

# All you need to know about Level 3

**FETAC awards are changing. New common awards are being introduced at level 3 for ALL providers. Existing level 3 awards leading to FETAC certification will no longer be available from December 2011.**

As a FETAC registered provider, you share our commitment to continually improving the quality of service to learners. Our goal to 'make a comprehensive suite of awards available' is being achieved by the introduction of the Common Awards System (CAS).

The Common Awards System (CAS) is the new way of developing FETAC awards. It is a national outcomes-based awards system for all further education and training. By 2014 every FETAC award will be part of this system. This means that all awards will share common characteristics including:

- a common format. Awards specifications make it easy to see the requirements and the standards for each award
- explicit reference to the award types and level indicators of the National Framework of Qualifications
- breadth and balance within the structure so that learners achieve specific expertise alongside general knowledge, skill and competence, in line with the National Skills Strategy
- a focus on outcomes of learning – what learners will be able to do on achievement of the award. Standards of knowledge, skill and competence are expressed as learning outcomes, facilitating flexibility for providers and programmes
- a credit system, reflecting the typical amount of learning required, that enables learners to accumulate recognition over time
- a clear relationship with other FETAC awards to help plan access, transfer and progression
- a unique six digit code, signalling the level and award type e.g. 3 for level 3, M for Major, N for Minor
- accessibility for all registered providers

**Programmes leading to common awards must be validated by FETAC. Certification is not possible unless the programme is validated.**

## Award Types

Award types are an important feature of the National Framework of Qualifications. At level 3 they include major, minor and special purpose awards.

Major awards reflect a significant volume of learning. It is the principal class of award within the Framework. Special purpose awards recognise specific, relatively narrow ranges of learning, typically required for particular jobs. Both these awards are made up of one or more minor awards.

Minor awards recognise small volumes of learning that are coherent and relevant in their own right, but also link to one of these award types. Minor awards are the building blocks for FETAC awards. Minor awards are also known as components.

## Award Specifications

**Level 3 common awards are published in the FETAC Awards Directory at [www.fetac.ie/fetac/awardsinfo/directory/directory.htm](http://www.fetac.ie/fetac/awardsinfo/directory/directory.htm)**

The requirements of common awards are outlined in **award specifications**. Award specifications outline:

- how an award is structured
- the purpose of an award
- the learning outcomes for the award and
- the appropriate assessment techniques

Level 3 award specifications are now available for major, minor and special purpose common awards.

- certificate specifications, special purpose specifications and supplemental specifications set out the requirements for a major, special purpose or supplemental award, including named minor awards
- component specifications set out the requirements for a minor award

Award specifications are published in the Awards Directory at [www.fetac.ie/fetac/awardsinfo/directory/directory.htm](http://www.fetac.ie/fetac/awardsinfo/directory/directory.htm)

## Programme Validation

**Providers offering level 3 common awards MUST have programmes validated by FETAC prior to delivery.**

Processes for programme design, delivery and review are agreed with providers as part of the quality assurance arrangements agreed with FETAC. Programme validation provides assurance that learners who participate in programmes have a reasonable opportunity to succeed and achieve the award.

**Briefings** are provided by FETAC to ensure an efficient and effective approach to preparing for validation. **Attendance at briefings is mandatory.** Providers are invited to nominate participants for briefings. The participant should have responsibility for new programme development. For information on briefings view [www.fetac.ie/fetac/briefings.do?method=getBriefing](http://www.fetac.ie/fetac/briefings.do?method=getBriefing)

**Programmes may only be submitted for validation by the registered provider. Individual centres which are part of a larger provider can not apply for programme validation.**

## Certification and Recognition

FETAC is introducing an integrated business system (the FETAC Business System or FBS) which protects the integrity of awards and certification processes. It integrates quality assurance, programme validation and certification information. Requests for certification are received through the FBS from registered providers whose learners have successfully completed validated programmes leading to common awards.

**It is important to note that from January 2011 certification will operate strictly on the basis of the award structure and rules published in the Awards Directory.** Programmes leading to major, special purpose or supplemental awards must comply with the published awards specification. For more information, view Key Dates at [www.fetac.ie/fetac/documents/keydates2011.pdf](http://www.fetac.ie/fetac/documents/keydates2011.pdf)

Certification processes **from** December 2011 for level 3 awards will conform entirely to the new common awards specifications. Only common award titles will be used on certificates. Certificates which are issued through existing processes until December 2011 will not use the common award title or code.

Providers must use either common awards at level 3 or existing awards. It is not possible to mix common and existing awards on the same certificate. It is important that each provider ensures that every learner achieves the relevant required components named as part of a major special purpose or minor award specification.

