PDAS QBS Handbook

for

PDAS QBS Learner Group(s) Set Up

&

Entering Results in QBS for PDAS awards

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PDAS Award Types, Learner Group Set Up & Entering Results in QBS

PDAS Award Types

There are 2 types of PDAS awards as follows:

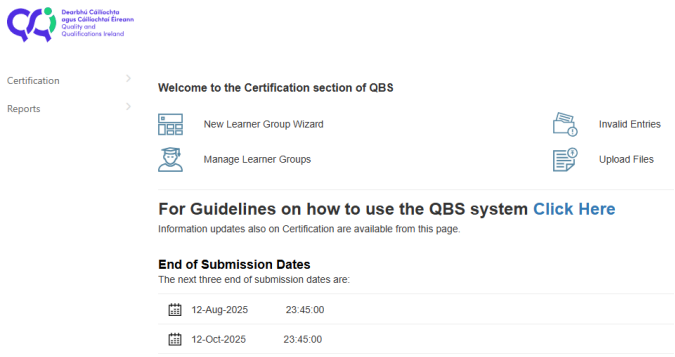
- PDAS awards with **no** embedded certificates and
- PDAS awards **with** embedded certificates

PDAS awards with **no** embedded certificates can have one or more modules but none of these can be certified as standalone certificates. The overall award is denoted by a Certificate/parchment with an S code. This is automatically assigned by QBS as long as the correct Programme has been selected

PDAS awards **with** embedded certificates can have one or more modules where these can be certified as standalone certificates.
The individual embedded certificates are denoted by a Certificate/parchment with an F code.
The overall award is denoted by a Certificate/parchment with an S code.
The certificate/parchment codes are automatically assigned by QBS as long as the correct Programmes has been selected for both the embedded and Specific Purpose awards.

NOTE: If you want to submit more than just the embedded PDAS awards so that your learner achieves the overall PDAS award at the same assessment date, you will need to create a learner group for each embedded certificate as well as a learner group for the overall Specific Purpose Award

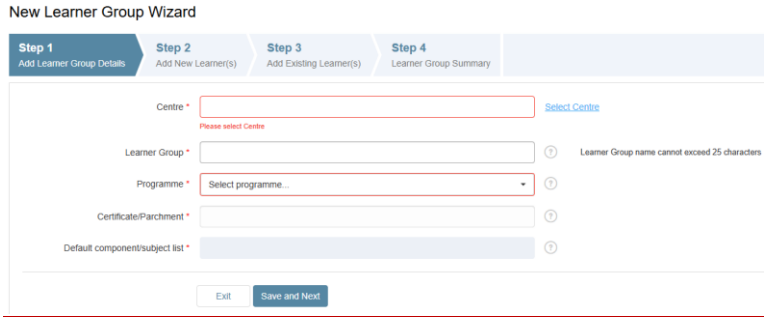
PDAS Learner Group Set Up in QBS



When logged into QBS select the Certification Box on the left. This is where you will find the Certificate Workspace where you can set up new learner groups.

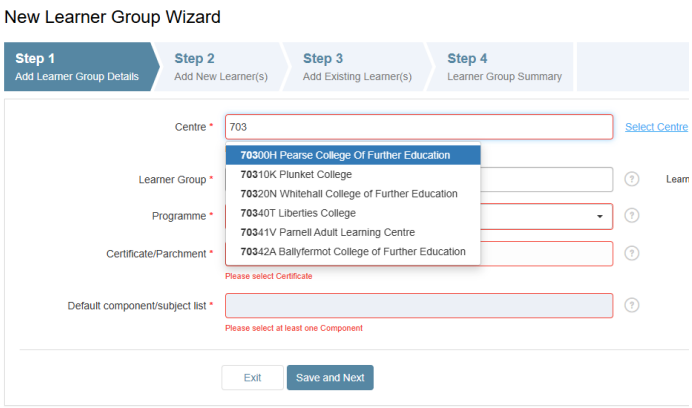
Set up all the New Learner Groups using the New Learner Group Wizard when you click into the Certification Box

