QHub TrustEd Ireland Application Guide for HE and ELE Providers

Version 2 – October 2024

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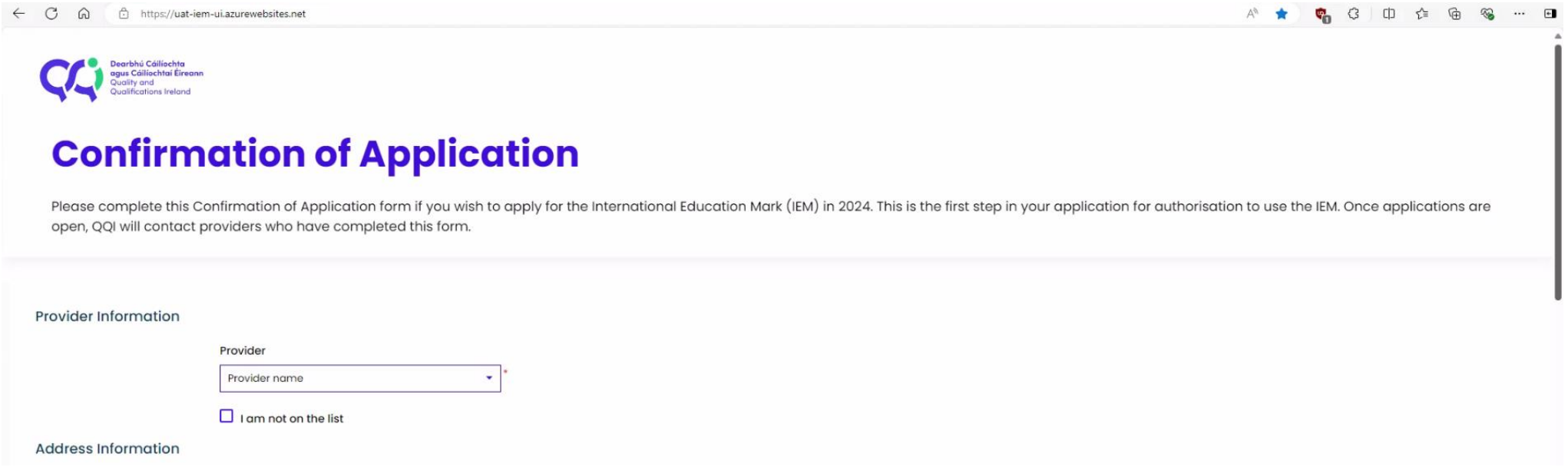
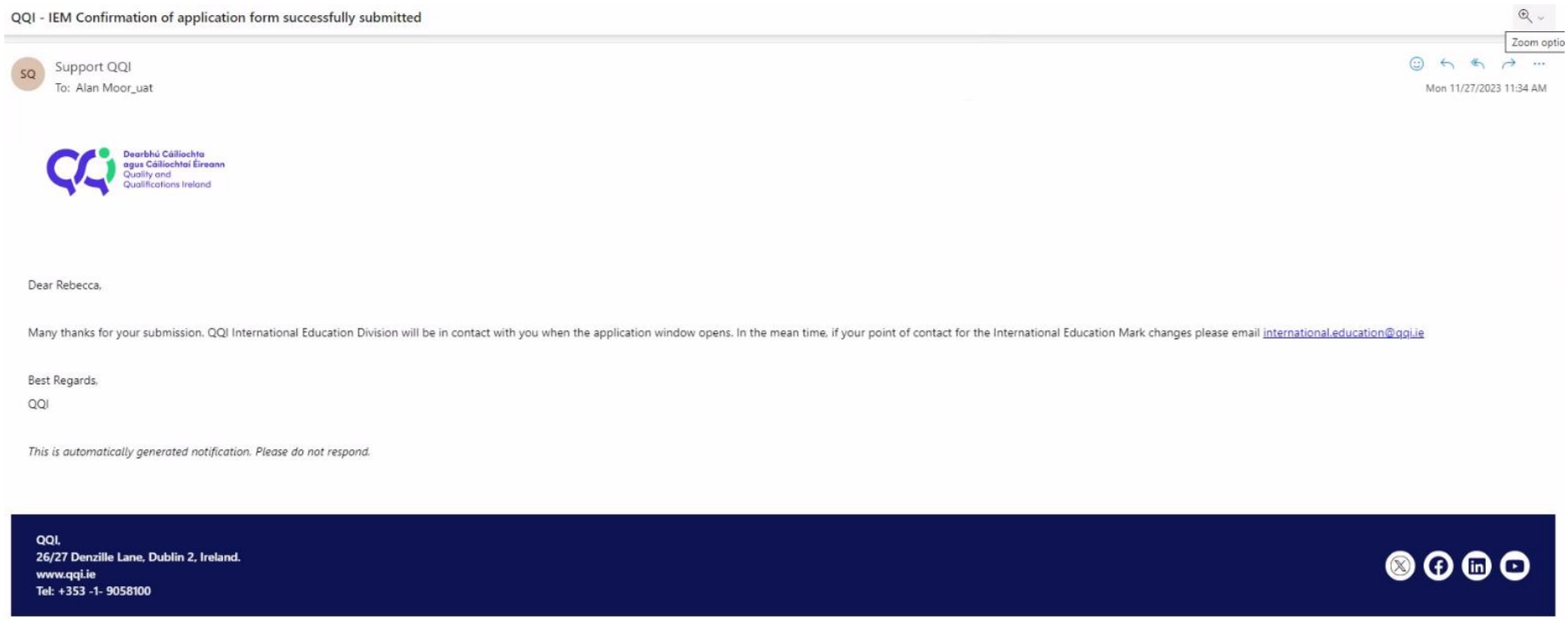
Section One: How do providers gain access to the IEM application?

