diploma on the National Qualifications Framework will be funded under this Pillar. Masters courses at level 9 are **not** eligible.

Springboard+, and its associated funding, will continue to provide one-year part-time programmes to enable people to upskill and reskill in areas of identified skills needs. The Springboard+ 2020 call will be open concurrently and the same application system is being used for Pillar 1 [www.skillsdirect.ie](http://www.skillsdirect.ie)

Course proposals are invited on the following basis:

	Minimum	Maximum
Credits	60 ECTS	90 ECTS
Duration	9 months	18 months
Contact hours	10 hours per week	

Multi-mode delivery courses will be full-time at level 8 Higher Diploma or level 9 Postgraduate Diploma and provision will be on a full-time basis. Courses will be in areas of identified skills needs as outlined below:

- Environmental Sciences (ISCED 0521), Biochemistry (0512), Chemistry (0531)
- Engineering (ISCEDs 0710; 0711; 0712; 0713; 0714; 0715) and Manufacturing (ISCEDs 0720; 0721)
- Construction (ISCED 0732) including Building Information Management (full content) and Sustainable Building
- Other: (Business Information Systems, Data Analytics, Data Scientists, Financial Analysis, Medical Technology, Biopharmaceutical Sciences/Technology, Validation, Automation)
- Conversion courses for language graduates to address high skill needs areas
- Proposals for courses in target ISCED areas outlined which have a project management or a strategic design/design thinking component are welcome.

**Courses must be newly developed specifically for this call. In the case of an existing course being submitted evidence of significant change to the content of that course must be provided to ensure eligibility for funding. Institutions can not submit existing courses as currently offered to this call.**

**When developing courses Providers should be aware of the need to develop courses that address digital skills, transversal skills, management and leadership skills and the workplace of the future.**

**As with Springboard+ course proposals must include a dedicated accredited work placement or work-based project. Details of this provision will be required as part of course proposals. It should be noted that participants on reskilling courses may require a dedicated job readiness component on their course to facilitate their transition into a new area of employment.**

*Eligible participants*

Participants must have at least a level 8 qualification prior to acceptance onto a course. Exact academic eligibility requirements will be determined by individual providers and may depend on the nature of the course. Providers will be required to have a Recognised Prior Learning (RPL) policy in place.

As under Springboard+, other eligible participants will include the unemployed, returners and those in employment. The unemployed and returner categories will have the full cost of the course covered, while those in employment will pay 10% of the cost of the fee.

Category	Criteria
Recent graduates	Who hold level 8 qualification.
The employed	Who hold a level 8 qualification and wish to upskill or reskill to meet required skill needs across a range of sectors.
Those in receipt of eligible DEASP payment	Who hold a level 8 qualification and may require additional upskilling or reskilling in order to re-enter employment.
Previously self employed	Who hold a level 8 qualification and may require a new qualification to return to self-employment or to entre employment.
Returners	Who hold a level 8 qualification who may require additional upskilling or reskilling in order to re-enter employment

**Students will be able to enter these courses directly from their undergraduate courses without requiring a year's break. For example, a student graduating in summer 2020 will be eligible for an HCI Pillar 1 course in autumn 2020. This cohort will be required to pay 10% of the cost of the cost of the course fee.**

## Eligible Providers

Providers who are eligible to submit applications under Springboard+ 2020 are eligible to submit proposals under this Call.

### *Eligible courses*

Eligible courses must either:

- (a) Lead to a higher education and training award that is included in the National Framework of Qualifications (NFQ) at Levels 6 to 9, which is made by one of the following Irish awarding bodies:



- Quality and Qualifications Ireland (QQI), including combinations of modules from already validated programmes leading to a major award. (*Important: Combinations should be submitted to QQI for approval prior to or at the same time as submission to HCI to ensure adequate time for validation*)
- Institutes of Technology with delegated authority to make awards,
- Universities,
- Technological University Dublin (TUD),
- Royal College of Surgeons in Ireland,

or

(b) Lead to a higher education and training award that is a comparable award based on recognition advice available from QQI. **This criteria will be strictly enforced to safeguard learners and ensure that if they undertake a programme funded by the State through the HCI Call the comparable NFQ level of that programme will be clear to the learner and can be confirmed by employers and education and training institutions for the purposes of employment and progression.**

Collaborative proposals from two or more Providers will be considered for funding, including those who form part of regional clusters in higher education, where a skill need in a particular sector has been identified. A lead provider must, however, be clearly identified as part of the proposal and the proposal must adhere to all requirements regarding quality assurance and the making of awards. They will be responsible for the financial management and reporting of the programme.

