



Quality Assurance Handbook PART A1

POLICY No.18: Results Approval and Classification of Awards Policy

18. Purpose of Policy

Policy No.18 outlines FIT's expectations that ensure the ratification of grades and awards and subsequent certification processing with QQI and wider accrediting stakeholders where required.

18.1 Policy Scope

Tutors should access this policy along with Apprentices, FIT staff, Approved Delivery Partners¹, and broader regulatory and accreditor stakeholders where appropriate. This policy outlines expected timelines for the discharge of various activities and is closely aligned with the Examination Board Terms of Reference and the External Examiner Terms of Reference.

18.2 Overarching Considerations

QQI outlines several principles that support the fair and consistent assessment of learners/apprentices. These include:

1. Learners are responsible for demonstrating their learning achievement,
2. Assessment supports standards based on learning outcomes,
3. Assessment promotes and supports both effective learning and teaching,
4. Assessment procedures are credible,
5. Learners are well informed about how and why they are assessed,
6. Assessment methods are reviewed and renewed as necessary to adapt to evolving requirements.

FIT is conscious that progressing towards the programme endpoint and ensuring confidence in the programme operation, it is vital to make timely provision for the ratification of grades and awards and the subsequent provision of the outcomes to Apprentices. This process is based upon outcomes that

¹ Typically an Education and Training Board.

are always the culmination of a process that establishes the fair and consistent assessment of Apprentices as per the relevant QQI policy requirements.

18.3 Policy Statement

Tech Apprenticeships include several constituent modules aligned and mapped against the applicable QQI Award standards. The culmination of all on and off-the-job modules provides the basis for calculating the overarching QQI L6 Advanced Certificate Award.

Apprentices must successfully complete all on and off the programme elements. In practice, this requirement is the practical, successful completion of all modules on the programme meeting where necessary and all minimum module level assessment requirements.

Post the module delivery and passing a maximum of fifteen working days, the tutor provides module-level grades to the Apprentices, allowing for summative feedback that aids progression. As such, module grades and potential module level appeals periods have elapsed when the Examination Board convenes the final award Examination Board.

The Registry Team, under the leadership of the Registrar, will collate all module-level assessment materials ensuring that each intake cohorts' assessment documentation is moderated² and separately internally verified. In addition, External Examiners, as per QQI requirements, will sample assessment material from each assessment session. In the case of Tech Apprenticeships, this assessment session means an External Examiner will review assessment material from each intake cohort on a sample basis, making recommendations to the convened sitting of the final award Examination Board.

The Examination Board, on behalf of the Academic Council, will ratify/finalise the module level assessment grades and award outcomes. QQI Level 6 apprenticeship/advanced certificate award outcomes are classified into four categories: FAIL, PASS, MERIT, and DISTINCTION. Post the convening of the award Examination Board, the Registrar will notify the apprentices of their award level outcomes, allowing five working days to appeal the award classification placement. However, this appeal cannot appeal against the decision of the Board of Examiners, more so notify an irregularity in the process. The Examination Board will make recommendations in cases where the Apprentice outcome is on the borderline of a classification boundary.

Once the appeal period has elapsed, the Registrar or delegate will contact each graduate apprentice and seek completion of a form that will confirm their current address³, date of birth, and PPSn number. Importantly, this form provides apprentice/data subject approval to provide their details to QQI to

² The Moderator is a technically competent subject matter expert usually another tutor.

³ For the delivery of the certificate.

process their certification. Once this document is received, the Registrar or delegate will upload all certification/Award outcomes to QQI's QBS results entry system for processing by QQI. In tandem with this exercise, FIT will also compile a 'Qualification Supplement' to accompany the provision of the certificate(s)⁴ to graduate apprentices. FIT Registrar ensures all certificates and Qualification Supplements are sent to the Apprentice via registered post. In addition, those who have not achieved the overarching QQI Awards, i.e., not having met the full award requirements, will be provided a listing of completed programme module components, including, where appropriate, any aligned City and Guilds Certificates. To ensure timely certification processing, FIT endeavours to tie in as close as possible to QQI's QBS close-off dates.

18.3.1 Qualification Supplement Background

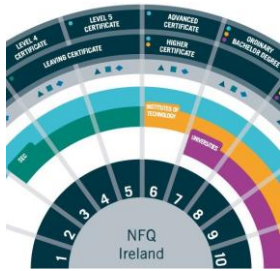
Across Europe, Higher Education institutions adopt the Diploma Supplement format designed as an aid to support the recognition of academic qualifications. The Diploma Supplement is an essential tool of the European Higher Education Area for graduates to ensure that higher education institutions recognise their degrees, public authorities, and employers in their home countries and abroad. It does, however, not represent a Curriculum Vitae or a substitute for the original qualification.