Step1: Add Learner Group Details

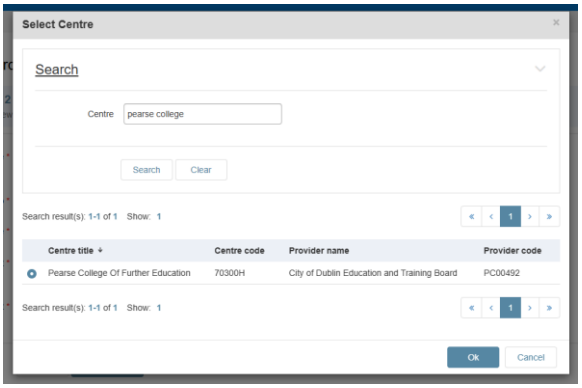


Box 1: Centre

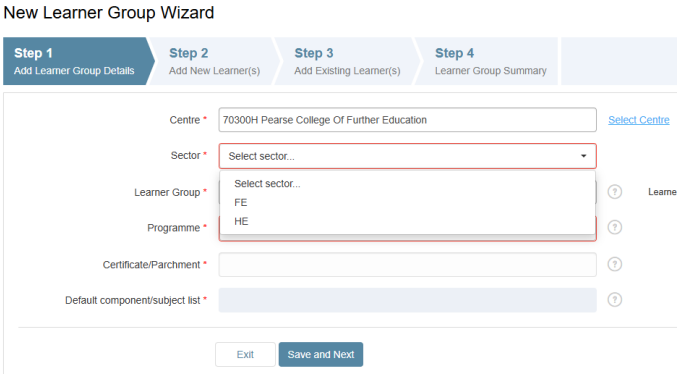
Select the correct Centre name.
QBS allows you to search by the centre code or centre name.
If you know the centre code start typing it into the blank space provided and suggestions will appear for you to select.



If you do not know the centre code, you can find the centre by clicking the Select Centre link in blue to the right of the Centre box.
Click the Search link and a Centre box will appear to type in the name of the centre and then click the blue Search button (See sample below)



Box 2: Sector
Once the correct centre has been selected a new box appears directly under Centre called Sector. Select the correct Sector from the drop-down menu i.e., FE



Box 3: Learner Group
Type in the Learner Group Name. This is not a QBS generated name, but a name created by the centre. The Learner Group name should equate to the Course Name chosen by the centre, and it is usually a shortened version of it e.g.
Course Name on website: Reception & IT (Office Skills), Learner Group name could be RECIT2025.

Box 4, 5 & 6: Programme, Certificate/Parchment and Default component/subject list

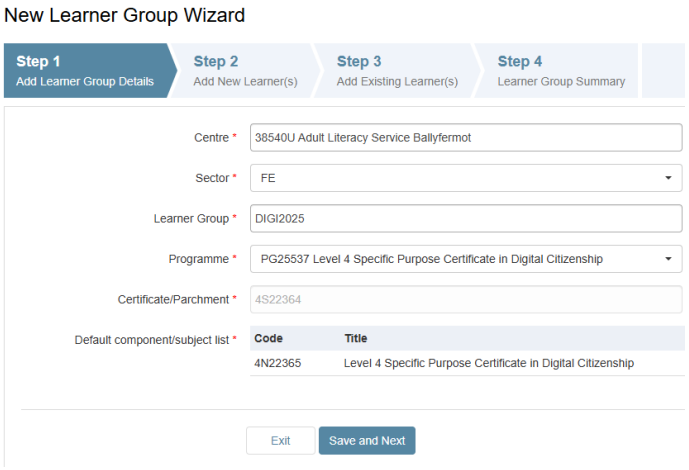
Programme: There are 2 types of PDAS programmes: PDAS Programmes with **no** embedded certificates and PDAS Programmes **with** embedded certificates. You must follow the correct steps below to select the correct Programme depending on which type of PDAS programme it is.

When selecting the Programme name QBS allows you to search by the PG code (if known) and/or by the programme name.

Certificate/Parchment: This is the target award. For PDAS programmes QBS automatically assigns this code once the correct programme is selected. The certificate/parchment code assigned by QBS cannot be overwritten as this box is automatically locked by QBS. However, this only happens if the correct programme name was chosen.

Default component/subject list: For all types of PDAS programmes once the correct programme name has been selected QBS will automatically assign the Default component/subject list

In the sample provided below, the centre selected the Programme, then QBS automatically assigned the Certificate/Parchment and Default component/subject list.

