



Higher Diploma in Pensions Management

Application Guide

The Higher Diploma in Pensions Management is a 2 year part time programme taught through blended learning. You can choose to just do the first 5 modules if you wish and this leads to a Certificate in Pensions, Investments and Insurance which gives you IIPM membership accreditation.

Course Schedule

The next start date for this course is 20th September 2021. The Higher Diploma programme will run over 4 semesters in total, where the course is released in blocks and does not follow the sequence of modules listed online.

Each semester is runs for 13 weeks including a reading week.

Week 1-6: 2/3 evenings per week; Online

Week 6: Reading Week

Week 7-13: 2/3 weekend workshops; In-person (pending pandemic restrictions)

Exams are held in January and May each year.

Entry Requirements & Supporting Documents

Applicants are required to hold at least a level 7 degree in a business discipline, and/or be a Qualified Financial Advisor (QFA, level 7). A minimum of two years working in a pension-related role would be required.

Applicants from other professions, such as legal, accounting, taxation, actuarial and investment, who want to specialise in pensions are also eligible. Others, who do not have the requisite educational standards, but who have a minimum of five years working in a pensions-related role, such as human resources, may also be considered.

The documents required for entry are as follows. These can be scan/clearly pictured and attached to the online application or emailed directly quoting your application ID.

1. Passport
2. Up to date CV
3. One of the following:
 - a. Level 7 degree transcripts in a related discipline e.g. business
 - b. **OR** Level 8 degree transcripts in any discipline
 - c. **OR** professional qualifications e.g. QFA and CV demonstrating work experience in a related field.

If you are applying for exemptions, please include all documents that you refer to in your completed matrix documents. Please see below for further information on exemptions.



Exemptions

Students can apply for a maximum of 3 exemptions on both programmes (certificate and higher diploma). These exemptions represent the first 3 modules of the programme: Life Assurance; Regulation and Financial Planning; and Savings and Investments.

Generally, applicants applying for these exemptions will hold professional qualifications like QFA, PTP and be working in a pensions related role.

To apply for exemptions, you must complete the two below matrix documents titled “Form RP1” and “Form RP2”, the second being the most important where you describe how your qualifications and/or experience enables you to meet the learning outcomes of any of the three modules.

To support your exemption application, you are requested to provide the transcript of results, the award certificate, module syllabus and any other relevant course documentation for each course stated above as evidence of your prior learning.



Form RP1
Graduate Business School - Recognition of Prior Learning (RPL)
Application for Module Exemption

GUIDELINES FOR COMPLETING THIS FORM

BACKGROUND

This application procedure is intended for those seeking module exemptions from a programme of study within the Graduate Business School on the basis of prior learning that they have undertaken, be that formal accredited learning or informal ‘experiential’ learning they have gained through work/life experience.

Recognition of prior learning (RPL) is the generic term used to describe the system for recognising a range of relevant learning that a student may have gained prior to entry onto a particular course.

RPL includes:

(i) Recognition of Prior Accredited Learning: This refers to the recognition of formal learning which is linked to the National Framework of Qualifications and for which certification has been awarded; it might include a course or part of a course that has been completed previously.

(ii) Recognition of Prior Experiential Learning: This refers to the recognition of the kind of learning that has been gained through work or life experiences. It could also include learning gained through workplace training courses.

Exemptions or credits may be awarded on the basis of a combination of both accredited and non-accredited learning.

Programmes are composed of modules and the stated learning outcomes of these modules are seen as the basic levels of learning. Learning outcomes describe the kinds of skills, competencies and knowledge a graduate of a particular programme of study is expected to have acquired. Therefore, these become the minimum standards against which prior learning is measured. The RPL process can enable students who have already achieved the learning outcomes for a subject/module on their chosen course to apply for an exemption from taking that subject/module again. In this way it allows learners to build on previous learning wherever it was attained and not to repeat learning.

GUIDELINES FOR MAKING AN RPL APPLICATION

To make an application, you are requested to provide the transcript of results, the award certificate, module syllabus and any other relevant course documentation for each course stated above as evidence of your prior learning.

Portfolios of Evidence:

If making an application based on unaccredited learning or a combination of accredited and unaccredited, applicants will also be required to complete a Portfolio of Learning (form RP2).



In making an application for RPL applicants will be required present evidence of their learning demonstrating how they have achieved the learning outcomes of a particular module within a programme or how they meet the entry requirements of a programme of study. Examples of this could include portfolios, interviews, certificates, presentations etc.

PLEASE ENSURE YOU COMPLETE ALL SECTIONS OF THIS FORM AS FULLY AS POSSIBLE. USE ADDITIONAL SHEETS IF NECESSARY TO EXPAND ON THE INFORMATION IN THE FORM.

SECTION 1: Personal Details

IF YOU HAVE EVER BEEN REGISTERED FOR A COURSE IN GRIFFITH COLLEGE PLEASE QUOTE YOUR STUDENT/ID NUMBER.