To gain access to the IEM application process, a provider must complete a Confirmation of Application form at www.iem.qqi.ie. Please note, the confirmation of application portal will only be open to providers prior to each application window.



When a provider fills out the confirmation of application form, they will receive an email confirming that they have submitted a confirmation of application.



QQI - IEM Confirmation of application form successfully submitted

Support QQI
To: Alan Moor_uat

Mon 11/27/2023 11:34 AM

Dear Rebecca,

Many thanks for your submission. QQI International Education Division will be in contact with you when the application window opens. In the mean time, if your point of contact for the International Education Mark changes please email international.education@qqi.ie

Best Regards,
QQI

This is automatically generated notification. Please do not respond.

QQI,
26/27 Denzille Lane, Dublin 2, Ireland.
www.qqi.ie
Tel: +353 -1- 9058100

Once applications open to allow providers to apply for the IEM, providers will then be set up with a provider account on QHub, which is called their qbsonline account. Providers will receive an email to the address provided in the Confirmation of Application form, with QHub log in information.

Dear Rebecca,

Thank you for submitting your confirmation of application for the International Education Mark.

You are eligible for the IEM HE pathway.

Applications for the International Education Mark are now open. Applications for the International Education Mark can be submitted through QHub, which can be accessed by going to the QQI website and choosing 'Log-in' in the top right-hand corner.
You are now being set up with an account on QHub, and the process can take up to 24 hours to complete. When your account is ready you can access it using the following details:

Username: P-PS04456-1.@qaqqi.onmicrosoft.com
Password:

Once you log into your Qhub account, you will be able to see your International Education Mark application fee invoice under the section 'Invoicing'.
You must upload evidence of payment before you can submit your application.

