**Trinity College Dublin**
Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin

**SPRINGBOARD+**
www.springboardcourses.ie

**Portal**

# Guide to applying for the
# Postgraduate Certificate in Innovation & Enterprise Development
## Start Date: Thursday, 30th October 2025
### *Places are offered on a rolling basis.*

**1. Submitting Application/Uploading Documents:**

   i.   Please click the "Apply to the course" icon instead of the "Save application" icon when you upload any documents, as the save icon will not submit your document to us for review.  We offer places on a rolling basis, so this will increase your chance of securing a place in the course.

   ii.  You can complete your application later by returning to it and clicking the pencil icon to edit and upload any remaining documents, or to replace documents that we inform you have issues.
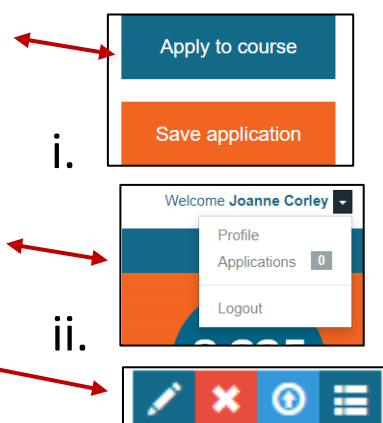
**2. Important dates for your documents:**

| | | |
|---|---|---|
| Start date: | | Thursday, 30 October 2025 |
| **i.** | 6 weeks prior to start date: | **Thursday, 18 September 2025** |
| **ii.** | 3 months prior to start date: | **Wednesday, 30 July 2025** |
| iii. | 3 Year Residency: | **If uploading:** *Utility Bills/Bank Statements* |

Doc 1: Between **30 October 24 and 30 October 25**
Doc 2: Between **30 October 23 and 30 October 24**
Doc 3: Between **30 October 22 and 30 October 23**
Doc 4: Before the **Before 30 October 2022**
**If uploading:** *Employment Detail Summary [covering 3 full years employment in previous 5 years]*
5 years from start date: **30 October 2020**

**3. If successful:**

   i.   Your *email* at Springboard application must match your email at Trinity College registration, therefore consider using a personal rather than a company email for your Springboard AMS login.

   ii.  Your *surname* at Springboard application should match the surname at Trinity College registration, so please be mindful to use the same surname.

**4. Important E-mails:**

   i.   springboard@tcd.ie              =     Portal, Trinity College e-mail
   ii.  support@springboardcourses.ie   =     Springboard e-mail
   iii. springboard@hea.ie             =     Higher Education Authority (HEA) e-mail

# PLEASE NOTE THIS IS A 3 STAGE PROCESS:

## STAGE 1: Apply for the course via the Springboard AMS

## STAGE 2: Apply for course fee funding via the Springboard AMS
(Course Fees are **€3,800**. **100% & 90%** funding is available)

## STAGE 3: Apply to Trinity College Dublin for the course.
(Note: You will be automatically accepted as your application is already complete)

## STAGE 1: Apply for the course via the Springboard AMS

| | STAGE 1, APPLICATION DOCUMENTS | |
|---|---|---|
| **No.** | **Document** | **Important Notes** |
| 1 | **Curriculum Vitae** | Please upload an *up-to-date* CV (2 pages max) |
| 2. | **Statement of Interest** | 300 words maximum<br>Include:<br>1. Detail what aspects of the course/opportunities resonate with you.<br>2. Explain how your life and work experience, as well as your qualifications align with and are relevant to the course.<br>3. Outline how you intend to apply the knowledge and skills gained from the course in your future endeavours.<br>4. Share any additional motivations behind your decision to apply for this course. |
| 3. | **Level 8 honours degree (or equivalent)** <mark>**(NOTE: could take 2 - 4 weeks for you to attain)**</mark> | If your **degree was awarded from a college outside of Ireland,** you **MUST** also upload a Naric certificate. (click here) Naric Website Link<br><br>**Recognition of Prior Learning (RPL):** Applicants who do not have a degree may still be considered if they can demonstrate their suitability for the course based on (click here) Trinity College's RPL Policy. ***Please note:*** *Evidence of accredited (NFQ) qualifications within the prior 3 –5 years is important for applying under RPL.* |

| | | |
|---|---|---|
| 4. | **Reference 1 (Academic)** *Recent: within 3 months <mark>(NOTE: could take 2 weeks to 4 weeks for you to attain)</mark> | Your references should be provided under the following headings: 1. What capacity do you know the individual? 2. Can you recommend their suitability for the course? *References must be on headed paper **dated within 3 months of upload**, signed by referee, and contain relevant professional contact details. |
| 5. | **Reference 2 (Professional)** *Recent: within 3 months <mark>(NOTE: could take 2 weeks for you to attain)</mark> | If you are out of education for more than 8 years, 2 professional references will be accepted. |