1. PERSONAL DETAILS:		
STUDENT NUMBER:		
FAMILY NAME:	FORENAME(S):	TITLE:
GENDER:	DATE OF BIRTH:	AGE:
PERMANENT ADDRESS:		ADDRESS FOR CORRESPONDENCE:
TELEPHONE:		FAX:
MOBILE PHONE:		EMAIL:
COUNTRY OF BIRTH:		CURRENT CITIZENSHIP:



SECTION 2: Details of Exemptions/Credits Sought

2. DETAILS OF EXEMPTIONS/CREDITS SOUGHT:			
PROGRAMME TITLE:			
Higher Diploma in Business in Pensions Management			
Certificate in Business in Pensions, Insurance and Investment			
MODULE DETAILS:			
MODULE TITLE	BASIS OF APPLICATION (PLEASE PLACE AN 'X')		
	ACCREDITED	UNACCREDITED	COMBINATION OF ACCREDITED & UNACCREDITED
Life Assurance (IF APPLICABLE)			
Regulation and Financial Planning (IF APPLICABLE)			
Savings and Investment (IF APPLICABLE)			

3. INDEX OF EVIDENCE DOCUMENTS:		
DOCUMENT TITLE	For Official Use	
	Original inspected and verified YES /NO	Signed & Dated



4. DECLARATION BY APPLICANT:	
NAME: _____	
<p>I hereby submit my application for credit/exemption on the above programme. I declare that the information contained in this application and all supporting documentation is a true and accurate reflection of my prior learning.</p> <p>I accept that any advice or instruction given to me by the college or its staff in the preparation of the application does not confer any entitlement to credit/exemption in respect of the modules above.</p> <p>I enclose my proof of learning.</p>	
SIGNED: _____	DATE: _____

SECTION 3: For Official Use

AUDIT TRAIL	
DATE APPLICATION RECEIVED:	
APPLICATION ASSESSED BY:	
RESULT:	
RESULT APPROVED BY:	
PORTFOLIO SUBMITTED	YES NO
PORTTFOLIO RESULT	
PORTFOLIO ASSESSED BY	



**Form RP2
Graduate Business School
Recognition of Prior Learning (RPL)
Portfolio of Learning**

PLEASE ENSURE YOU COMPLETE ALL SECTIONS OF THIS FORM AS FULLY AS POSSIBLE. USE ADDITIONAL SHEETS IF NECESSARY TO EXPAND ON THE INFORMATION IN THE FORM. YOU MUST ALREADY HAVE SUBMITTED FORM RP1 (APPLICATION FOR MODULE EXEMPTION)

PORTFOLIO SUBMITTED BY:

NAME:

ADDRESS:

TELEPHONE:

MOBILE:

EMAIL:



RELEVANT WORK EXPERIENCE:

1. CURRENT EMPLOYMENT (IF APPLICABLE)

NAME AND ADDRESS OF EMPLOYER (If you are not currently employed Please complete section 2)		
BRIEFLY DESCRIBE THE NATURE OF THE BUSINESS		
STATE YOUR JOB TITLE		
PERIOD OF EMPLOYMENT	FROM	TO

PLEASE LIST THE KEY RESPONSIBILITIES OF THIS ROLE

PLEASE DESCRIBE THE SKILLS AND COMPETENCIES USED IN CARRYING OUT THE DUTIES DESCRIBED ABOVE.

HAVE YOU EVER BEEN PROMOTED IN THIS JOB?	YES	NO	IF YES, PLEASE GIVE DETAILS



RELEVANT WORK EXPERIENCE:			
2. PREVIOUS EMPLOYMENT (IF APPLICABLE)			
NAME AND ADDRESS OF EMPLOYER			
BRIEFLY DESCRIBE THE NATURE OF THE BUSINESS			
STATE YOUR JOB TITLE			
PERIOD OF EMPLOYMENT	FROM	To	
PLEASE LIST THE KEY RESPONSIBILITIES OF THIS ROLE			
PLEASE DESCRIBE THE SKILLS AND COMPETENCIES USED IN CARRYING OUT THE DUTIES DESCRIBED ABOVE.			
HAVE YOU EVER BEEN PROMOTED IN THIS JOB?	YES	NO	IF YES, PLEASE GIVE DETAILS



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3. EDUCATION AND TRAINING:				
LIST HERE ALL ATTENDANCE AT EXTERNAL TRAINING COURSES AND OTHER INTERNAL TRAINING COMPLETED IN THE WORKPLACE				
FROM/ TO	NAME OF COURSE	PROVIDER	ACCREDITING BODY	LOCATION OF TRAINING

4. THIRD LEVEL EDUCATION:				
LIST HERE ALL THIRD-LEVEL EDUCATION YOU HAVE RECEIVED, INCLUDING INCOMPLETE PROGRAMMES OF STUDY, SINCE YOU LEFT PRIMARY/SECONDARY SCHOOL.				
FROM/ TO	INSTITUTION	QUALIFICATION (BA, BSc, ETC.)	PRECISE CATEGORY/ GRADE OF AWARD	DATE OF CONFERRAL (IF APPLICABLE)



5. OTHER EXPERIENCE

LIST ALL OTHER EXPERIENCE—FOR INSTANCE, VOLUNTARY OR COMMUNITY WORK, SPORTING OR ACADEMIC ACHIEVEMENTS—THAT MAY BE OF RELEVANCE TO YOUR APPLICATION.

