



# Call for Proposals

## January 2018



**EUROPEAN UNION**  
Investing in your future  
European Social Fund



**HEA** | HIGHER EDUCATION AUTHORITY  
AN tÚDARÁS um ARD-OIDEACHAS

## Important Notice

The Higher Education Authority (HEA) makes this document available to course providers who wish to submit a proposal(s) for higher education and training courses as part of Springboard+ 2018. The document must not be used for any other purpose. Springboard+ is managed by the HEA on behalf of the Department of Education and Skills.

The HEA has taken all reasonable care to ensure that the material set out in this Call for Proposals is true and accurate in all material respects as at the time of publication. However, no warranty or representation is given as to the accuracy or completeness of this material. The HEA does not accept any liability or responsibility for the accuracy, adequacy or completeness of the information set out herein.

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The HEA reserves the right to amend these documents and any information contained herein at any time by notice in writing to the candidates.

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No legal relationship or other obligation shall arise between any applicant and the HEA unless and until a contract has been entered into.

Each applicant's acceptance of delivery of the Call for Proposals constitutes its agreement to, and acceptance of, its terms.

Under no circumstances will the HEA be liable for any costs, charges or expenses incurred by candidates as a result of participating in this Call process, however caused. Any costs associated with the submission of a proposal are the sole responsibility of the candidate and will not be reimbursed.

### **Statutory requirements**

All providers making a proposal(s) for courses to be supported via Springboard+ must confirm compliance with statutory requirements regarding their financial and legal status and be prepared to furnish any additional supporting documents as requested by the HEA.

# Springboard+ 2018

## Introduction

Springboard began in 2011 as part of the Government's Jobs Initiative. It has provided free upskilling in higher education in areas of identified skills need, with a particular emphasis on upskilling of people who are unemployed.

Springboard+ complements the core State-funded education and training system and is one of a number of initiatives designed to support people back into employment and to build the supply of skilled graduates for vacancies arising across key sectors of the economy. A Department of Social Protection scan of the Live Register carried out in July 2017 reported that 80% of Springboard participants (2011 – 2016) were no longer on the Live Register. In addition, 7% of graduates for whom an employment outcome has been reported are now self-employed. <https://springboardcourses.ie/pdfs/An-Evaluation-of-Springboard+-2011-16.pdf>.

Springboard+ is managed by the Higher Education Authority (HEA) on behalf of the Department of Education and Skills. An evaluation framework underpins the initiative, with ongoing monitoring of its impact. All of the evaluation reports are accessible via [www.springboardcourses.ie](http://www.springboardcourses.ie).

Springboard+ forms part of the Government's Action Plan for Jobs, Action Plan for Education and the National Skills Strategy, which aims to increase the number of people in employment to 2.1m by 2020. The programme is funded through the National Training Fund and the ESF Programme for Employability, Inclusion and Learning (PEIL) 2014-2020.

In light of the positive indicators on employment growth, and the continuing fall in the level of unemployment, a number of changes are being implemented for Springboard+ 2018. These changes will aim to ensure that the initiative continues to play a key role in developing work-ready graduates who are equipped to meet skill needs in growth sectors of the economy.

## 1. Overview of Changes to Springboard+ 2018

- All sectors of the economy *with a demonstrated skills shortage* are included
- All courses are open to people irrespective of their employment status
- In courses (except ICT conversion courses) where eligible applicants are a mix of all applicant categories, as outlined in the box below, applicant categories 1 and 2 should form a minimum of 30% of the student cohort.
- For employed participants on courses NFQ L7-9, HEA will fund 90% of the course fee, with Providers collecting the remaining 10% from participants.
- Level 6 courses are free to all eligible participants

## 2. Changes to Springboard+ 2018 Potential Applicants

This year represents the eighth phase of Springboard+. When the initiative was first introduced in January 2011 unemployment was at 15%, with over 400,000 people out of work. However, unemployment is less than half that in 2011, with the CSO reporting 6.1% for November 2017<sup>1</sup>. With this in mind Springboard+ in 2018 will have a dual focus of upskilling and reskilling people who remain out of the workforce (activation) and also a focus on upskilling those in employment (workforce development). The further development of skilled workers remains central to our ability to attract ongoing FDI and the further development of our SME sector.

**The eligible applicants for Springboard+ 2018 are as follows** (See section 4 for further information on eligibility criteria):

1. Those in receipt of an eligible payment from the Department of Employment Affairs and Social Protection, and the formerly self-employed.
2. People not in receipt of a payment from the Department of Employment Affairs and Social Protection that have been out of the work environment for a number of years due to childcare or other caring obligations and have a previous history of employment but may require upskilling or reskilling to transition back to the workforce (“Returners”).
3. People in employment who wish to upskill or reskill to meet a specific emerging skills gap.

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<sup>1</sup> <http://www.cso.ie/en/releasesandpublications/er/mue/monthlyunemploymentnovember2017/>

In a recent economic forecast the ESRI estimated that Ireland will be close to full employment by end-2018.<sup>2</sup> However, in contrast to our European peers, we have a relatively low Life-long Learning (LLL) rate. In Ireland 5% of those in employment are engaged in LLL compared to an EU average of 12%. To assist in improving this position, and aligned with the priority of further developing work-ready graduates, Springboard+ is building on the changes made in 2017 to further expand the programme in 2018.

Therefore Springboard+ 2018 will

- Continue to prioritise national skills requirements in growth sectors of the economy. Furthermore, courses proposed in *all skills categories* will be considered where strong and clear evidence of a regional or national need is articulated with evidenced enterprise support.
- Prioritise those in receipt of a social protection payment and returners to upskill or reskill and re-enter the workforce by providing places free of charge. Therefore, 30% of places approved will be ring-fenced for these applicants based on the 2017 applicant data and assuming full employment in 2018.
- Increasingly target the upskilling and reskilling requirements of those in employment and in particular those that are under-employed or whose job could become obsolete due to technological advances. Places will be provided free of charge at level 6 and a contribution of 10% of the course fee will be sought from level 7-9 participants who are in employment (payable by the participant or the employer to the course Provider). Please note that in future financial audits HEA will check that the fee has been sought and paid by employed participants.

### **Proposals invited:**

This Call invites proposals for

1. Part-time higher education courses, levels 6-9, and/or
2. Proposals for level 8 ICT Skills Conversion courses both full and part-time.

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<sup>2</sup> <https://www.esri.ie/pubs/QEC2017AUT.pdf>

## Appendices

Appendix 1 provides a list of relevant reports on current and future skills needs. Supporting information on the development of ICT Skills Conversion courses is provided in a separate document. Appendix 2 outlines the ISCED codes for international classification of academic disciplines, which will be used on Skills Direct when Providers are making submissions.

Providers who wish to make Springboard+ course proposals must submit their proposals online via <http://skillsdirect.heai.ie>. The deadline for submissions is **13.00hrs on Tuesday 6<sup>th</sup> March 2018**.

### 3. Information to assist providers in making proposals

#### 3.1 Objectives of Springboard+

The primary objective of Springboard+ in 2018 is to provide upskilling and reskilling courses to develop the talent base in Ireland in key growth sectors of the economy. Providers should be cognisant of the data and trends on national and regional skills shortages in expanding enterprise areas and submit proposals which are evidence-based. Courses can include, **but are not limited to**, ICT; hospitality; biopharma, medical device technologies and manufacturing; financial services; and entrepreneurship. Providers should, where relevant, be cognisant of the impact of Brexit, in particular any arising skill needs as a consequence of developments.

There are four additional specific objectives of the programme;

- Helping those who are unemployed, formerly self-employed and Returners to return to sustainable employment. To this end in developing proposals providers are expected to have regard to the most recent data and trends on the profile of people experiencing unemployment.
- Provide opportunities for workforce development to enhance the skill levels of those already in employment; to increase the national rate of engagement in Life Long Learning; to reskill those whose current occupation may be at risk from technological and other developments.
- Enhance collaboration between enterprise and higher education to design and deliver relevant higher education courses that support job creation and expansion in line with the Government's Action Plans for Jobs, National Skills Strategy and Action Plan for Education.
- Enhance the skills profile of the labour force to meet the targets and objectives of the Action Plan for Jobs, the Action Plan for Education, the National Skills Strategy, the ICT Skills Action Plan and other skills reports as outlined in Appendix 1.

### 3.2 Labour market trends

The seasonally adjusted number of persons unemployed was 138,100 in November 2017, relating to an adjusted unemployment rate of 6.1%<sup>[1]</sup>, down from 6.8% in December 2016.

### 3.3 Springboard+ target applicants

The target applicants identified for Springboard+ 2018 are:

**1. *Those in receipt of an eligible payment from the Department of Employment Affairs and Social Protection***

- who already hold a National Framework of Qualifications (NFQ) award at level 5 or 6 or equivalent, with a previous history of employment.
- with a previous history of employment who already hold a higher level qualification at NFQ levels 6 to 9, who may require additional upskilling or reskilling in order to re-enter employment.

**2. *Previously self-employed***

- people at all qualifications level who may require new qualifications to return to self-employment or to enter employment.

**3. *Returners***

- who already hold an NFQ award at level 5 or 6 or equivalent, with a previous history of employment.
- with a previous history of employment who already hold a higher level qualification at NFQ levels 6 to 9, who may require additional upskilling or reskilling in order to re-enter employment.

**4. *Those in employment***

- wishing to upskill or reskill to meet required skill needs across a range of sectors

Places will be provided free of charge to those participants from categories 1-3 above. In the case of category 4, level 6 courses remain free and a contribution of 10% of the cost of the place will be collected by the provider for level 7-9 courses. This contribution can be paid by

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<sup>[1]</sup> <http://www.cso.ie/en/releasesandpublications/er/mue/monthlyunemploymentnovember2017/>



the participant or the employer. The HEA will fund the remaining 90% of the cost directly to the providers.

### **3.4 Target participants for ICT skills conversion courses**

Courses both full and part time are available to applicants that have a level 8 qualification in a cognate discipline, as well as the capacity and underlying aptitude to undergo an intensive programme of study and work-experience to acquire industry-relevant ICT and software development skills at level 8 of the National Framework of Qualifications (NFQ). In the case of the one-year full-time ICT skills conversion courses, persons meeting the entry criteria are eligible regardless of employment status. Those in receipt of jobseeker's payments are not eligible for the two-year part-time ICT conversion courses. Please see the eligibility criteria on [www.springboardcourses.ie](http://www.springboardcourses.ie) for further details.

Given the positive trends in the rate of employment and the ESRI prediction for full employment later in 2018, it is anticipated that in 2018/19 academic year demand will be greater for two-year part time ICT Conversion courses, with an anticipated consequential decrease in demand for the full time one year option. **This will be factored into the assessment process of these programmes.**

## 4 Applicant eligibility

Please note the following which applies to all 2018 applicants:

- Those who have completed a Springboard+ course within the past two years (i.e. graduated from a 2016 or 2017 Springboard+ call course ) are not eligible to apply in 2018 (**unless the participant is seeking to progress their qualification level in the same discipline, e.g. level 7 to level 8**).
- Participants who enrolled in **more than one Springboard+** course since the inception of Springboard in 2011, and **did not complete** any course, are not eligible to apply in 2018.
- Participants who enrolled in **just one course**, since the inception of Springboard+ in 2011, but did not complete, are eligible to apply in 2018, but will be required to meet all eligibility criteria as outlined below.

### ***a) Those in receipt of an eligible payment from the Department of Employment Affairs and Social Protection (DEASP) and the formerly self-employed***

To be eligible for a Springboard+ part-time course, a person must be in receipt of an eligible DEASP payment or be signing for social insurance contribution credits and have a previous history of employment or self-employment, and be actively seeking work. Information on eligibility criteria regarding DEASP payments is available on [www.springboardcourses.ie](http://www.springboardcourses.ie)

### ***b) Returners***

Returners seeking to apply in 2018 will be required to verify their status as a returner. This will include providing a letter/statement signed by a Commissioner for Oaths confirming their current status. It should be noted that acceptance on to a Springboard+ course does not confer any entitlement to DEASP payments or childcare supports.

### ***c) Those in employment***

This category of applicant will be required to provide a copy of their most recent P60 or other relevant revenue documentation or a letter from their current employer to confirm employment or self-employment.

Returners and employed participants will be required to meet the residency requirements for Springboard+; that they must have been ordinarily resident in an EU/EEA/Swiss state for at least three of the five years preceding their entry to their course.

It is important to note that as in previous years no participant on a Springboard+ course in 2018 will be eligible for support under the Department of Education and Skills Higher Education Grants Scheme.

#### **4.1 Participants who return to employment**

As one of the objectives of Springboard+ is to support upskilling of the labour force, participants who succeed in re-entering employment before completion of a course should be facilitated to gain the course award. In planning courses, providers should ensure that participants who return to employment have a reasonable opportunity to complete the course on a flexible basis. Such participants will not be required to pay any fees to complete their course.

#### **4.2 Priority of eligible participants**

While the initiative is building on the changes made in 2017 in respect of the eligible cohorts, it should be noted as follows;

**HEA will expect that when providers are making decisions on the awarding of places to eligible applicants on these courses, in instances where two candidates meet the course academic admissions criteria, priority must be afforded to the unemployed / Returner applicant over those who are already in employment in every instance.**

**In courses (except ICT conversion courses) where eligible applicants are a mix of all applicant categories, as outlined in Section 2, applicant categories 1 and 2 should form a minimum of 30% of the student cohort. In instances where there may be fewer eligible applicants from categories 1 and 2 it is acknowledged that the 30% threshold may not be possible. In such circumstances Providers can consult with the HEA.**

## 5 Types of courses which will be supported via Springboard+

Funding will be available for

- I. part-time higher education courses **up to a maximum of 12 months** in duration
- II. one year full-time and two-year part-time ICT Skills Conversion courses (NFQ Level 8)

Regarding part-time courses, providers should note that for a course to be deemed part-time within Springboard+ **it cannot provide for more than 17 class contact hours per week** as this facilitates participants continuing to seek employment and therefore receive a job-seekers payment. It is important that proposed attendance patterns, including timing of classes/lectures, for programmes facilitate this requirement. Proposals submitted must provide details of attendance arrangements to enable full clarification that they meet the contact hours' requirement.

Please note the following

- Courses in all areas of demonstrated skills needs are eligible, particularly including new and emerging skills areas. However, all proposals must be evidence-based.
- **For the purposes of this Call, the term 'part-time' is intended to cover all forms of flexible delivery including those offered partially during the day or in the evenings/weekends or those with an online and/or distance component. Given the emphasis on upskilling people in employment in Springboard+ 2018 Providers should be cognisant of the fact that many participants will be unable to attend classes during regular business hours of 9-5pm, Monday to Friday. Therefore it is expected that courses will be proposed on the basis of flexible provision and/or at times of the week and weekend that suit the needs of learners in employment. This will be factored into the assessment process of these programmes.**
- As per 2017, ICT conversion courses are sought on a one-year full-time *and* two-year part-time basis. However, as noted in section 3.4 above, given the current positive employment trends it is anticipated that in 2018/19 academic year demand will be greater for two-year part time ICT Conversion courses, with an anticipated

consequential decrease in demand for the full time one-year option. **This will be factored into the assessment process of these programmes.**

- Courses being submitted for 2018 should be stand-alone programmes that upskill participants for the labour market upon completion. For example, courses that are a year one of a course that requires a participant to do a second year of a course are not being sought (with exception of two year ICT conversion courses).
- Standard full-time courses in higher education will **not be** eligible for Springboard+ funding.
- For ICT conversion courses, eligibility for the two-year part-time option will continue to be confined to those who are not in receipt of an eligible DEASP social protection income that has job-seeking conditionality, as the Part Time Education Option (PTEO) payment will not be available to participants on the two-year course. Eligibility for the full-time course has not changed and will continue to cater for both the unemployed, Returners, the employed and those currently or formerly self-employed.
- Please note that proposed Springboard+ full-time courses (with the exception of the ICT conversion course) are not eligible for funding.
- Part-time course proposals which lead to an award of fewer than 10 ECTS credits or equivalent per annum will not be considered.
- Full-time ICT conversion proposals leading to awards of fewer than 60 ECTS credits per annum **will not** be considered for funding.
- Likewise, two-year part-time ICT Conversion course must lead to an award of at least 60 ECTS credits in total.
- ICT conversion courses that provide 'multi-stream' options should provide evidence of previous interest from applicants and enrolment patterns to justify a 'multi-stream' approach.

### **5.1 Job readiness and work placement**

Courses must include a dedicated job readiness/job preparation component (i.e. distinct and specific credited module(s) on enhancing job readiness). Details of this provision will be required as part of course proposals. It should be noted that participants on reskilling courses may require a dedicated job readiness component on their course to facilitate their transition into a new area of employment

Course proposals should also include plans for work placement. Almost 90% of Springboard+ courses approved (excluding those in the Entrepreneurship skills category) in 2017 included a work placement. Where a Springboard+ course is a mixture of those in employment, Returners and those in receipt of a social protection payment it is accepted that a work placement may not be required for a participant who is in employment. However if a work placement is sought or deemed suitable for a participant in employment this is encouraged. In the case of participants who are Returners or unemployed, a work placement or project based credited module should be provided.

A work placement is mandatory for 1-year full-time ICT Conversion programmes and a work placement or credit bearing project is required for the 2-year part-time ICT conversion programme.

## **5.2 Current and future skills needs of enterprise**

To be considered eligible for approval, Springboard+ courses must seek to address an identified current or future skills need and include a precise labour market rationale. Springboard+ course proposals may focus on development or conversion of relevant technical skills and knowledge, to develop transversal skills that will put participants in the best possible position to attain sustainable employment or return to self-employment.

To assist potential providers, a list of recent reports on national skill needs is provided in Appendix 1. The aim of Springboard+ is to upskill individuals to meet demonstrated skills needs and **is not** to provide bespoke training programmes for a specific company / employer.

A separate document, *Additional information on ICT skills conversion courses*, provides further detailed information to support course proposals in this area.

It is important to note that proposals submitted by Providers should:

- Be flexible and innovative in the provision proposed to ensure the best possible opportunity for potential applicants to participate in Springboard+, particularly in the context of upskilling for those in employment,

- Be nationally or regionally focussed,
- Demonstrate clear evidence of engagement with enterprise/industry partners and Regional Skills Fora Managers in the development of the programme. For example, evidence of co-operation with industry on course design, guest lectures from industry, work placements etc. *Note that generic/pro forma letters of support from industry are not deemed sufficient evidence of engagement with industry.*
- Include plans for work placements or credit-bearing projects as appropriate to the participant
- Demonstrate that there is an available supply of applicants,
- Include career guidance as part of the course delivery.

In addition, Providers will be expected to supplement the information provided in this document on skills demand through direct engagement with local and regional employers, and with representative organisations such as Ibec, Chambers of Commerce, ISME; with enterprise development agencies such as Enterprise Ireland, IDA Ireland and the City and County Enterprise Boards.

### **5.3 Eligible NFQ award types**

Eligible courses must either:

(a) Lead to a higher education and training award that is included in the National Framework of Qualifications (NFQ) at levels 6 to 9, which is made by one of the following Irish awarding bodies:

- Dublin Institute of Technology (DIT)
- Quality and Qualifications Ireland (QQI), including combinations of modules from already validated programmes leading to a major award. (*Important: Combinations should be submitted to QQI for approval prior to or at the same time as submission to Springboard to ensure adequate time for validation – see note in box below*)
- Institutes of Technology with delegated authority to make awards
- Royal College of Surgeons in Ireland
- Universities

**or**

(b) Lead to a higher education and training award that is a comparable award based on recognition advice available from QQI.

Collaborative proposals from two or more providers will be considered for funding, including those who form part of regional clusters in higher education, where a skill need in a particular sector has been identified. A lead provider must, however, be clearly identified as part of the proposal and the proposal must adhere to all requirements regarding quality assurance and the making of awards.

As part of course proposals, providers will be required to set out the teaching, learning and assessment methodologies that will be used to meet learner needs, including flexible approaches; practical application of learning; and study skills/return to learning components. Academic and student supports should also be referenced, including details of job readiness training and, where relevant, work placement/internship supports. Regarding entry and achievement of an award, it is expected that proactive Recognition of Prior Learning (RPL) will be used by course providers, and details of each provider's policy in this area will be required as part of course proposals. Arrangements to promote and raise awareness of Springboard+ course opportunities will also be required.

### **Important note for courses requiring validation by Quality and Qualifications Ireland (QQI)**

- Springboard+ funding will be subject to the proposed course being validated by QQI.
- Springboard+ courses leading to QQI awards must be validated before any learners are enrolled.
- The QQI validation process and criteria for proposed Springboard+ courses will be the same as for other kinds of programmes. This is to ensure that Springboard+ courses are of a comparable quality. Validation will normally be for **five years**.
- Applications for validation must be submitted to QQI before proposed Springboard+ courses are marketed. Proposed programmes may be marketed to learners before determination of the application for validation but following acceptance by QQI of a completed application as long as it is made clear that the programmes are offered subject to being validated by QQI.
- The current version of the Programme Validation Manual for Programmes of HET and Apprenticeships (FET and HET) should be used for preparing applications.
- **Proposed Springboard Courses must be submitted to QQI for validation in advance of submissions to Springboard+ for funding.** This is to ensure adequate



time for the QQI validation process to be completed as this can take up to 25 weeks though it will be expedited by QQI. For programmes that are designed exclusively for Springboard+ purposes, while initial screening of the submission may take place, QQI will only proceed with the validation process after they have been approved for Springboard funding.

## **6. Application and Evaluation Process**

### **6.1 Costs and fees**

Providers are requested to submit details of all costs associated with the delivery of proposals in the format outlined in Section 5 of the online proposals system <http://skillsdirect.heai.ie>. Funding to successful providers will be on the basis of the course fee by reference to the number of credits to be provided. As mentioned in section 3.3, for participants who are in employment HEA will fund 90% of the course fee, with the Provider receiving the balance from the participant (or her/his employer). The marks allocated in Section 5 on the value for money of a course will be competitive and will be made with reference to average costs in previous years across the same skills areas and at the same NFQ levels. Funding will be released in a number of tranches depending on the course duration, numbers of students enrolled/registered and having regard to procedures in place for Protection for Enrolled Learners (where appropriate).

### **6.2 Data requirements and evaluation**

Course providers will be required to promptly return data to the HEA on course activity and outcomes, and co-operate with ongoing monitoring and evaluation, including all ESF reporting requirements, which is managed by the HEA in consultation with the Department of Education and Skills. Requirements will include maintaining a student record for each Springboard+ participant; collecting evidence that verifies eligibility of the applicant; and linking input data (education, employment history) with outcomes data (course completion, award, and employment by sector). Further details will be supplied as part of contract terms. Funding of courses will be conditional on co-operation with all aspects of the evaluation process and timely return of data, including requirements under the ESF co-financing arrangements as stipulated below.

### **6.3 ESF Programme for Employability, Inclusion and Learning (PEIL) 2014-2020**

Springboard+ is co-funded under the European Social Fund Programme for Employability, Inclusion and Learning (PEIL) 2014-2020. Participation in ESF co-financed programmes necessitates specific requirements with regard both to financial management and controls,

participant's data collection and verification of student eligibility.

In addition, participation in ESF co-funded programmes necessitates compliance with ESF communication and publicity requirements. Any material publicising or promoting Springboard+ funded courses (including posters and signage) must explicitly acknowledge ESF co-funding and ESF logos must be incorporated into all Springboard publicity material. Please see

<http://www.esf.ie/en/ImageLibrary/Repository/Info-and-Pub/Information-and-Communication-Guidelines-2014-2020-V21.pdf> for details.

Further information on ESF is available on the ESF website [www.esf.ie](http://www.esf.ie)

**Please note that all approved providers are subject to audit by the EU and other national bodies (including the DES, the HEA and their designated auditors). It is anticipated that a number of audits will be carried out in 2018.**

#### **6.4 Online system for Springboard applicants**

All providers of courses funded through Springboard+ will be required to use the online system [www.springboardcourses.ie](http://www.springboardcourses.ie) to manage course information, applications and acceptances as well as return of data as set out above.

#### **6.5 Selection process and criteria**

Decisions on proposals for funding will be made by a panel of experts with industry and educational experience, supported by the HEA. An independent process auditor will oversee the assessment and selection process.

Course proposals will be assessed in accordance with the criteria set out in Sections 2-5 of the online course proposal form and the associated marking scheme. As part of the assessment procedure the assessors will have access to information on academic and employment outcomes from the Application Management System (AMS) on courses run in previous years through Springboard+.

It is intended that Springboard+ will support a mix of courses at different NFQ levels, of varying

duration; and having regard to the educational attainment levels of the priority participant groups. The Panel's final recommendation on courses approved will also take into consideration the overall mix of courses by level, type and duration, as well as geographical spread and mode of delivery.

Subject to demand and take-up of individual course places, the HEA may agree to re-allocate unfilled places to other Springboard+ courses.

It is planned that notification of approved courses will be sent to providers in April. Contracts will be agreed between providers and the HEA and planning and marketing of courses will begin. Uploading of information by providers on approved courses to the online system [www.springboardcourses.ie](http://www.springboardcourses.ie) will be an important part of this process.

## **6.6 Freedom of information**

Information held by the HEA on Springboard will be subject to the Freedom of Information Act 1997 (FOI Act), which was passed into law on 21st April 1997, The Act has applied to the HEA since the 1 October 2001. Policies and procedures on access to information is set out in the following link: <http://www.heai.ie/en/freedom-of-information>.

## 7 Submission of proposals

A Frequently Asked Questions (FAQs) has been prepared to coincide with this Call document and will be circulated to all Providers.

- (i) Proposals must be submitted online via <http://skillsdirect.heai.ie/>
- (ii) The closing date for submission of proposals is **13.00hrs Tuesday 6<sup>th</sup> March 2018**.  
The online application system will not accept proposals submitted after this deadline.
- (iii) Any queries on the Call process for 2018 must be emailed to [springboard@hea.ie](mailto:springboard@hea.ie) and responses will be made via email. Telephone queries will not be accommodated, and any form of canvassing will disqualify providers from participation in the initiative.

### Indicative\* timetable 2018

Call for Proposals issues	<b>23<sup>rd</sup> January 2018</b>
Deadline for submission of proposals	<b>Tuesday 6<sup>th</sup> March, <u>13.00hrs</u></b>
Providers notified of approved courses	<b>April</b>
Contracts agreed with HEA, providers upload information for applicants to <a href="http://www.springboardcourses.ie">www.springboardcourses.ie</a>	<b>May</b>
Applications for Springboard+ 2018 open via <a href="http://www.springboardcourses.ie">www.springboardcourses.ie</a>	<b>May</b>

\*The HEA will endeavor to adhere to these indicative dates; however, it may prove necessary to amend them as the initiative rolls out. Any changes in the timetable will be notified to prospective course providers.

# APPENDIX 1

## Further Skills Guidance Documents

Expert Group on Future Skills Needs publications – [www.skillsireland.ie](http://www.skillsireland.ie)

[Regional Labour Markets Bulletin 2016](#)

[Winning by Design 2017](#)

[Update on the Future Skill Needs of the Food and Drink Sector 2017](#)

[National Skills Bulletin 2016](#)

[Vacancy Overview 2016](#)

[Future Skills Needs of the Biopharma Sector in Ireland, 2016](#)

[Assessment of Future Skills Requirements in the Hospitality Sector in Ireland, 2015-2020, 2015](#)

[Assessing the Demand for Big Data and Analytics Skills 2013-2020, 2014](#)

[Addressing Future Demand for High Level ICT Skills”, 2012](#)

[“ICT Skills Action Plan 2014-2018”, 2013](#)

The IFS 2020 Strategy for Ireland “*International Financial Services Sector 2015-2020* (<http://finance.gov.ie/wp-content/uploads/2017/05/IFS2020-Strategic-Plan.pdf> )

[National Policy Statement on Entrepreneurship in Ireland \(Department of Jobs, Enterprise and Innovation, 2014\)](#)

## APPENDIX II

### ISCED-F 2013: List of codes

Broad field	Narrow field	Detailed field
00 Generic programmes and qualifications	000 Generic programmes and qualifications not further defined	0000 Generic programmes and qualifications not further defined
	001 Basic programmes and qualifications	0011 Basic programmes and qualifications
	002 Literacy and numeracy	0021 Literacy and numeracy
	003 Personal skills and development	0031 Personal skills and development
	009 Generic programmes and qualifications not elsewhere classified	0099 Generic programmes and qualifications not elsewhere classified
01 Education	011 Education	0110 Education not further defined 0111 Education science 0112 Training for pre-school teachers 0113 Teacher training without subject specialisation 0114 Teacher training with subject specialisation 0119 Education not elsewhere classified
	018 Inter-disciplinary programmes and qualifications involving education	0188 Inter-disciplinary programmes and qualifications involving education
02 Arts and humanities	020 Arts and humanities not further defined	0200 Arts and humanities not further defined
	021 Arts	0210 Arts not further defined
		0211 Audio-visual techniques and media production
		0212 Fashion, interior and industrial design
		0213 Fine arts
		0214 Handicrafts
		0215 Music and performing arts
0219 Arts not elsewhere classified		
022 Humanities (except languages)	0220 Humanities (except languages) not further defined 0221 Religion and theology 0222 History and archaeology 0223 Philosophy and ethics 0229 Humanities (except languages) not elsewhere classified	
023 Languages	0230 Languages not further defined 0231 Language acquisition 0232 Literature and linguistics 0239 Languages not elsewhere classified	
028 Inter-disciplinary programmes and qualifications involving arts and humanities	0288 Inter-disciplinary programmes and qualifications involving arts and humanities	
029 Arts and humanities not elsewhere classified	0299 Arts and humanities not elsewhere classified	

Broad field	Narrow field	Detailed field
03 Social sciences, journalism and information	030 Social sciences, journalism and information not further defined	0300 Social sciences, journalism and information not further defined
	031 Social and behavioural sciences	0310 Social and behavioural sciences not further defined 0311 Economics 0312 Political sciences and civics 0313 Psychology 0314 Sociology and cultural studies 0319 Social and behavioural sciences not elsewhere classified
	032 Journalism and information	0320 Journalism and information not further defined 0321 Journalism and reporting 0322 Library, information and archival studies 0329 Journalism and information not elsewhere classified
	038 Inter-disciplinary programmes and qualifications involving social sciences, journalism and information	0388 Inter-disciplinary programmes and qualifications involving social sciences, journalism and information
	039 Social sciences, journalism and information not elsewhere classified	0399 Social sciences, journalism and information not elsewhere classified
04 Business, administration and law	040 Business, administration and law not further defined	0400 Business, administration and law not further defined
	041 Business and administration	0410 Business and administration not further defined 0411 Accounting and taxation 0412 Finance, banking and insurance 0413 Management and administration 0414 Marketing and advertising 0415 Secretarial and office work 0416 Wholesale and retail sales 0417 Work skills 0419 Business and administration not elsewhere classified
	042 Law	0421 Law
	048 Inter-disciplinary programmes and qualifications involving business, administration and law	0488 Inter-disciplinary programmes and qualifications involving business, administration and law
	049 Business, administration and law not elsewhere classified	0499 Business, administration and law not elsewhere classified



Broad field	Narrow field	Detailed field
05 Natural sciences, mathematics and statistics	050 Natural sciences, mathematics and statistics not further defined	0500 Natural sciences, mathematics and statistics not further defined
	051 Biological and related sciences	0510 Biological and related sciences not further defined 0511 Biology 0512 Biochemistry 0519 Biological and related sciences not elsewhere classified
	052 Environment	0520 Environment not further defined 0521 Environmental sciences 0522 Natural environments and wildlife 0529 Environment not elsewhere classified
	053 Physical sciences	0530 Physical sciences not further defined 0531 Chemistry 0532 Earth sciences 0533 Physics 0539 Physical sciences not elsewhere classified
	054 Mathematics and statistics	0540 Mathematics and statistics not further defined 0541 Mathematics 0542 Statistics
	058 Inter-disciplinary programmes and qualifications involving natural sciences, mathematics and statistics	0588 Inter-disciplinary programmes and qualifications involving natural sciences, mathematics and statistics
	059 Natural sciences, mathematics and statistics not elsewhere classified	0599 Natural sciences, mathematics and statistics not elsewhere classified
06 Information and Communication Technologies (ICTs)	061 Information and Communication Technologies (ICTs)	0610 Information and Communication Technologies (ICTs) not further defined 0611 Computer use 0612 Database and network design and administration 0613 Software and applications development and analysis 0619 Information and Communication Technologies (ICTs) not elsewhere classified
	068 Inter-disciplinary programmes and qualifications involving Information and Communication Technologies (ICTs)	0688 Inter-disciplinary programmes and qualifications involving Information and Communication Technologies (ICTs)

Broad field	Narrow field	Detailed field
07 Engineering, manufacturing and construction	070 Engineering, manufacturing and construction not further defined	0700 Engineering, manufacturing and construction not further defined
	071 Engineering and engineering trades	0710 Engineering and engineering trades not further defined 0711 Chemical engineering and processes 0712 Environmental protection technology 0713 Electricity and energy 0714 Electronics and automation 0715 Mechanics and metal trades 0716 Motor vehicles, ships and aircraft 0719 Engineering and engineering trades not elsewhere classified
	072 Manufacturing and processing	0720 Manufacturing and processing not further defined 0721 Food processing 0722 Materials (glass, paper, plastic and wood) 0723 Textiles (clothes, footwear and leather) 0724 Mining and extraction 0729 Manufacturing and processing not elsewhere classified
	073 Architecture and construction	0730 Architecture and construction not further defined 0731 Architecture and town planning 0732 Building and civil engineering
	078 Inter-disciplinary programmes and qualifications involving engineering, manufacturing and construction	0788 Inter-disciplinary programmes and qualifications involving engineering, manufacturing and construction
	079 Engineering, manufacturing and construction not elsewhere classified	0799 Engineering, manufacturing and construction not elsewhere classified
08 Agriculture, forestry, fisheries and veterinary	080 Agriculture, forestry, fisheries and veterinary not further defined	0800 Agriculture, forestry, fisheries and veterinary not further defined
	081 Agriculture	0810 Agriculture not further defined 0811 Crop and livestock production 0812 Horticulture 0819 Agriculture not elsewhere classified
	082 Forestry	0821 Forestry
	083 Fisheries	0831 Fisheries
	084 Veterinary	0841 Veterinary
	088 Inter-disciplinary programmes and qualifications involving agriculture, forestry, fisheries and veterinary	0888 Inter-disciplinary programmes and qualifications involving agriculture, forestry, fisheries and veterinary
	089 Agriculture, forestry, fisheries and veterinary not elsewhere classified	0899 Agriculture, forestry, fisheries and veterinary not elsewhere classified

Broad field	Narrow field	Detailed field
09 Health and welfare	090 Health and welfare not further defined	0900 Health and welfare not further defined
	091 Health	0910 Health not further defined 0911 Dental studies 0912 Medicine 0913 Nursing and midwifery 0914 Medical diagnostic and treatment technology 0915 Therapy and rehabilitation 0916 Pharmacy 0917 Traditional and complementary medicine and therapy 0919 Health not elsewhere classified
	092 Welfare	0920 Welfare not further defined 0921 Care of the elderly and of disabled adults 0922 Child care and youth services 0923 Social work and counselling 0929 Welfare not elsewhere classified
	098 Inter-disciplinary programmes and qualifications involving health and welfare	0988 Inter-disciplinary programmes and qualifications involving health and welfare
	099 Health and welfare not elsewhere classified	0999 Health and welfare not elsewhere classified
10 Services	100 Services not further defined	1000 Services not further defined
	101 Personal services	1010 Personal services not further defined 1011 Domestic services 1012 Hair and beauty services 1013 Hotel, restaurants and catering 1014 Sports 1015 Travel, tourism and leisure 1019 Personal services not elsewhere classified
	102 Hygiene and occupational health services	1020 Hygiene and occupational health services not further defined 1021 Community sanitation 1022 Occupational health and safety 1029 Hygiene and occupational health services not elsewhere classified
	103 Security services	1030 Security services not further defined 1031 Military and defence 1032 Protection of persons and property 1039 Security services not elsewhere classified
	104 Transport services	1041 Transport services
	108 Inter-disciplinary programmes and qualifications involving services	1088 Inter-disciplinary programmes and qualifications involving services
	109 Services not elsewhere classified	1099 Services not elsewhere classified
99 Field unknown	999 Field unknown	9999 Field unknown