As part of course proposals, Providers will be required to set out the teaching, learning and assessment methodologies that will be used to meet learner needs, including flexible approaches; practical application of learning; and study skills/return to learning components. It is expected that the funded programmes will be intensive rigorous conversion courses with associated heavy workloads. Providers should be cognisant of their target cohort when designing the course content and delivery method.

Academic and student supports should also be referenced, including details of job readiness training and, where relevant, work placement/internship supports. Regarding entry and achievement of an award, it is expected that proactive Recognition of Prior Learning (RPL) will be used by course Providers. Details of each provider's policy in this area will be required as part of course proposals. Arrangements to promote and raise awareness of HCI course opportunities will also be required.

## Monitoring and Evaluation

Funding will be awarded on a multi-annual basis for a maximum of 3 years, Fill rates and graduation rates for courses will be examined each year through the HEA's Springboard Application Management System and funding may be reallocated depending on demand for places. The existing HEA systems will enable tracking of overall completion, graduation and employment rates, as well as other key metrics. Extensions to the approved period of funding for courses may be offered in circumstances where courses have performed well in terms of places filled and graduate outcomes. In addition, there may be further mini calls in subsequent years where changes in skills needs or technologies make this necessary.

Should courses not fill in line with approved proposals the HEA reserves the right to rescind funding.

# Application and Evaluation Process

All Providers of courses funded through the Human Capital Initiative Pillar 1 will be required to use the online system [www.springboardcourses.ie](http://www.springboardcourses.ie) to manage course information, applications and acceptances as well as return of data as set out above.

## Selection process and criteria

Decisions on proposals for funding will be made by a panel of experts with industry and educational experience, supported by the HEA Executive. An independent process auditor will oversee the assessment and selection process.

Course proposals will be assessed in accordance with the criteria set out in Sections 2-5 of the online course proposal form and the associated marking scheme (Appendix 3).

The panel's final recommendation on courses approved will also take into consideration the overall quality and mix of courses by level, type and duration, as well as geographical spread and mode of delivery.

Since it was established Springboard+ has had an Expert Panel who have assessed the applications received and made recommendations to the Minister for Education and Science on proposals to be funded under the Call. This Expert Panel comprises national experts in the areas of enterprise, recruitment, biopharma/medical technology and information and communication technology.

With the Human Capital Initiative Pillar 1 call being incorporated into the Springboard+ process in 2020 the evaluation process has been expanded.

Proposals will be assessed on a competitive basis by an external independent assessment panel. The panel will be supported by the HEA Executive. The Panel will make recommendations for the allocation of available funding to the highest scoring proposals. The Panel will only make recommendations in respect of proposals that meet all of the criteria as set out in the Call document and at least a minimum level of quality. The Minister for Education and Skills will make all final decisions on funding allocations.

The assessment will follow a five-step process

1. All proposals will be checked for eligibility and completeness as per the call terms and conditions, by the HEA executive. Proposals which do not fulfil the eligibility criteria and/or are incomplete and do not address all questions as set out in the online application portal will not progress. The HEA executive will assign all proposals to the independent panel and share the outcomes of step 1.
2. The independent panel will conduct individual remote assessments on applications assigned to them in accordance with the published evaluation criteria. All proposals will be considered by at least two members of the panel.
3. The independent panel will provide its final recommended list of ranked proposals for funding, including a reserve list of projects for funding subject to budgetary availability. This will include consideration of the overall programmatic composition of projects by quality, type, size and duration, as well as geographical spread.

4. The panel's recommendations will be communicated to the Expert Panel along with the outcomes of the Springboard assessment. The Expert Panel will review the recommendation of the independent assessment panel and make a final recommendation to the Minister for Education and Skills.
5. The final list of programmes recommended for funding will be subject to Ministerial approval in accordance with the governance procedures. The Ministers decision is final. The Ministerial approved outcome will be reported to the HEA Board, The National Skills Council and the National Training Fund Advisory Group.

Subject to demand and take-up of individual course places, the HEA may agree to re-allocate unfilled places to other HCI Pillar 1 approved courses.