Graduate apprentices must be able to fully detail their award to other providers to seek access to broader programmes of education and training. Accordingly, FIT ensures that each graduate apprentice receives, along with the provision of their certificate(s), a document that fully describes the attained award, NFQ level. Also included is pertinent information, including their Solas Apprentice Registration Number. FIT titles this document a Qualification Supplement rather than a Diploma Supplement to avoid confusion about the type of Award. Importantly, FIT utilises the format of the Diploma Supplement in the shape and form of the FIT Qualification Supplement that contains eight sections providing information regarding:

1. The holder of the qualification,
2. Solas Apprentice Registration Number,
3. Qualification type and its originating institution,
4. Qualification level,
5. Content of the course and results gained (module and award level transcript of results),
6. The function of the qualification,
7. Certification of the supplement,
8. Other relevant details.

⁴ This may include QQI and/or City and Guilds certificates.

18.3.2 Qualification Supplement Template (Cybersecurity example)

PART A	
1. INFORMATION IDENTIFYING THE HOLDER OF THE QUALIFICATION	
1.1 Last name	BLOOGS
1.2 First name	JOE
1.3 Date of birth (DD/MM/YYYY)	00/00/1983
1.4 Apprentice Registration Number (SOLAS Register of Apprentices)	123456789
2. INFORMATION IDENTIFYING THE QUALIFICATION	
2.1 Name of qualification	CYBERSECURITY APPRENTICESHIP
2.2 Name of award	ADVANCE CERTIFICATE IN CYBERSECURITY
2.3 Awarding authority	QUALITY AND QUALIFICATIONS IRELAND
2.4 Coordinating Provider	FAST TRACK INTO INFORMATION TECHNOLOGY CLG
2.5 Main field(s) of study	ICT/CYBERSECURITY
2.6 Languages of instruction/exams	ENGLISH
3. INFORMATION ON THE LEVEL AND DURATION OF THE QUALIFICATION	
3.1 Level of qualification	NATIONAL FRAMEWORK OF QUALIFICATIONS (LEVEL6) 
3.2 Official duration of programme	TWO YEARS
3.3 FET credits aligned	172
3.4 Access requirements	H6/O7 IRISH LEAVING CERTIFICATE OR EQUIVALENT⁵
4. INFORMATION ON THE FUNCTION OF THE QUALIFICATION	
4.1 Access to further study	THIS AWARD SHOULD MEET THE EDUCATIONAL ACCESS CRITERIA FOR ENTRY TO A LEVEL 6,7, OR L8 ICT MAJOR AWARD

⁵ Full details regarding Access, Transfer and Progression can be found in FIT policy FIT-ATP-01

PART B	
5. INFORMATION ON PROGRAMME COMPLETED AND RESULTS OBTAINED	
<i>5.1 Mode of study</i>	FULL-TIME (APPRENTICESHIP)
<i>5.2 Programme learning outcomes</i>	THE AIM OF THE CYBERSECURITY APPRENTICESHIP PROGRAMME IS TO ENABLE THE APPRENTICE TO SECURE AND RETAIN EMPLOYMENT IN A ICT SECURITY ROLE. THE APPRENTICE SHOULD BE ABLE TO COMBINE TECHNICAL, COMMUNICATIONS, PROJECT MANAGEMENT AND PERSONAL DEVELOPMENT SKILLS TO MEET THE REQUIREMENTS OF THEIR EMPLOYER AND SHOULD BE ABLE TO ACT AUTONOMOUSLY OR AS PART OF A TEAM AS THE OCCASION DEMANDS⁶
<i>5.3 Grading System</i>	WEIGHTED AVERAGE PERCENTAGE
<i>5.4 Classification of Award</i>	THIS AWARD IS CLASSIFIED AS FOLLOWING: PASS 50-59 MERIT 60-79 DISTINCTION 80-100
6. TRANSCRIPT OF RESULTS	

⁶ A full listing of programme learning outcomes is available upon request from the FIT Registrar.

PART C	
7. CERTIFICATION OF THIS SUPPLEMENT	
7.1 Date (DD/MM/YYYY)	00/00/22
7.2 Registrar signature	 Andrew Finn (on behalf of FIT)
7.3 Signatory authority	ANDREW FINN IS APPOINTED BY THE TECH APPRENTICESHIP ACADEMIC COUNCIL AND EXAMINATION BOARD TO SIGN THIS DOCUMENT.
7.4 Official stamp	
7.5 FIT contact details	<p>Address 7A BELLEVUE INDUSTRIAL ESTATE, GLASNEVIN, DUBLIN 11.</p> <p>Website www.fit.ie</p> <p>Email Apprenticeparticipation@fit.ie</p> <p>Phone 00353018825570</p>

Document History	
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Policy Document Number	FIT-POL-016
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Roles with Aligned Responsibility	Registrar and Director of Academic Affairs
Approved by	Academic Council 20/09/2022 (active)
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	V2.0 updaed logo 04/24