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## Tangent FAQ's for Application to Springboard Postgraduate courses

### PRE-APPLICATION

#### 1. What courses are currently open for application?

##### Upcoming courses

[Postgraduate Cert in Workplace Wellness -Evening](#) commencing 26<sup>th</sup> of September 2022.

[Postgraduate Cert in Workplace Wellness -Daytime](#) commencing 26<sup>th</sup> of September 2022.

[Postgraduate Cert in Climate Entrepreneurship](#) commencing 24th of September 2022.

Before applying for a course, you must first register on the Springboard website, log in and complete the self-declaration form. Please be advised that places are limited on these courses and early application is strongly advised.

#### 2. What are the closing dates for application?

##### Closing dates

Postgraduate Certificate in Workplace Wellness  
Application Closing Date: 16/08/2022 @ 5 pm

Postgraduate Certificate in Climate Entrepreneurship  
Application Closing Date: 16/08/2022 @ 5 pm

#### 3. Am I eligible to apply for this course?

It is your responsibility to ensure you are eligible and not the responsibility of the admissions team at Tangent. Please visit <https://springboardcourses.ie/eligibility> in order to review all criteria relating to whether or not you are eligible to do a Springboard funded course.

On a high level you are eligible;

- If you are unemployed and in receipt of social welfare payment (100% funded)
- If you have been unemployed for 9 or more months without a social welfare payment and upload a signed Homemaker Declaration (100% funded) [Homemaker Declaration Form](#)
- If you are in employment or self-employment and provide evidence of ongoing employment (90% funded)
- If you meet the residency criteria of having lived in the EU at least three out of the last five years.
- If participating in the Community Employment Scheme and with the approval of a Department of Social Protection Case Officer. You should have



documentation/correspondence from the DSP to demonstrate you are on the CE scheme (100% funded)

Preference will be given to unemployed persons who have not completed a Springboard programme previously. Eligibility documentation will only be requested upon a provisional place being offered to an applicant.

#### **4. What documents do I need to upload to the Springboard website in order to apply?**

In order for your application to be considered all of the following documents (or suitable equivalent) must be uploaded to the Springboard website:

- Transcript / Award at QQI Level 8 (*please refer to Q12, 13 & 14 for more information*)
- Applicant CV
- Statement of Interest
- Reference 1
- Reference 2

Only completed applications will be reviewed. Places are limited on all courses so early application is advised. Once provisional offers are made to applicants, they must then produce documentation supporting their eligibility. If this cannot be produced the provisional offer will be withdrawn.

#### **5. I am interested in applying for a Springboard course. Where do I find more information?**

Please visit the FAQ section of the Springboard website <https://springboardcourses.ie/faq>

### **DURING APPLICATION**

#### **6. I am having difficulty applying to this course on the Springboard website, can you tell me why?**

If you are experiencing technical difficulties on the Springboard website, please contact Springboard technical support on [support@vidatum.com](mailto:support@vidatum.com)

#### **7. What can I do if I am finding it difficult or not possible to provide an academic reference?**

If it is not possible to attain an academic reference, then a second Professional Reference can be submitted. The reference should speak to your suitability for this programme, be dated within 3 months and be on headed paper. Otherwise, you can use the [Tangent Reference Template](#).

#### **8. Do I need to get my degree and references translated?**



Candidates who hold degrees from an institution outside Ireland must upload their Transcript as well as a Level 8 comparability statement from NARIC. <https://www.qqi.ie/Articles/Pages/Qualifications-Recognition.aspx>. References should be translated into English if originally in another language.

**9. I do not have any recent academic/employment references. What should I do?**

Two references are required as part of your application. The references should be recent and recommend you for the course. Ask people you deal with now to give you a character reference, e.g. supervisor where you have carried out voluntary work or member of a committee/association that you have been involved with in some capacity.

**10. Can you tell me if my application is complete yet?**

Once all required documents are uploaded, your application is complete.

**11. How do I know my documents have been uploaded successfully?**

Once you upload a document, you will see the name of the document appearing in red text. That is how you know it has successfully uploaded. You must also submit your application in order for us to be able to check your documents.

**12. I do not have a copy of my college degree or my degree parchment does not state it is a Level 8 (Honours Degree) award, what will I do?**

As part of your application, you must upload a proof of your Level 8 (Honours) degree or equivalent. The awarding Institution will provide you with a copy of your Transcript or a document that confirms you completed your Level 8 and the grade you were awarded. Please request this well in advance from the awarding institution to allow sufficient time to receive it prior to the closing date for application.