It is planned that notification of approved courses will be sent to Providers at the end of May 2020. Contracts will be agreed between Providers and the HEA and planning and marketing of courses will begin. It should be noted that once contracts have been issued by the HEA it will not be possible to make any amendments to these contracts. Uploading of information by Providers on approved courses to the online system [www.springboardcourses.ie](http://www.springboardcourses.ie) will be an important part of this process.

### Costs and fees

Providers are requested to submit details of all costs associated with the delivery of proposals in the format outlined in Section 5 of the online proposals system <http://skillsdirect.heai.ie>. Funding to successful Providers will be on the basis of the course fee by reference to the number of credits to be provided. As mentioned above, for participants who are in employment HEA will fund 90% of the course fee, with the Provider receiving the balance from the participant (or her/his employer). Recent graduates will also pay 10% of the cost of the course.

The marks allocated in Section 5 on the value for money of a course will be competitive and will be made with reference to average costs of similar courses across the same skills areas and at the same NFQ Levels. Funding will be released in a number of tranches depending on the course duration, numbers of students enrolled/registered and having regard to procedures in place for Protection for Enrolled Learners (where appropriate).

## Programme Management

### GDPR

It is probable that HCI will be co-financed by the Department of Education and Skills and the European Social Fund (ESF) as part of future rounds of ESF funding. Therefore, any data provided with applications for HCI funding will be collected, processed and retained by the HEA in accordance with its obligations under the Common Provisions Regulation (EU) 1303/2013, the European Social Fund (EU) Regulation 1304/2014, and related delegated and implementing regulations (henceforth the "ESF Regulations"). The HEA and the Department of Education and Skills are Joint Data Controllers in respect of the data you provide and will only process that data in accordance with the GDPR and their legal obligations under the ESF Regulations referred to above. Personal data collected as part of applications will be shared with the Department of Education and Skills for the purposes of monitoring, evaluating, managing, verifying and auditing the implementation of HCI. Such data may also, from time to time, be shared with the European Commission, the European Court of Auditors, Central Statistics Office and/or their agents for audit and verification purposes. Data will only be retained by the Joint Data Controllers for the period required to fulfil their obligations under the ESF Regulations. Under the GDPR, data subjects have the right to request from the data controller access to their data, the right to request rectification or erasure of their data, the right to request that the processing of such

data is restricted, and the right to data portability. Any such requests should be addressed to the Data Protection Officer in the HEA at [dataprotection@hea.ie](mailto:dataprotection@hea.ie)

Course Providers will be required to promptly return data to the HEA on course activity and outcomes, and co-operate with ongoing monitoring and evaluation, including all ESF reporting requirements, which is managed by the HEA in consultation with the Department of Education and Skills. Requirements will include maintaining a student record for each HCI participant; collecting evidence that verifies eligibility of the applicant; and linking input data (education, employment history) with outcomes data (course completion, award, and employment by sector). Further details will be supplied as part of contract terms. Funding of courses will be conditional on co-operation with all aspects of the evaluation process and timely return of data, including requirements under the ESF co-financing arrangements as stipulated below.

**Note: It is imperative that any material provided by applicants to confirm their eligibility for a programme, as outlined above, is retained by the course provider. Failure to do this, and consequent failure to meet the requirements of a designated audit, may result in exclusion from applying to future HCI calls. Examples of the type of material to be retained includes evidence of a DEASP payment for those in receipt of such payments and an employment detail summary (formerly P60) which is available through Revenue's myAccount service for those in employment.**

#### Freedom of information

Information held by the HEA on HCI will be subject to the Freedom of Information Act 1997 (FOI Act), which was passed into law on 21st April 1997, The Act has applied to the HEA since the 1 October 2001. Policies and procedures on access to information is set out in the following link: <http://www.hea.ie/en/freedom-of-information>

#### ESF Programme for Employability, Inclusion and Learning (PEIL) 2014-2020

It is probable that HCI will be co-financed by the Department of Education and Skills and the European Social Fund (ESF) as part of future rounds of ESF funding. Participation in ESF co-financed programmes necessitates specific requirements with regard both to financial management and controls, participant's data collection and verification of student eligibility.

In addition, participation in ESF co-funded programmes necessitates compliance with ESF communication and publicity requirements. Any material publicising or promoting HCI funded courses (including posters and signage) must explicitly acknowledge ESF co-funding and ESF logos must be incorporated into all HCI publicity material. Please see <https://www.esf.ie/en/Information-Centre/Communication/> for details.