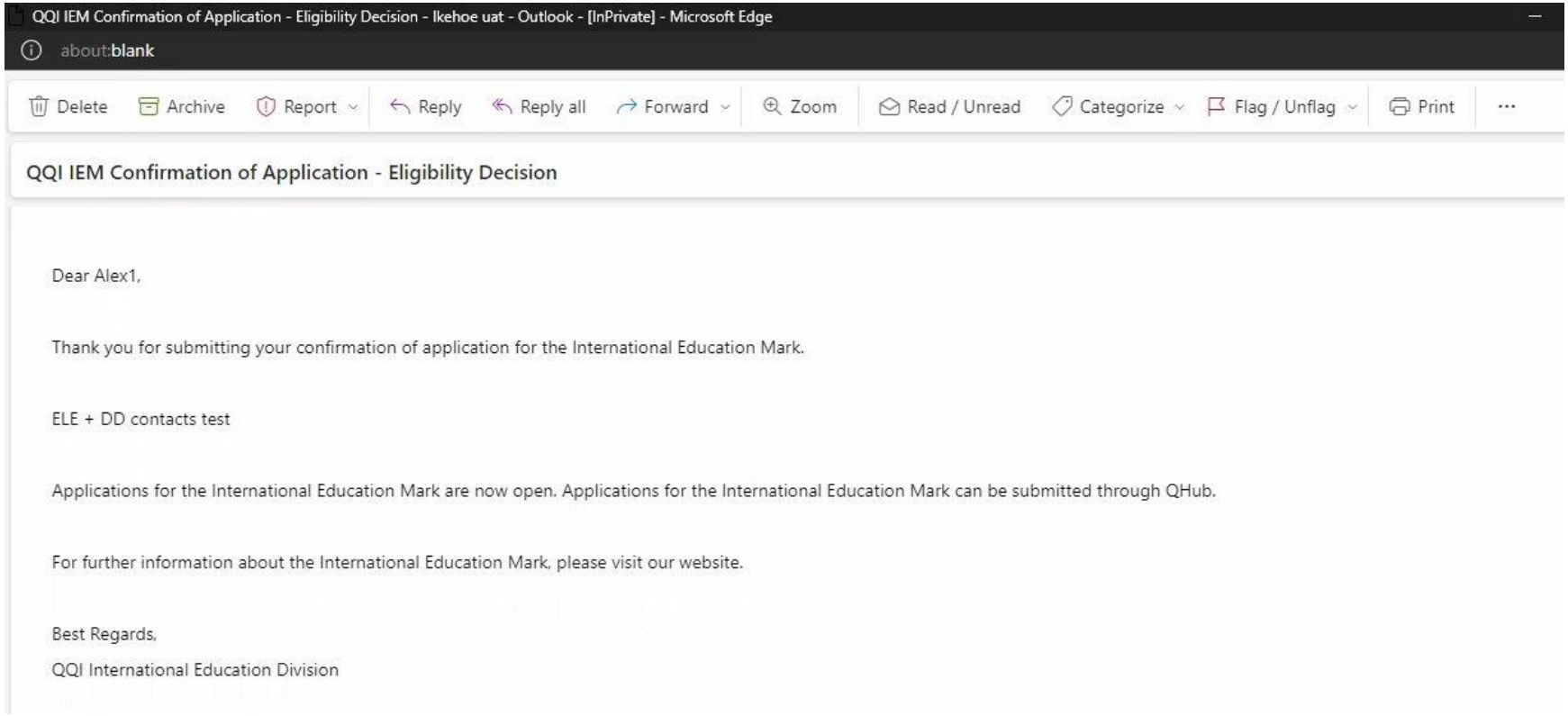
For further information about the International Education Mark, please visit our website.

Kind regards,
International Education, QQI

This is automatically generated notification. Please do not respond.

NOTE: Providers should check their spam/junk folder for this email as they may be directed there.

