



Audit of Validated Programmes

Programme Code	Programme Title	Validation Panel Date:
SG_BFINA_009	Postgraduate Diploma in Business in Financial Planning	25 th Feb. 2021

Attendance: Dr. Aodhmar Cadogan – Assistant Registrar, Gemma Lyons – QA Administrator Compliance

Head of Department – Ms Marie Moran

Programme Team (if attending):

Date of Audit: 07 Sep. 2021

Conditions	Response to Conditions	Evidence of revised documentation presented. Attachment, Link to module etc.	Outstanding issues
1. If a Minor Award (as distinct from an Exit Award) is sought, a separate APS should be presented in the programme submission	An APS for the minor award has been produced and is attached.	https://admin.itsligo.ie/en/programme/view/1362 This is also included in the programme submission.	None, closed.

Recommendations	Response to recommendations	Evidence of revised documentation presented. Attachment, Link to module etc.	Outstanding issues
<p>1. Programme title should be Postgraduate Diploma in Business in Financial Planning</p>	<p>This has been updated in AMM and is reflected in the title. https://amm.itsligo.ie/en/programme/view/1311</p>	<p>AMM SG_BFINA_009</p>	<p>None, Closed</p>
<p>2. Review programme entry requirements to ensure that these requirements are at a sufficiently advanced level that processes are in place to assess entry requirements relating to IT (especially Excel), and that these requirements are clearly communicated to prospective students. Clarify any sequencing requirements in respect of students taking individual modules.</p>	<p>Programme documentation that is available to students will clearly stipulate the requirement for a minimum competence in IT and Excel. The programme team will consider the requirement for confirmation of this from prospective students or will consider some form of assessment for prospective students who do not, by virtue of their existing qualification, clearly meet this requirement. In relation to module sequencing, the PG Diploma has been updated as follows: The module order in the stage set up is for administrative purposes only. It is recommended that LIA09001 should be completed first; however, this is not a requirement. LIA09006, which is the capstone module, must be taken last, either alone, or with another module.</p>	<p>Recommendation reviewed and accepted.</p>	<p>None, Closed</p>
<p>3. Ensure that all MLOs are written to reflect level 9 outcomes.</p>	<p>The programme team have reviewed the MLOs and have made some amendments to ensure that they reflect level 9 outcomes.</p>	<p>AMM SG_BFINA_009</p>	<p>None, Closed</p>
<p>4. Review the Tax and Estate Planning module to ensure it reflects higher order taxation planning and strategy, in addition to tax computations</p>	<p>The Tax and Estate Planning module will be further revised to ensure that it encapsulates the strategic nature of the module, as well as the computational aspects.</p>	<p>AMM SG_BFINA_009</p>	<p>None, Closed</p>

<p>5. Review the assessment strategy for the programme to ensure a range of appropriate assessment approaches are documented (e.g., open-book exams) and that details of what constitutes 'in-class assessment' is clearly articulated. Ensure that there is an appropriate balance between individual and group assessment</p>	<p>The module descriptors have been revised to indicate the nature of the in class assessment and these are all documented in AMM. The assessment strategy will be further re-visited during the programme. The programme team considers that there is an appropriate balance of individual and group assessment, with no module having a pass grade on the basis of group work only.</p>	<p>Accepted and referred to Collaborative provision committee of AC</p>	<p>None, closed</p>
<p>6. Policy on linked provision be formally approved/adopted through the appropriate channels</p>	<p>This will be considered in conjunction with the Registrar as Institute policy is developed.</p>	<p>Accepted and referred to Collaborative provision committee of AC</p>	<p>None, closed</p>

All recommendation reviewed by the Assistant Registrar and this concludes the QA process.


 Dr Aodhmar Cadogan
 Assistant Registrar

6/10/2021
 Date



Marie Moran

6th Oct 2021
 Date

Head of Department