Clarification on the requirements of the programme will be provided at award stage.

Further information on ESF is available on the ESF website [www.esf.ie](http://www.esf.ie)

**Please note that all approved Providers are subject to audit by the EU and other national bodies (including the DES, the HEA and their designated auditors). It is anticipated that a number of audits will be carried out in 2020. These audits may comprise financial and/or communication and publicity elements. Checks may also be carried out on material retained as part of applicant's eligibility for courses. It is imperative that all application material is retained by Providers.**

#### Submission of proposals

A Frequently Asked Questions (FAQs) document has been prepared to coincide with the Call document and will be circulated to all Providers. Any questions not addressed in this document can be submitted to [hci@hea.ie](mailto:hci@hea.ie). The FAQ document will be updated and uploaded to the website on Wednesday each week. The final FAQ will be uploaded on **Thursday 27<sup>th</sup> February 2020**.

- (i) Proposals must be submitted online via <http://skillsdirect.hea.ie/>
- (ii) The closing date for submission of proposals is **13.00hrs on Thursday 5<sup>th</sup> March 2020**.  
The online application system will not accept proposals submitted after this deadline.
- (iii) As outlined above any queries on the Call process for 2020 must be emailed to [hci@hea.ie](mailto:hci@hea.ie) and responses will be updated on the FAQ document. Telephone queries will not be accommodated, and any form of canvassing will disqualify Providers from participation in the initiative.

Coordinators of HCI applications should contact the HEA with regard to gaining access to the Skillsdirect system.

**Indicative\* timetable 2020**

Call for Proposals issues	<b>Thursday 16<sup>th</sup> January 2020</b>
Deadline for submission of proposals	<b>Thursday 5<sup>th</sup> March 2020, 13.00 hrs</b>
Providers notified of approved courses	<b>May 2020</b>
Contracts agreed with HEA, Providers upload information for applicants to <a href="http://www.springboardcourses.ie">www.springboardcourses.ie</a>	<b>May 2020</b>
Applications for HCI 2020 open via <a href="http://www.springboardcourses.ie">www.springboardcourses.ie</a>	<b>May 2020</b>

\*The HEA will endeavor to adhere to these indicative dates. However, it may prove necessary to amend them as the initiative rolls out. Any changes in the timetable will be notified to prospective course Providers.

# Appendix 1 Key System Objectives for the Higher Education System 2018-2020

**Objective 1:** Providing a strong talent pipeline combining knowledge, skills & employability which responds effectively to the needs of our enterprise, public service and community sectors, both nationally and regionally, and maintains Irish leadership in Europe for skill availability

**Objective 2:** Creating rich opportunities for national and international engagement which enhances the learning environment and delivers a strong bridge to enterprise and the wider community

**Objective 3:** Excellent research, development innovation and transformation that has relevance, growing engagement with external partners and impact for the economy and society and strengthens our standing to become an Innovation and Transformation Leader in Europe.

**Objective 4:** Significantly improves the equality of opportunity through Education and Training and recruits a student body that reflects the diversity and social mix of Ireland's population

**Objective 5:** Demonstrates consistent improvement in the quality of the learning environment with a close eye to international best practice through a strong focus on quality & academic excellence