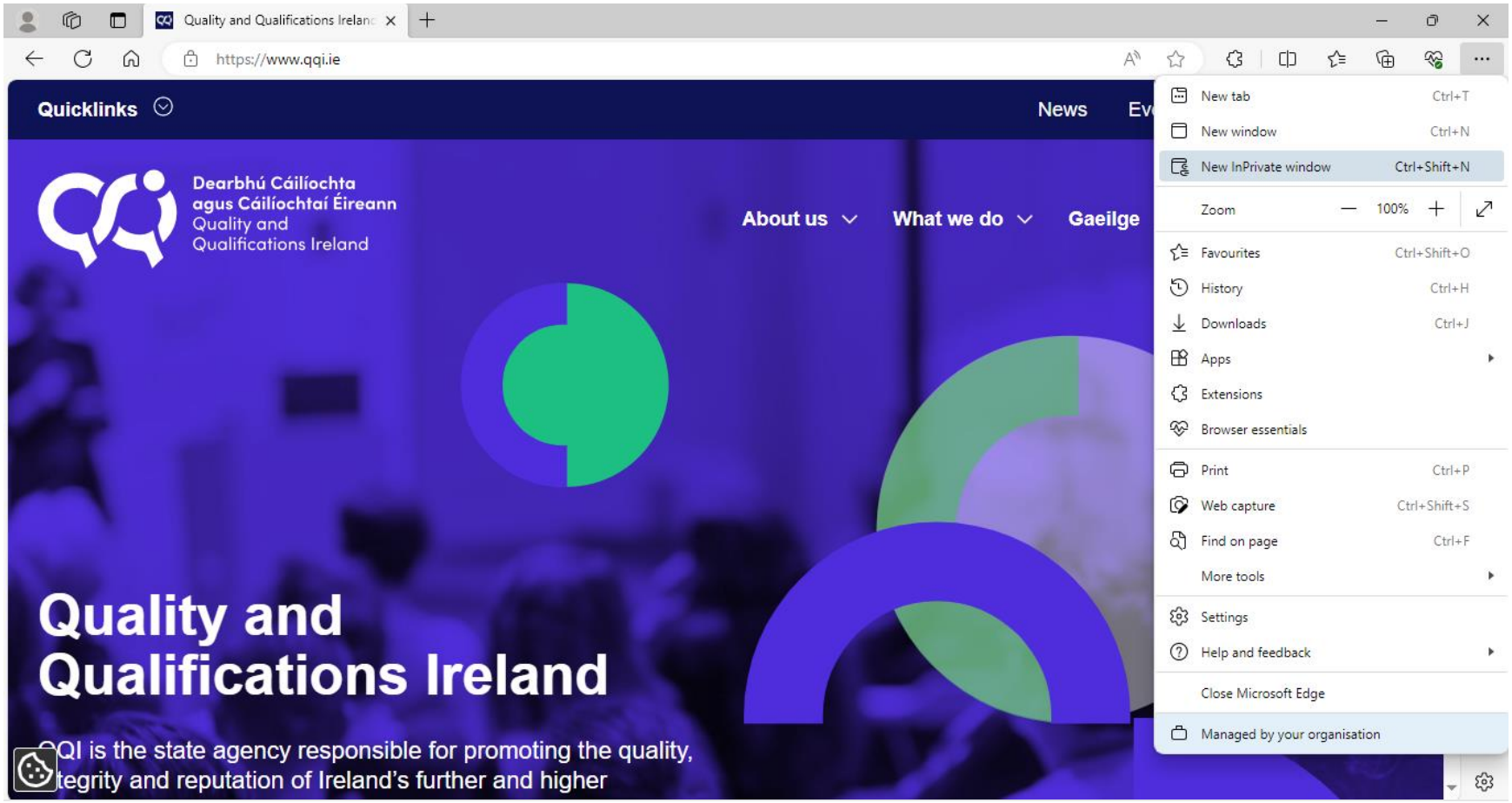
If a provider already uses QHub or QQI's certification service (QBS), they will already have an account and can use these details to log into QHub. They will receive an email without log in details.


QQI IEM Confirmation of Application - Eligibility Decision - Ikehoe uat - Outlook - [InPrivate] - Microsoft Edge
about:blank
Delete
Archive
Report
Reply
Reply all
Forward
Zoom
Read / Unread
Categorize
Flag / Unflag
Print
QQI IEM Confirmation of Application - Eligibility Decision
Dear Alex1,
Thank you for submitting your confirmation of application for the International Education Mark.
ELE + DD contacts test
Applications for the International Education Mark are now open. Applications for the International Education Mark can be submitted through QHub.
For further information about the International Education Mark, please visit our website.
Best Regards,
QQI International Education Division