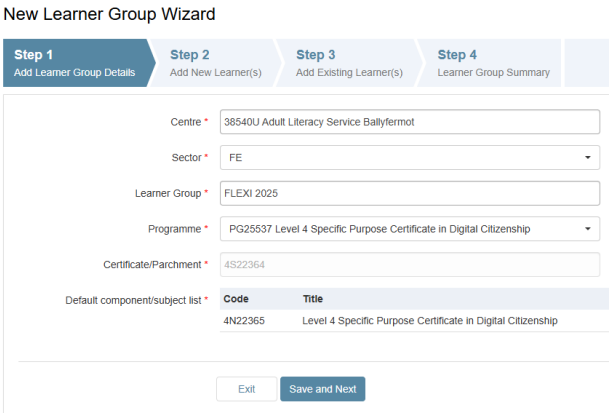


Creating a Learner Group for PDAS Programmes with no Embedded Certificates

For PDAS programmes where the programme has no embedded certificates, but have one or more modules, like the example of PG25537 Level 4 Specific Purpose Certificate in Digital Citizenship below, once the correct programme is selected, QBS automatically assigns the correct Certificate/Parchment.

For PDAS programmes with no embedded certificates, the Certificate/Parchment code should always contain letter S in the code e.g., 4S22364

NOTE: This is regardless of the number of modules offered in the programme e.g. new Dance Instruction PDAS has 3 x modules & Digital Assisted Eco Driving has 2 x modules, but none of these modules are embedded certificates in their own right for either programme)



Note: For all PDAS programmes validated from 2023 onwards QQI have included the words **Specific Purpose Certificate** in the title. Errors can be avoided by centres entering learners for certification on PDAS programmes with no embedded certificates by ensuring the words **Specific Purpose Certificate** are included in the programme name, as per the sample shown above.

Additional Sample of PDAS Learner Group set up with no embedded certificates

In the case of 3S25462 Introduction to Climate Justice, when you're setting up the Learner Group using the New Learner group Wizard in QBS Certification, you will enter the details as follows:

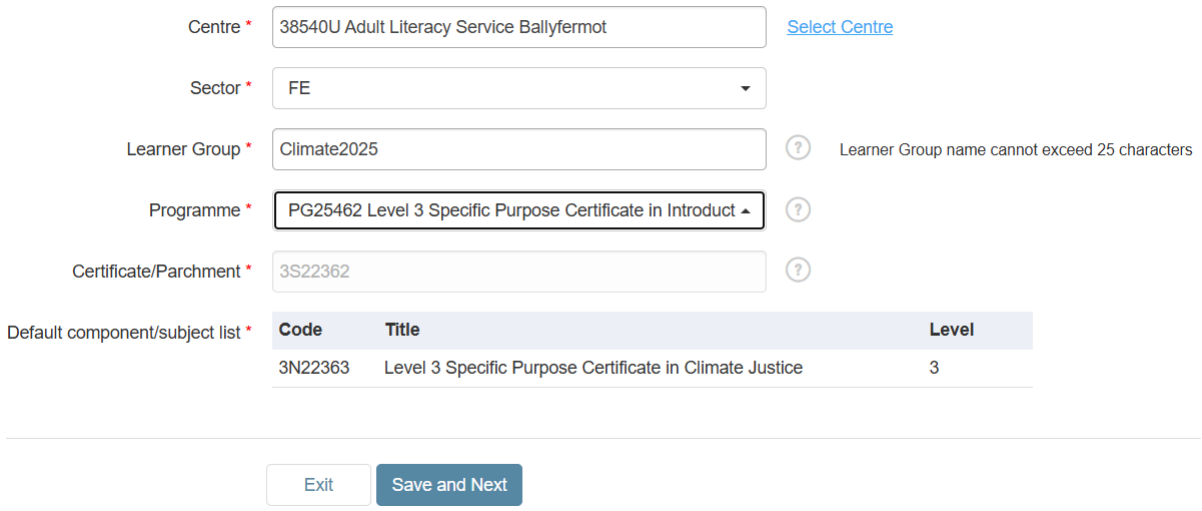
Programme: PG25462 Level 3 Specific Purpose Certificate in Introduction to Climate Justice. **NOTE:** Once you type in the correct PG code, QBS will autofill the full title.

Certificate/Parchment: QBS will automatically assign the S Code 3S25462. **NOTE:** This is different to CAS where you must manually assign the M Code for the target award.

Default component/Subject list: QBS will automatically assign the N Code 3N22363.

NOTE: This is different to CAS where you must manually assign the N Code for the module/modules.

See QBS Sample Below.