**Objective 6:** Demonstrates consistent improvement in governance, leadership and operational excellence.

# Appendix 2 ISCED Codes

## ISCED-F 2013: List of codes

Broad field	Narrow field	Detailed field
00 Generic programmes and qualifications	000 Generic programmes and qualifications not further defined	0000 Generic programmes and qualifications not further defined
	001 Basic programmes and qualifications	0011 Basic programmes and qualifications
	002 Literacy and numeracy	0021 Literacy and numeracy
	003 Personal skills and development	0031 Personal skills and development
	009 Generic programmes and qualifications not elsewhere classified	0099 Generic programmes and qualifications not elsewhere classified
01 Education	011 Education	0110 Education not further defined 0111 Education science 0112 Training for pre-school teachers 0113 Teacher training without subject specialisation 0114 Teacher training with subject specialisation 0119 Education not elsewhere classified
	018 Inter-disciplinary programmes and qualifications involving education	0188 Inter-disciplinary programmes and qualifications involving education
02 Arts and humanities	020 Arts and humanities not further defined	0200 Arts and humanities not further defined
	021 Arts	0210 Arts not further defined 0211 Audio-visual techniques and media production 0212 Fashion, interior and industrial design 0213 Fine arts 0214 Handicrafts 0215 Music and performing arts 0219 Arts not elsewhere classified
	022 Humanities (except languages)	0220 Humanities (except languages) not further defined 0221 Religion and theology 0222 History and archaeology 0223 Philosophy and ethics 0229 Humanities (except languages) not elsewhere classified
	023 Languages	0230 Languages not further defined 0231 Language acquisition 0232 Literature and linguistics 0239 Languages not elsewhere classified
	028 Inter-disciplinary programmes and qualifications involving arts and humanities	0288 Inter-disciplinary programmes and qualifications involving arts and humanities
	029 Arts and humanities not elsewhere classified	0299 Arts and humanities not elsewhere classified

Broad field	Narrow field	Detailed field
03 Social sciences, journalism and information	030 Social sciences, journalism and information not further defined	0300 Social sciences, journalism and information not further defined
	031 Social and behavioural sciences	0310 Social and behavioural sciences not further defined 0311 Economics 0312 Political sciences and civics 0313 Psychology 0314 Sociology and cultural studies 0319 Social and behavioural sciences not elsewhere classified
	032 Journalism and information	0320 Journalism and information not further defined 0321 Journalism and reporting 0322 Library, information and archival studies 0329 Journalism and information not elsewhere classified
	038 Inter-disciplinary programmes and qualifications involving social sciences, journalism and information	0388 Inter-disciplinary programmes and qualifications involving social sciences, journalism and information
	039 Social sciences, journalism and information not elsewhere classified	0399 Social sciences, journalism and information not elsewhere classified
04 Business, administration and law	040 Business, administration and law not further defined	0400 Business, administration and law not further defined
	041 Business and administration	0410 Business and administration not further defined 0411 Accounting and taxation 0412 Finance, banking and insurance 0413 Management and administration 0414 Marketing and advertising 0415 Secretarial and office work 0416 Wholesale and retail sales 0417 Work skills 0419 Business and administration not elsewhere classified
	042 Law	0421 Law
	048 Inter-disciplinary programmes and qualifications involving business, administration and law	0488 Inter-disciplinary programmes and qualifications involving business, administration and law
	049 Business, administration and law not elsewhere classified	0499 Business, administration and law not elsewhere classified



<b>Broad field</b>	<b>Narrow field</b>	<b>Detailed field</b>
05 Natural sciences, mathematics and statistics	050 Natural sciences, mathematics and statistics not further defined	0500 Natural sciences, mathematics and statistics not further defined
	051 Biological and related sciences	0510 Biological and related sciences not further defined 0511 Biology 0512 Biochemistry 0519 Biological and related sciences not elsewhere classified
	052 Environment	0520 Environment not further defined 0521 Environmental sciences 0522 Natural environments and wildlife 0529 Environment not elsewhere classified
	053 Physical sciences	0530 Physical sciences not further defined 0531 Chemistry 0532 Earth sciences 0533 Physics 0539 Physical sciences not elsewhere classified
	054 Mathematics and statistics	0540 Mathematics and statistics not further defined 0541 Mathematics 0542 Statistics
	058 Inter-disciplinary programmes and qualifications involving natural sciences, mathematics and statistics	0588 Inter-disciplinary programmes and qualifications involving natural sciences, mathematics and statistics
	059 Natural sciences, mathematics and statistics not elsewhere classified	0599 Natural sciences, mathematics and statistics not elsewhere classified
06 Information and Communication Technologies (ICTs)	061 Information and Communication Technologies (ICTs)	0610 Information and Communication Technologies (ICTs) not further defined 0611 Computer use 0612 Database and network design and administration 0613 Software and applications development and analysis 0619 Information and Communication Technologies (ICTs) not elsewhere classified
	068 Inter-disciplinary programmes and qualifications involving Information and Communication Technologies (ICTs)	0688 Inter-disciplinary programmes and qualifications involving Information and Communication Technologies (ICTs)