Empty response area for section 5.

6. OTHER INFORMATION

LIST ANY OTHER INFORMATION THAT MAY BE OF RELEVANCE TO YOUR APPLICATION.

Empty response area for section 6.



7. LEARNING OUTCOMES

Programmes are composed of modules and the stated learning outcomes of these modules are seen as the basic levels of learning. Learning outcomes describe the kinds of skills, competencies, and knowledge a graduate of a particular programme of study is expected to have acquired. Therefore, these become the minimum standards against which prior learning is measured. **In the case EACH module that you are making an RPL application for, indicate how your combination of professional experience, education and other experience equates to the achievement of the learning outcomes proposed.**

MODULE 1 (IF REQUIRED) : Life Assurance

I am applying for a module exemption (PLEASE PLACE AN 'X' TO INDICATE)

YES _____ **NO** _____

LEARNING OUTCOME	INDICATE HOW YOU HAVE ACHIEVED THIS OUTCOME THROUGH A COMBINATION OF YOUR EDUCATION, PROFESSIONAL AND OTHER ACHIEVEMENTS	INDICATE CLEARLY THE EVIDENCE IN SUPPORT OF YOUR CLAIM IN RESPECT OF THIS LEARNING OUTCOME
<p>Learning Outcome No 1: evaluate the financial protection needs of a range of consumers and critique the role of life assurance as a risk transfer mechanism</p>		



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<p>Learning Outcome No 2: demonstrate how the life assurance market operates, the policy life cycle, and the regulation pertaining to life assurance undertakings and disclosure in Ireland</p>		
<p>Learning Outcome No 3: possess in-depth knowledge of the range of life assurance products available in the market and current taxation treatment of life assurance benefits & investment returns in Ireland.</p>		
<p>Learning Outcome No 4: critically assess a client-specific protection need and apply knowledge of the product range to determine an appropriate strategy to meet such needs.</p>		



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MODULE 2 (IF REQUIRED) : Regulation and Financial Planning

I am applying for a module exemption (PLEASE PLACE AN 'X' TO INDICATE)

YES _____ NO _____

LEARNING OUTCOME	INDICATE HOW YOU HAVE ACHIEVED THIS OUTCOME THROUGH A COMBINATION OF YOUR EDUCATION, PROFESSIONAL AND OTHER ACHIEVEMENTS	INDICATE CLEARLY THE EVIDENCE IN SUPPORT OF YOUR CLAIM IN RESPECT OF THIS LEARNING OUTCOME
Learning Outcome No 1: demonstrate an enhanced awareness of the current regulatory framework and provisions pertaining to financial services providers and intermediaries in Ireland.		
Learning Outcome No 2: assess the key provisions of relevant commercial law, data protection, money laundering legislation and their application in the dealing with consumers in the financial services industry.		



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<p>Learning Outcome No 3: determine the key provisions contained within Consumer Protection Code and Markets in Financial Instruments Directive Demonstrate an understanding of the fitness and probity standards and how these are applied by the Central Bank.</p>		
<p>Learning Outcome No 4: determine the key provisions contained within Consumer Protection Code and Markets in Financial Instruments Directive and the corresponding measures to be taken and professional conduct required in order to minimise legal exposure arising from involvement in this sector.</p>		



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Learning Outcome No 5:

utilise their knowledge in the application of the required conduct of business provisions for a given financial planning advice scenario and present and present a comprehensive Suitability statement, appropriate to client needs.



MODULE 3 (IF REQUIRED) : Savings and Investment

I am applying for a module exemption (PLEASE PLACE AN 'X' TO INDICATE)

YES _____ **NO** _____

LEARNING OUTCOME	INDICATE HOW YOU HAVE ACHIEVED THIS OUTCOME THROUGH A COMBINATION OF YOUR EDUCATION, PROFESSIONAL AND OTHER ACHIEVEMENTS	INDICATE CLEARLY THE EVIDENCE IN SUPPORT OF YOUR CLAIM IN RESPECT OF THIS LEARNING OUTCOME
<p>Learning Outcome No 1: demonstrate an enhanced knowledge of how the financial services sector operates, identifying the key participants and the interrelationships between them.</p>		
<p>Learning Outcome No 2: critique the range of asset classes and management styles and evaluate the pivotal role they play in meeting investment objectives.</p>		



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<p>Learning Outcome No 3: critically assess the different types of risk associated with different classes of investments and evaluate methods of managing this risk.</p>		
<p>Learning Outcome No 4 appraise the range of savings and investment products available in the Irish marketplace.</p>		
<p>Learning Outcome No 5: evaluate the investment objectives and risk profile of a given client and demonstrate the analytical skills necessary to analyse and select appropriate investment assets needed.</p>		



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