Creating a Learner Group(s) for PDAS Programmes with Embedded Certificates

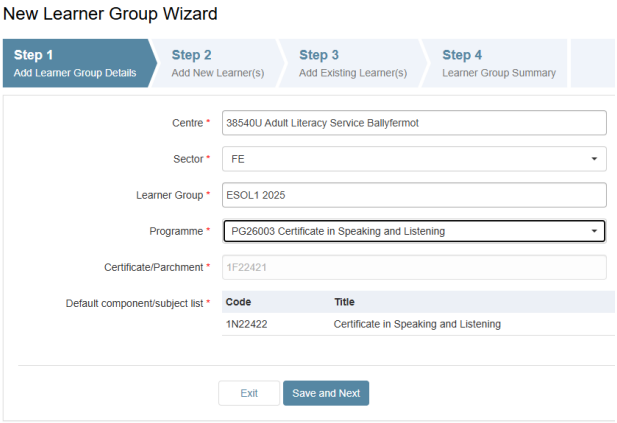
For PDAS programmes where the programme has one or more embedded certificates, each module must be set up as a separate learner group and an individual Programme.

QQI issues Minor Certificates for embedded PDAS. These certificates will always state which principal PDAS Award and at what level they relate to.

For example, PG25995 Level 1 Specific Purpose Certificate in English for Speakers of Other Languages has 3 modules as follows:
PG26003 Certificate in Speaking and Listening
PG26004 Certificate in Writing
PG26038 Certificate in Reading

In this case, each module must be set up a separate Learner group and selected by their respective programme name e.g., PG26003 Certificate in Speaking and Listening. Once the individual module programme has been selected correctly QBS will automatically assign the Certificate/parchment code.

For PDAS programmes where each module is set up in this way the Certificate/Parchment code should always contain the letter F in the code e.g., PG26003 Certificate in Speaking and Listening 1F22421



If you want to submit more than just the embedded PDAS awards so that your learners achieve the overall PDAS award at the same assessment date, you will need to create a **learner group for each embedded certificate** as well as a **new learner group for the overall Specific Purpose Award** with target N code as the PDAS awards i.e. the embedded award(s) and overall award - are concurrently submitted for the same assessment date.

Please note that the QBS system does not determine the overall PDAS awards (Specific Purpose Certificate).

When the learners are entered in for their correct PDAS award and their correct PDAS target component, on QBS you will have to under *Achieved* for that PDAS award select *Achieved* and enter in the overall grade as well as entering in the grade for the target component otherwise you learners will not appear in your submissions area. Under no circumstances should PDAS programmes ever be assigned to CAS Majors e.g., General Learning.

See the Naming Convention document for guidance on this including the complete list of City of Dublin PDAS programmes and their PG Codes and Certificate/Parchment Codes.

Samples of PDAS Learner Group set up with embedded certificates

For **ESOL 1** there are 3 embedded modules/certificates each of which requires a separate learner group to be set up by Programme (PG26003, PG26004 & PG26038) as follows:

PG26003	1F22421	Certificate in Speaking & Listening
PG26004	1F22423	Certificate in Writing
PG26038	1F22425	Certificate in Reading

In QBS, **Learner Group 1** would be:
Programme: PG26003 Certificate in Speaking & Listening
Certificate/Parchment: 1F22421 **Note:** QBS Automatically assigns the F code for you, unlike CAS Learner groups where you must assign the M code for the target award manually.
Default component/module list: 1N22420 (Usually 1 number up from the parchment number). **Note:** QBS Automatically assigns this N code for you, unlike CAS Learner groups where you must assign the N code for the target award manually.

Learner Group 2 will be Programme PG 26004 Certificate in Writing where the Certificate/Parchment & Default component/module list will both be assigned automatically by QBS.

Learner Group 3 will be Programme PG26038 Certificate in Reading where the certificate/parchment & Default component/module list will both be assigned automatically by QBS.

Similarly, for **ESOL 2** there are 3 embedded modules/certificates each of which requires a separate learner group to be set up by Programme (PG26076, PG26077 & PG26078) as per ESOL 1

PG26076	2F22429	Certificate in Speaking & Listening
PG26077	2F22431	Certificate in Writing
PG26078	2F22433	Certificate in Reading

NOTE 1: If you are putting learners forward for certification of their embedded certificates as well as the full Specific Purpose certificate at the same assessment date, you need to set up an additional learner group for the Specific Purpose certificate.