When a common minor award is published, FETAC will map any existing minor awards against it. This mapping will be published on [www.fetac.ie](http://www.fetac.ie). Centres will be able to use the award maps to assist learners applying for a new major award to continue to have recognition for learning which is already certified. FETAC will inform providers as to arrangements to ensure that learners who have a former certification history are granted the appropriate recognition on the Framework.

**All your learning counts with FETAC awards on the National Framework of Qualifications!**

### Level 3 Common Awards 2010

COMMON AWARD TITLE	DESCRIPTION	MAPPING
<p><b>Level 3 Certificate General Learning 3M0874</b> (60 credits)</p> <p><b>Certification for this award is available for programmes which are validated by FETAC from December 2010</b></p>	<p>This award recognises achievement of a broad balanced range of learning including generic knowledge, skill and competence.</p> <p>Progression is to further education and training experiences or employment.</p>	<p>This award replaces:</p> <p>Level 3 Certificate General Learning FNFCX Level 3 Certificate Community Health Advocacy 900603</p> <p><b>FETAC will not certify these awards after December 2011</b></p>
<p><b>Level 3 Certificate Information and Communication Technologies 3M0877</b> (60 Credits)</p> <p><b>Certification for this award is available for programmes which are validated by FETAC from December 2010</b></p>	<p>This award recognises achievement in using a wide range of information and communication technologies.</p> <p>Progression is to further education and training experiences or employment.</p>	<p>This award replaces:</p> <p>Level 3 Certificate Customer Care and IT Skills 900003 Level 3 Certificate Keyboard and Computer Skills 900103 Level 3 Certificate Starting with Computers 900503</p> <p><b>FETAC will not certify these awards after December 2011</b></p>
<p><b>Level 3 Certificate Science and Engineering Skills 3M0829</b> (60 Credits)</p> <p><b>Certification for this award is available for programmes which are validated by FETAC from December 2010</b></p>	<p>This award recognises achievement of the ability to apply a range of scientific and engineering concepts and tools.</p> <p>Progression is to further education and training experiences or employment in the scientific or engineering fields.</p>	<p>This award replaces:</p> <p>Level 3 Certificate Pre-Apprenticeship Skills 900303</p> <p><b>FETAC will not certify this award after December 2011</b></p>
<p><b>Level 3 Certificate Employability Skills 3M0935</b> (60 Credits)</p> <p><b>Certification for this award is available for programmes which are validated by FETAC from December 2010</b></p>	<p>This award recognises achievement of skills relating to seeking appropriate employment, and to personal and interpersonal knowledge, skill and competence.</p> <p>Progression is to further education and training experiences or employment.</p>	<p>This award replaces:</p> <p>Level 3 Certificate Vocational Employment Skills 900403 Level 3 Certificate Personal and Social Employment Skills 900203</p> <p><b>FETAC will not certify these awards after December 2011</b></p>
<p><b>Level 3 Specific Purpose Certificate Bar Skills 3S0685</b> (15 Credits)</p> <p><b>Certification for this award is available for programmes which are validated by FETAC from December 2010</b></p>	<p>This award recognises the achievement of the ability to serve food and drink hospitably, under direction and with limited autonomy.</p> <p>Progression is to further education and training experiences or employment in the hospitality industry.</p>	<p>This award replaces:</p> <p>Level 3 Specific Purpose Certificate Introductory Bar Skills E15</p> <p><b>FETAC will not certify this award after December 2011</b></p>
<p><b>Level 3 Specific Purpose Certificate Culinary Skills 3S0924</b> (20 Credits)</p> <p><b>Certification for this award is available for programmes which are validated by FETAC from December 2010</b></p>	<p>This award recognises the achievement of the ability to use a range of culinary skills, under direction and with limited autonomy.</p> <p>Progression is to further education and training experiences or employment in the hospitality industry.</p>	<p>This award replaces:</p> <p>Level 3 Specific Purpose Certificate Introductory Cookery Skills E14</p> <p><b>FETAC will not certify this award after December 2011</b></p>
<p><b>Level 3 Specific Purpose Certificate Restaurant Skills 3S0686</b> (15 Credits)</p> <p><b>Certification for this award is available for programmes which are validated by FETAC from December 2010</b></p>	<p>This award recognises the ability to perform effectively in a restaurant, under direction and with limited autonomy, in familiar situations.</p> <p>Progression is to further education and training experiences or employment in the hospitality industry.</p>	<p><b>This award is new.</b></p>

## FETAC

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