City of Dublin
Bord Oideachais agus Oiliúna
Education and Training Board

FET Courses Naming Conventions

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City of Dublin FET College

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Glossary of Terms

CAS	Common Award System
FET	Further Education and Training
FETCH	Further Education and Training Course Hub
City of Dublin ETB	City of Dublin Education and Training Board
PDAS	Programme Derived Award System
SPA	Special Purpose Award

1. Introduction

This guidance document outlines the City of Dublin ETB guidelines for the naming of courses and indicating modes of delivery for courses leading to QQI awards. All courses must follow the naming conventions outlined below, depending on the nature of the course being delivered.

2. Why use Naming Conventions

- Naming courses in a consistent, logical and predictable way means that potential learners can locate the courses of interest, as quickly and easily as possible.
- The simple rules apply specifically to all accredited courses for the purpose of this project.
- It ensures every centre adheres to validation conditions set by QQI and the CAO naming convention agreements.
- This ensures that the correct course is found and cannot be confused with others.
- The title describes, at a glance, what the course is about, making it easier to search courses more effectively and efficiently.

3. To get the Best Results

- Titles must:
    - Indicate what the course is about by linking title to the award name
    - Reflect the course – what is area, what is most likely searched for, who is the audience
    - Be consistent and understood easily
- The objective is to ensure that the elements included in the course title are named in such a way as to make searches accessible for the learner.
- It is good practice to adopt the naming convention from the point of creation of the course.

4 Naming Conventions for QQI Accredited Courses (CAS)

All courses being scheduled PLSS and advertised to learners must follow the naming convention as outlined below

The course title will comprise of:

- **Local title** to be written in **T**itle **C**ase
- Include the Award name (in brackets)

If the **title and the award are the same**, please enter the **text only once** and do not include brackets.

The following should be excluded from the course title

- The programme code, award code
- Level e.g. Level 5, Level 6
- Programme category
- Awarding body
- Mode of delivery e.g. online, blended, classroom
- Timings of course e.g. Mornings only/Evenings Only
- References to Qualifications Framework e.g. NFQ/SVQ etc
- Location

While not include in the title it is very important that this information is accurately inputted into PLSS!

Captured under description and not in title:

- Faculty area (9 agreed)
- Programme code, award code
- Award Level
- Programme Category
- Location
- Mode of delivery i.e. classroom, online, blended
- Work experience component

Examples of naming change for Accredited Courses

Sample of current course titles	Award Code	Programme Name	ISCED Area	Correct title under naming convention rules
Community Youthwork Traineeship Level 6 6M3674 (Community Development) QQI	6M3674	Community Development	Health and welfare	Youthwork (Community Development)
Level 6 QQI Web Page Design and Management (6N2532)	6N2532	Web Authoring	Software and applications development and analysis	Web Page Design and Management (Web Authoring) OR

				Web Authoring
Applied Psychology - 5M4468	5M4468	Community Health Services	Health & Welfare	Applied Psychology (Community Health Services)
Pharmacy Counter Assistant Level 5 - 5M4468 QQI Level 5 Community Health Services	5M4468	Community Health Services	Health and welfare	Pharmacy Counter Assistant (Community Health Services)
Pre-Emergency Care Studies	5M4468	Community Health Services	Health & Welfare	Pre-Emergency Care Studies (Community Health Services)
Pre-Third Level Arts - 5M3114	5M3114	General Studies	Arts & Humanities	Pre-University Arts (General Studies)
Medical Administration	5M1997	Office Administration	Bus, Admin & Law	Medical Administration (Office Administration)
Level 5 QQI Fashion Buying and Merchandising	5M2102	Business Studies	Bus, Admin & Law	Fashion Buying and Merchandising (Business Studies)
Office Administration	5M1997	Office Administration	Bus, Admin & Law	Office Administration

5. Naming Conventions for QQI Accredited courses (PDAS)

Key features of

- **PDAS Programmes**: QQI validated programmes developed in the last 5 years are usually Programme Derived Award Standards (PDAS) programmes. These are standalone awards, and their modules **can't** be combined with CAS awards and must be offered and certified separately. Important note: You cannot put a learner forward for a CAS award and PDAS award in the same certification period.
- **Types of PDAS Awards**:
    - **Major Awards**: Example - Higher Certificate in Dental Nursing. (120 or more FET credits)
    - **Major Awards with Embedded Awards**: Example - Level 6 Early Learning and Care (ELC) with Level 5 ELC Stage 1 embedded.
    - **Special Purpose Awards**: Example – L4 Barista skills
    - **Special Purpose Awards with component awards embedded:** Example level 2 English for Speakers of Other Languages with minor awards embedded, Speaking & Listening 1, and Writing 1,
- **Current PDAS use in City of Dublin ETB**: Most PDAS awards are special purpose awards (60 FET credits or less) with one or two embedded awards. These are primarily offered on a part time basis either as a full special purpose or on a module-by-module bases with the learner working towards gaining the full special purpose award.