NOTE 2: Please refer to the CAO Naming Convention document for PDAS awards for assistance with the correct PG Programme Codes

Inputting Results in QBS for Certification of Learners

When inputting the results you need to follow the QBS instructions below once the learner groups are set up:

Instructions for learner submission for multiple PDAS awards with the option of concurrent submission for 1 CAS Major awards and/or CAS component(s)

Key Notes

- Learners can now be submitted for one CAS major award and/or CAS component/s along with multiple PDAS awards and target PDAS components within the one centre and for the same assessment period

- Please note learners can **STILL ONLY** be submitted for one CAS major award through one learner group per assessment date in the same centre

Instructions

- When submitting learners for multiple **PDAS awards**, it is necessary to create **separate learner groups for each PDAS award**

- Select the PPSN for the learner and enter in the results as usual

- When entering results for the learner, the results will appear in *Enter Results By Learner* and the different learner groups that the learner has been entered into will be displayed

Example of four learner groups – 3 PDAS and 1 CAS

In the example below, the learner has been entered into four different learner groups – one learner group for a CAS award and three different learner groups for three different PDAS awards.



Invalid entries and multiple learner groups
Invalid entries will work the same way: if a learner is entered into three different learner groups, and if there is a discrepancy in for example with their surname – all the learner groups in which this learner has been entered into will all appear in the centre invalid entries area, and the learner will need to be removed from all learner groups.

Here is an example:

Invalid Reason	Learner Group	PPSN	First Name	Last Name	Date Of Birth	Gender	Fees
Invalid Learner Details	Test 5F21873 pdas	F1040720V	Daffy	Duc	25-12-2000	M	Payable
Invalid Learner Details	Test CAS 5M4349 Nursing Studie	F1040720V	daff	duck	25-12-2000	F	Payable
Invalid Learner Details	Invalid Entry 5F22195	F1040720V	daf	Duc	25-12-2000	M	Exempt

Provisional and Final Statement of Results
For every learner group that a learner has been entered into, there will be the same number of Provisional and then Final Statement of Results available.

For example, if you have entered your learner into three different learner groups there will be three corresponding Provisional Statements of Results, three Final Statements of Results and three certificates will then be issued.

Please note that we do not issue component certificates for PDAS awards.
Also, please note we do not issue Transcripts for these PDAS awards.

Key requirements
For PDAS awards, a centre must enter in a grade for the target component. A centre must also under Certificate/Parchment:

1. under *Achieved* select Awarded and also
2. under *Grade* enter in the overall grade that your learner has achieved

If you do not do this, your learners will not appear in your submissions area.

If your learner was Unsuccessful in their PDAS award - in *Enter Results By Learner* – under Certificate/Parchment, for *Achieved* you will select *Not Awarded* and also enter in the Unsuccessful grade for the target component.

Do not enter in any CAS components along with a PDAS award or other PDAS components.

Do not enter in any PDAS components along with a CAS award.

These errors may lead to your learner not being certified.

Please refer to your validation documentation in QHub for correct manual entry of awards with relevant components codes.

Appendix 1 – PDAS Naming Convention Guide with PG Codes

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)
PG26555	5S21875	Level 5 Specific Purpose Certificate in Digital Assisted Eco Driving (Coach & Bus)	Digital Assisted Eco Driving (Coach & Bus)
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
PG26816	4S22963	Level 4 Specific Purpose Certificate in Introduction to Artificial Intelligence	Introduction to Artificial Intelligence
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
PG26556	5S21746	Level 5 Specific Purpose Certificate in Lowland Leadership	Lowland Leadership
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
PG26834	6S21965	Level 6 Specific Purpose Certificate in Using Robotics in Advanced Manufacturing	Using Robotics in Advanced Manufacturing
PG26836	6S21967	Certificate in Fundamentals of Robotics	Fundamentals of Robotics
PG26837	6S21969	Certificate in Robotics Fundamentals and Application	Robotics Fundamentals and Application
PG26838	6S21971	Certificate in Robotics Fundamentals and Integration	Robotics Fundamentals and Integration
PG26839	6S21973	Certificate in Robotics Fundamentals and Robot Programming	Robotics Fundamentals and Integration
PG26840	6S21975	Certificate in Robotics Fundamentals, Development & Trends	Robotics Fundamentals, Development & Trends
PG26818	5S22439	Level 5 Specific Purpose Certificate in Wind Energy with Immersive Technologies	Wind Energy with Immersive Technologies

NOTE: Appendix 1 will be added to, after October 2025, as new Differential Applications are validated