Broad field	Narrow field	Detailed field
07 Engineering, manufacturing and construction	070 Engineering, manufacturing and construction not further defined	0700 Engineering, manufacturing and construction not further defined
	071 Engineering and engineering trades	0710 Engineering and engineering trades not further defined 0711 Chemical engineering and processes 0712 Environmental protection technology 0713 Electricity and energy 0714 Electronics and automation 0715 Mechanics and metal trades 0716 Motor vehicles, ships and aircraft 0719 Engineering and engineering trades not elsewhere classified
	072 Manufacturing and processing	0720 Manufacturing and processing not further defined 0721 Food processing 0722 Materials (glass, paper, plastic and wood) 0723 Textiles (clothes, footwear and leather) 0724 Mining and extraction 0729 Manufacturing and processing not elsewhere classified
	073 Architecture and construction	0730 Architecture and construction not further defined 0731 Architecture and town planning 0732 Building and civil engineering
	078 Inter-disciplinary programmes and qualifications involving engineering, manufacturing and construction	0788 Inter-disciplinary programmes and qualifications involving engineering, manufacturing and construction
	079 Engineering, manufacturing and construction not elsewhere classified	0799 Engineering, manufacturing and construction not elsewhere classified
08 Agriculture, forestry, fisheries and veterinary	080 Agriculture, forestry, fisheries and veterinary not further defined	0800 Agriculture, forestry, fisheries and veterinary not further defined
	081 Agriculture	0810 Agriculture not further defined 0811 Crop and livestock production 0812 Horticulture 0819 Agriculture not elsewhere classified
	082 Forestry	0821 Forestry
	083 Fisheries	0831 Fisheries
	084 Veterinary	0841 Veterinary
	088 Inter-disciplinary programmes and qualifications involving agriculture, forestry, fisheries and veterinary	0888 Inter-disciplinary programmes and qualifications involving agriculture, forestry, fisheries and veterinary
	089 Agriculture, forestry, fisheries and veterinary not elsewhere classified	0899 Agriculture, forestry, fisheries and veterinary not elsewhere classified



Broad field	Narrow field	Detailed field
09 Health and welfare	090 Health and welfare not further defined	0900 Health and welfare not further defined
	091 Health	0910 Health not further defined 0911 Dental studies 0912 Medicine 0913 Nursing and midwifery 0914 Medical diagnostic and treatment technology 0915 Therapy and rehabilitation 0916 Pharmacy 0917 Traditional and complementary medicine and therapy 0919 Health not elsewhere classified
	092 Welfare	0920 Welfare not further defined 0921 Care of the elderly and of disabled adults 0922 Child care and youth services 0923 Social work and counselling 0929 Welfare not elsewhere classified
	098 Inter-disciplinary programmes and qualifications involving health and welfare	0988 Inter-disciplinary programmes and qualifications involving health and welfare
	099 Health and welfare not elsewhere classified	0999 Health and welfare not elsewhere classified
10 Services	100 Services not further defined	1000 Services not further defined
	101 Personal services	1010 Personal services not further defined 1011 Domestic services 1012 Hair and beauty services 1013 Hotel, restaurants and catering 1014 Sports 1015 Travel, tourism and leisure 1019 Personal services not elsewhere classified
	102 Hygiene and occupational health services	1020 Hygiene and occupational health services not further defined 1021 Community sanitation 1022 Occupational health and safety 1029 Hygiene and occupational health services not elsewhere classified
	103 Security services	1030 Security services not further defined 1031 Military and defence 1032 Protection of persons and property 1039 Security services not elsewhere classified
	104 Transport services	1041 Transport services
	108 Inter-disciplinary programmes and qualifications involving services	1088 Inter-disciplinary programmes and qualifications involving services
	109 Services not elsewhere classified	1099 Services not elsewhere classified
99 Field unknown	999 Field unknown	9999 Field unknown

## Appendix 3 Marking Scheme

Criteria	Marks available
Course description, modules, delivery and other relevant details. Digital skills, transversal skills, management and leadership skills and the workplace of the future should be addressed under this criteria.	40
Course details relating to industry collaboration and support for the course proposal	30
Course details relating to supports for course participants	10
Cost and value for money	20
<b>Total</b>	<b>100</b>

# Appendix 4 Quality and Qualifications Ireland Certification of Course Approval human Capital Initiative

Course Name	
Course Provider	
Course Leader	
NFQ Level	
ECTS Credits	
Length of Course	
Duration of Course Approval	
Approval Granted By	
Date Granted	

## **QQI Verification**

Name:

Position:

Signature: