

Access, Transfer and Progression Arrangements for the Higher Certificate in Applied Management (Non-profit/Human Services)



OPEN TRAINING
COLLEGE

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Access

The process by which learners may commence a programme of education and training having received recognition for knowledge, skill and competence required (NQAI, 2003)

Entry Requirements:

All applicants must:

- Be age 23 years at time of application OR have successfully completed the Leaving Certificate/FETAC Level 5 Certificate.
- Attend an interview with academic staff of the programme.

Employment in Human/Non-profit services is not a pre-requisite for entry to this programme but, due to the applied nature of the programme, employment status will be considered in support of all applications

Transfer

The process by which learners may transfer from one programme of education and training to another programme having received recognition for knowledge, skill and competence required (NQAI, 2003)

Applicants wishing to transfer from a previous programme of education, where that programme may be of a lower level, must provide evidence of the content of that programme and their achievement in the associated assessments.

For Advanced Entry (i.e. transfer from a previous programme of education to an advanced stage of the BA in Applied Management) the following criteria apply:

Advanced Entry to Higher Certificate Stage:

- Applicants must hold a cognate* management qualification at at least Minor Level 6 (60 credits) on the NFAQ (or equivalent for international qualifications or ab initio programmes), completed within the last 10 years.
- Applicants must indicate their wish to be considered for entry to this stage on the standard application form and provide transcripts of their previous educational achievements
- Applicants then attend an interview with the Course Director.
- If successful in the AE application and interview the applicant will be offered a place on the Higher Certificate. If the applicants' previous qualifications do not meet the standard required for this stage entry to the first stage (Certificate) may be offered.

Notes on Advanced Entry:

- Applicants for Advanced Entry who hold international qualifications must follow the procedures for international applicants.
- The regular application fee will apply for Advanced Entry applications

*A cognate qualification is one that is similar in nature, content and quality to the programme being applied for. This will be assessed by a review of the content and learning outcomes of previous qualifications.

Progression

The process by which learners may transfer from one programme of education and training to another programme, where each programme is of a higher level than the preceding programme (NQAI, 2003)

Progression from previous OTC qualifications to the BA in Applied Management

- The suite of management programmes of the Open Training College are offered as individual programmes, thus there is a direct progression route for OTC students from the Certificate (Stage 1) to Higher Certificate (Stage 2) to Bachelor of Arts (Stage 3) in Applied Management.

Progression from previous qualifications from another institution to the BA in Applied Management

- Applicants wishing to progress from a previous qualification from another institution to this programme are directed to the Advanced Entry process described above, in which their achievements on their previous programmes will be considered in their application.
- Applicants with qualifications from an educational institution outside Ireland are directed to the procedures for International Applicants.

Note on Modular Exemptions

Modular exemptions may be granted to those applicants who can demonstrate they have achieved at least 70% of the learning outcomes associated with any of the modules on these management programmes.

These learning outcomes must have been achieved through previous accredited study and transcripts of assessment results must be provided in support of such an application.

Any applicant wishing to be considered for modular exemption(s) must discuss their case with the Course Director.