- **Naming PDAS Awards**: Local names can't be used for PDAS awards. The programme name is set at validation and becomes the ETB's local name. The course name for PLSS and advertising will be the **award name and the programme name in brackets** if needed (only relevant for part-time module-by-module delivery).

- **Blended delivery**: The course title should not include 'Blended' in the title. Indicate that the course will be offered in the blended mode in the description section.

5.1. The course title which will comprise of:

- Award name with programme name in brackets where required
    - When the programme name and the award name are the same then the title is written just once.
    - If just one module (embedded programme) is being offered put in award name with programme name in brackets

5.2. Examples of naming conventions for PDAS Accredited Courses

Award Code	Award Name	Programme Name	Course title under naming convention rules
5S21869	Building Digital Business Skills	Building Digital Business skills	Building Digital Business Skills
1F22421	Speaking & Listening 1	English for Speakers of Other Languages	Speaking & Listening 1 (English for Speakers of Other Languages)
1F22423	Writing 1	English for Speakers of Other Languages	Writing 1 (English for Speakers of Other Languages)
2F22433	Reading 2	English for Speakers of Other Languages	Reading 2 (English for Speakers of Other Languages)
5F22197	Lean Tools for Sustainable Business	Lean Practice for Sustainable Business	Lean Tools for Sustainable Business (Lean Practice for Sustainable Business)
5F21873	Social Media for Digital Marketing	Building Digital Business Skills	Social Media for Digital Marketing (Building Digital Business Skills)

6. Monitoring and Review

This guidance document will be reviewed every two years or earlier if required.

7. Supplementary Documents / Appendix

ETBI CAO guidance on scheduling CAO exposed courses on the National Course Calendar

Link to CDU Moodle site with programme descriptors for CAS awards

List City of Dublin ETB PDAS awards

List of City of Dublin FET College Validated PDAS programmes

City of Dublin FET College is validating new PDAS awards for use in centres on an ongoing basis. These are normally special purpose awards.

Once validated the descriptors and supporting materials are available on the CDU Moodle site. Click here to access the page on the CDU Moodle site.

List of City of Dublin FET College Validated PDAS Courses (correct as of 1st September 2025) check the CDU Moodle site for current list

City of Dublin ETB PDAS Naming Convention for CIA Process & QBS Learner Group Set Up			
NOTE: The programmes highlighted in blue are the embedded modules/certificates of the Special Purpose award in white directly above them			
Programme Code	**Award Code**	**Programme Title**	**Course Name**
PG26144	4S22449	Level 4 Specific Purpose Certificate in Barista Skills	Barista Skills
PG26373	5S21869	Level 5 Specific Purpose Certificate in Building Digital Business Skills	Building Digital Business Skills
PG26375	5F21871	Certificate in Digital Business Solutions	Digital Business Solutions (Building Digital Business Skills)
PG26374	5F21873	Certificate in Social Media for Digital Marketing	Social media for Digital Marketing (Building Digital Business Skills)
PG26089	6S22003	Level 6 Specific Purpose Certificate in Business Innovation & Market Development	Business Innovation & Market Development
PG26090	6F22005	Certificate in Business Idea Generation	Business Idea Generation (Business Innovation & Market Development)
PG26091	6F22007	Certificate in Business Idea Validation	Business Idea Validation (Business Innovation & Market Development)
PG26092	6F22009	Certificate in Market Exploration	Market Exploration (Business Innovation & Market Development)
PG26093	6F22011	Certificate in Customer Acquisition	Customer Acquisition (Business Innovation & Market Development)
PG26094	6F22013	Certificate in Market Development	Market Development (Business Innovation & Market Development)
PG26095	6F22015	Certificate in Customer Retention & Scaling	Customer Retention & Scaling (Business Innovation & Market Development)
PG26485	6S22103	Level 6 Specific Purpose Certificate in Circular Economy in the Workplace	Circular Economy in the Workplace

PG26360	5S22107	Level 5 Specific Purpose Certificate in Construction Skills for Energy Conservation	Construction Skills for Energy Conservation
PG26361	5F22109	Certificate in External Wall Insulation	External Wall Insulation (Construction Skills for Energy Conservation)
PG26362	5F22113	Certificate in Retrofitting Skills	Retrofitting Skills (Construction Skills for Energy Conservation)
PG26363	5F22111	Certificate in Airtightness and Vapour Control	Airtightness and Vapour Control (Construction Skills for Energy Conservation)
PG25537	4S22364	Level 4 Specific Purpose Certificate in Digital Citizenship	Digital Citizenship
PG25639	4S20612	Door Security Skills	Door Security Skills
PG25066	4S210809	Level 4 Specific Purpose Certificate in Environmental Sustainability Awareness	Environmental Sustainability Awareness
PG25297	5S21793	Level 5 Specific Purpose Certificate in Environmental Sustainability in the Workplace	Environmental Sustainability in the Workplace
PG25995	1S22419	Level 1 Specific Purpose Certificate in English for Speakers of Other Languages	English for Speakers of Other Languages 1
PG26003	1F22421	Certificate in Speaking & Listening	Speaking & Listening 1 (English for Speakers of Other Languages 1)
PG26004	1F22423	Certificate in Writing	Certificate in Writing 1 (English for Speakers of Other Languages 1)
PG26038	1F22425	Certificate in Reading	Certificate in Reading (English for Speakers of Other Languages 1)
PG26074	2S22427	Level 2 Specific Purpose Certificate in English for Speakers of Other Languages	English for Speakers of Other Languages 2
PG26076	2F22429	Certificate in Speaking & Listening	Speaking & Listening 2 (English for Speakers of Other Languages 2)
PG26077	2F22431	Certificate in Writing	Writing 2 (English for Speakers of Other Languages 2)
PG26078	2F22433	Certificate in Reading	Reading 2 (English for Speakers of Other Languages 2)

PG26486	5S22366	Level 5 Specific Purpose Certificate in Immersive Technology	Immersive Technology
PG25462	3S25462	Level 3 Specific Purpose Certificate in Introduction to Climate Justice	Introduction to Climate Justice
PG26452	5S22193	Level 5 Specific Purpose Certificate in Lean Practise for Sustainable Business	Lean Practise for Sustainable Business
PG26453	5F22195	Certificate in Lean Principles for Sustainable Business	Lean Principles for Sustainable Business
PG26454	5F22197	Certificate in Lean Tools for Sustainable Business	Lean Tools for Sustainable Business
PG26376	2S22039	Level 2 Specific Purpose Certificate in Managing Money in Everyday life	Managing Money in Everyday life
PG26385	3S22597	Level 3 Specific Purpose Certificate in Managing the Sustainable Home	Managing the Sustainable Home
PG26386	3F22599	Certificate in Sustainable Home Finances	Sustainable Home Finances (Managing the Sustainable Home)
PG26387	3F22601	Certificate in Food Management for a Sustainable Home	Food Management for a Sustainable Home (Managing the Sustainable Home)
PG26388	3F22603	Certificate in Utilities Management for a Sustainable Home	Utilities Management for a Sustainable Home (Managing the Sustainable Home)
PG25692	6S21999	Level 6 Specific Purpose Certificate in Mentorship Practise	Mentorship Practise
PG26138	3S22097	Level 3 Specific Purpose Certificate in Online Awareness and Responsibility	Online Awareness and Responsibility
PG26139	3F22099	Certificate in Essential Online Media Literacy	Essential Online Media Literacy (Online Awareness and Responsibility)
PG26140	3F22101	Certificate in Essential Online Financial Security	Essential Online Financial Security (Online Awareness and Responsibility)

PG26455	5S21997	Level 5 Specific Purpose Certificate in Resource Efficiency for a Sustainable Workplace	Resource Efficiency for a Sustainable Workplace
PG25640	4S20606	Security Guarding Skills	Security Guarding Skills
PG25014	4S22201	Level 4 Specific Purpose Certificate in Social Innovation in the Community	Social Innovation in the Community
PG26145	5S22199	Level 5 Specific Purpose Certificate in Sustainable Supply Chain Procurement	Sustainable Supply Chain Procurement
PG26455	5S21997	Level 5 Specific Purpose Certificate in Resource Efficiency for Sustainability	Resource Efficiency for Sustainability
PG26485		Level 6 Specific Purpose Certificate in The Circular Economy in the Workplace	The Circular Economy in the Workplace
PG26486		Level 5 Specific Purpose Certificate in Immersive Technology	Immersive Technology
PG26360	5S22107	Level 5 Specific Purpose Certificate in Construction Skills for Energy Conservation	Construction Skills for Energy Conservation
PG26361	5F22109	Certificate in External Wall Insulation	External Wall Insulation (Construction Skills for Energy Conservation)
PG26362	5F22113	Certificate in Retrofitting Skills	Retrofitting Skills (Construction Skills for Energy Conservation)
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