

Course Mapping & Validation Service and Process

The aim of our course mapping & validation service is to support providers who offer training and/or qualifications in **(i) Leadership and/or (ii) Equity Diversity & Inclusion** which does not lead to a defined exit award or qualification. Our mapping and validation service only covers training/courses in (i) leadership and/or (ii) equity, diversity & inclusion¹.

A course mapping and validation service is a structured, multi-step process to ensure a qualification from one system is recognised and accepted within another.

Our plan and process below, outlines the steps for mapping and validation assuming equivalency is found. It also details the actions to be taken when qualifications are not successfully mapped as equivalent.

Our course mapping and validation service is only available to training providers².

Phase 1: Course mapping process

The mapping phase focuses on comparing the core components of two different qualifications to establish a preliminary equivalence. It requires a detailed comparison of (i) curriculum content, (ii) learning outcomes, and (iii) assessment methods.

Step 1: Pre-submission discussion

- **Initial exploration:** The provider makes a request for meeting to engage in a qualification mapping and validation exercise.
- **Mapping & validation:** The provider and the IEUC agree process, terms and timelines.

Step 2: Comparative analysis

- **Curriculum analysis:** A subject-matter expert analyses the provider's course modules and content to find direct or comparable matches with the reference qualification's curriculum.
- **Learning outcomes assessment:** The IEUC compares the expected learning outcomes of both qualifications. This goes beyond just module titles to ensure the skills and competencies achieved are equivalent.
- **Assessment methodology:** The assessment types (e.g., exams, practical work, workplace assessments, projects) and standards are compared to see if they align with the rigour and requirements of the IEUC's qualification.
- **Credit and level analysis:** Based on the above, a determination is made regarding the alignment of the (i) academic level and (ii) credit value of the provider's qualification.

¹ This service does not include mapping against our MBA.

² This service applies only to courses in (i) Leadership and/or (ii) Equity, Diversity & Inclusion.

Step 3: Mapping outcome

- **Equivalency report:** A detailed report is produced for the training provider, confirming a qualification is or isn't a match.
- If the comparison confirms the qualifications are a direct and fair match, the next step is to move to the validation phase. If a qualification is not considered a direct match, specific recommendations/ suggestions will be provided.

Phase 2: Course validation process (assuming 'equivalent' mapping)

If the initial mapping process reveals that a provider qualification is equivalent to a specific IEUC qualification, the followings steps will follow:

Step 1: Quality Review and Approval

- **Quality Assurance Committee review:** A panel of experts including internal staff reviews the equivalency report and verification evidence. If necessary, external advisors and employer representatives might also be invited or consulted.
- **Approval:** Following approval by the QAC, a Certificate of Equivalency or a Statement of Comparability, confirming that a provider's qualification is valid and equivalent to a specified IEUC qualification.

Phase 3: Action for non-equivalent mapping

If the initial mapping process reveals that a provider's qualification is not believed to be sufficiently aligned, the IEUC will provide recommendations / suggestions to bridge identified gaps.

Step 1: Detailed gap analysis report

- **Explain the non-equivalency:** The IEUC provides the provider with a detailed report explaining exactly where and why their qualification does not meet the criteria for equivalency. This could highlight deficiencies in:
 - **Content:** Specific modules or subject areas that are missing.
 - **Competency:** Practical skills or workplace experience that has not been adequately assessed.
 - **Level and credit:** An overall shortfall in the academic level or scope of the qualification.
- **Feedback session:** An appropriate IEUC staff will debrief the provider and discuss potential options.

Step 2: Compensatory measures

- **Prescribed additional learning:** For minor gaps, the IEUC may recommend specific, focused "compensatory measures" to achieve equivalency. These may include:
 - Completing specific modules or units from an IEUC reference qualification.
 - Undertaking an additional assessment to prove a specific competency.
 - Completing a specified period of supervised practice or placement or activity.
- **Alternative pathway plan:** For more significant gaps, the IEUC may advise the provider to pursue a different, less direct route, such as:
 - Enrolling in a condensed or bridging course.

Process Flowchart

Start: Provider submission

- **A: Start: Provider Submission** - The process begins with a provider submitting a request for mapping and validation.
- **B: Information Gathering** – Meeting between IEUC and the provider to understand requirements, agree terms and timelines.
- **C: Provide Documents** - The provider provides details of the course to be mapped: (i) curriculum/content summary, (ii) learning outcomes, (iii) assessment approach.
- **D: IEUC maps against a target Qualification** - The IEUC subject specialist undertakes a mapping exercise against the relevant "IEUC reference" qualification.
- **E: Report** – A detailed report is produced for the provider, outlining the findings of the mapping exercise.

Decision point: Equivalency mapping

- **F: Is Qualification Mapped as Equivalent?** - If the IEUC subject specialist finds the provider's qualification to be equivalent, the process moves to validation. If not, it moves to the non-equivalent path.

Path for equivalent mapping (validation)

- **G: Initial Review by Assistant Registrar: Quality & Learners** - The Assistant Registrar: Quality & Learners reviews the report for initial approval.
- **H: Validation Phase:** - The Quality Assurance Committee meets to consider the provider's request for equivalency, and the IEUC's subject specialist's detailed equivalency report and determines if whether to grant equivalency.
- **I: Is Validation Successful?** – If equivalency is confirmed, a Certificate of Equivalency will be issued to the provider.

- **J: Learner registration:** The provider will also be advised of how to register its learners for the specified IEUC qualification.
- **K: End: Qualification Validated** - The process is complete.

Path for non-equivalent mapping

- **L: Detailed Gap Analysis Report** - If equivalency is not met, the IEUC will provide a report explaining its findings.
- **M: Consultation Session with Provider** - The IEUC will discuss the report and options with the provider.
- **N: Provider Accepts Compensatory Measures?** – The IEUC recommends/ proposes a bridging programme. A decision point for the Provider. They can choose to bridge the gaps or pursue an alternative path.
- **O: Prescribe Additional Learning / Assessments** - The IEUC recommends specific actions to meet the requirements. A decision point for the provider.
- **P: End: Non-Equivalent Path Concluded** - The process ends for this provider.

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