**13. If I have a Level 7 or Level 8 degree, but not a 2.1 can I still apply?**

The 2.1 or higher qualification is a pre-requisite for the Climate Entrepreneurship course. Applicants who have a lower qualification or no formal qualifications may still be considered if they can demonstrate their suitability for the course based on recognition of prior learning (RPL) under Trinity's RPL policy and procedures. All applicants applying under RPL will be required to complete an interview.

**14. If I am applying as a RPL candidate (Recognition of Prior learning) what documents do I need?**

You need to upload all documents listed on the Springboard website. You should clearly detail the highest qualification you have received e.g. Level 6, Level 7, Leaving Certificate etc. You should also detail your previous work experience on your CV and clarify your RPL status on your Statement of Interest.



### 15. Can I send my documents to you by email?

No, all documentation needs to be uploaded to the Springboard website before your application can be considered. Documents should be uploaded in PDF format. Tangent cannot upload supporting documentation on your behalf.

### 16. How much does this course cost if you are in employment?

For those in employment the course fee is 10%:

- €286 for Workplace Wellness
- €375 for Climate Entrepreneurship

Springboard will fund the remaining 90% if you meet the eligibility criteria.

### 17. How will the course be delivered?

**The Postgraduate Certificate in Workplace Wellness** will be a blended delivery of in-person and online classes. There are two separate intakes [Daytime](#) or [Evenings](#). Classes will take place on Wednesdays or Monday and Wednesday evenings as per the draft [timetables](#). In-person classes will take place in Tangent, Trinity's Idea's Workspace and online classes will take place on Blackboard, Trinity's Virtual Learning Platform. All students will be required to have a laptop or PC, a working webcam, and access to the internet.

**The Postgraduate Certificate in Climate Entrepreneurship** will be a blended delivery of in-person and online classes. Classes will take place two evenings a week and on occasional Saturdays. Draft timetable can be found [here](#). In-person classes will take place in Tangent, Trinity's Idea's Workspace and online classes will take place on Blackboard, Trinity's Virtual Learning Platform. All students will be required to have a laptop or PC, a working webcam, and access to the internet.

### Is this course similar to a Masters/ Will this course lead onto a Masters?

This is a stand-alone special award at Level 9, worth 30 ECTS. It does not lead onto to any other course.

## POST APPLICATION

### 18. Can you confirm you received my application?

Once you upload a document, you will see the name of the document appearing in red text. That is how you know it has successfully uploaded. Once all documents are uploaded, and you have submitted your application, it is then complete.



**19. When will I be notified if I have been awarded a place or not?**

Provisional offers will be made to applicants approximately six weeks prior to the course start date. These offers are dependent on applicants then providing the eligibility documents required by Springboard.

All other applicants will be notified of the outcome to their application four weeks prior to the course start date. Please note that due to a longer application period for certain courses, some applicants may be waiting longer than others to hear the outcome of their application. While we apologise for any inconvenience, we do still encourage early application to all courses. If you have not heard from us by that time, please get in touch at [springboard@tcd.ie](mailto:springboard@tcd.ie)

**20. Is there flexibility on the deadline as I won't have my References/ Eligibility document/ Transcript in time?**

All applications must be accompanied by all of the required documents in order to be considered.

**21. Can you tell me why I wasn't successful /provide additional feedback and what I need to do if I apply again.**

We regret that we are unable to provide individual feedback on applications.

**22. When will I know if I got a place on the waiting list?**

Tangent will contact you directly if a place becomes available.

**23. What days and times will this course take place?**

Draft [timetables](#) for the Postgraduate Cert in Workplace Wellness show dates and times for Daytime and Evening. You can review the draft timetable for the Postgraduate Cert in Climate Entrepreneurship [here](#). These timetables are subject to change.

**24. What is the time commitment for this course outside of class times?**

This is a level 9 qualification from Trinity College Dublin and therefore there is a significant amount of work required outside of class times. The amount of hours will vary between courses to some extent and will be busier in some weeks than others when certain assignments or projects are due.

**25. Is it possible to access the lectures at a different time?**



In-person and online classes need to be attended in real time. 80% attendance at live lectures/workshops is one of the requirements to pass this Level 9 qualification. We would request that students be present 100% of the time. We endeavour to record all online classes, which can be watched back, if required.