1. Only fully completed applications can be assessed and places are offered on a rolling basis.

2. Please upload each document as you have it. Do not wait to upload them all together. Avoid zipping your files.

3. After we review all your documents, and they are all accurate:

   i. You will receive an e-mail notification that your status on the Springboard AMS has been changed to 'successful' or 'unsuccessful.'

   ii. If you are 'successful', to accept your place, you **MUST click** the **Accept button** on the Springboard AMS and move to **STAGE 2** to apply for course funding (upload eligibility for funding documentation).

# PLEASE SEE NEXT PAGE FOR STAGE 2

# STAGE 2:  Apply for course fee funding via the Springboard AMS

Please open the other document attached
to this e-mail titled*:*

*1. Toolbox Guide for Applicants Sep 2024*
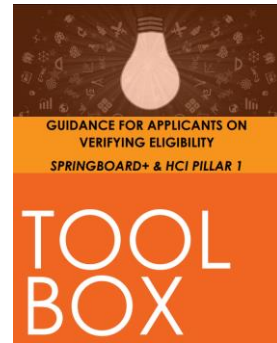
Within the document you will notice there are **2 eligibility status criteria** when applying for course funding with Springboard:

**1. Employment Status and 2. EU Status**

**TO DO:**

1. Check that you are eligible for funding, by establishing what your **2 eligibility statuses** will be on the **START DATE** of your course **(Pages 3 to 8)**:

> **1. Eligibility Status 1:  Employment Status**
>
> > **i.  Employed/Self-Employed**
> > **ii.  Unemployed/Formerly Self-Employed**
> > **iii.  Returner/Homemaker**
> >
> > *Note: **iv. Recent Graduates: (Full-time Level 8, within the last 12 months) are ineligible** for funding for part-time Springboard Level 9 courses.  However, they may still apply for the course with view to paying full fees.*
>
> **2. Eligibility Status 2:  EU Status**
>
> > **i.  EU**
> > **ii.  Non-EU**

2. Once you have established you are eligible for funding, go to the 3 example tables **relevant to your 2 statuses** and upload the acceptable documentation required to the Springboard AMS **(Pages 9 – 19):**
**(EU pages 9 – 14) (non-EU pages 15 – 19)**

**IMPORTANT NOTE:**

1. There are 5 document upload sections at this stage. Depending on your Springboard status (EM/UM/HM/SE/FE), you may not need to provide all 5 documents. However, please everyone must **upload a document to each section otherwise the system will not allow us to proceed with your application. A blank document will suffice where no document is required.** 😜

2. The offer of a place is subject to you meeting the funding eligibility requirements specified by HEA Springboard+. Failure to upload the <u>correct and valid documentation</u> within the time limits requested will result in your offer being withdrawn and you will not be able to participate in the course unless you pay full Trinity College fees for the course. For further questions please click here, springboardcourses.ie/eligibility where Springboard provide detailed information on all aspects of eligibility documentation. We recommend that you review these carefully to ensure full compliance.

**Note from Springboard+:  Any sensitive personal information that is not required for the purpose of confirming an applicant's
eligibility should be redacted before uploading.**

## STAGE 3: <u>Apply to Trinity College Dublin for the course.</u>
**(Note: You will be automatically accepted as your application is already complete)**

At Stage 3, we will send you an e-mail containing **a TCD Application link that you must click within 48 hours** of receipt of the e-mail.  Ensure that your email alerts remain active for the email address associated with your Springboard account, as this is where the link will be sent.  Fees, if any, are due at Trinity registration.

Many thanks,


Joanne Corley

Student Recruitment Team
e-mail: springboard@tcd.ie

Further details regarding eligibility for Springboard funding can be found at the following link:
springboardcourses.ie/eligibility