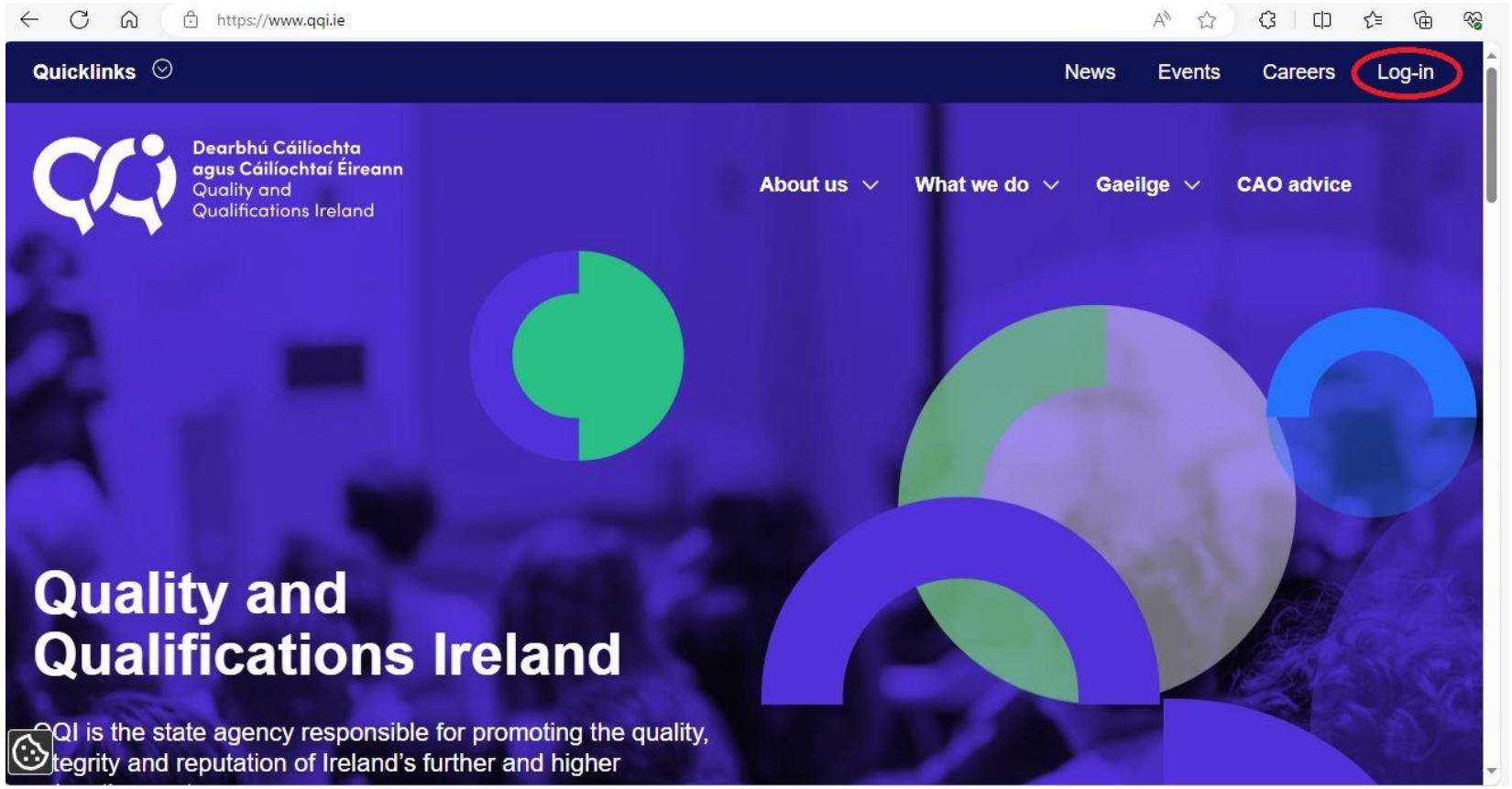
Section Two: How do I find QHub?

Providers should log into QHub using incognito mode on their browser.

Incognito mode can be accessed using Microsoft edge by clicking the three dots in the top right-hand corner and choosing ‘New InPrivate window’. Providers who use Safari can go to ‘File’ in the top left-hand corner and choose ‘New InPrivate window’.

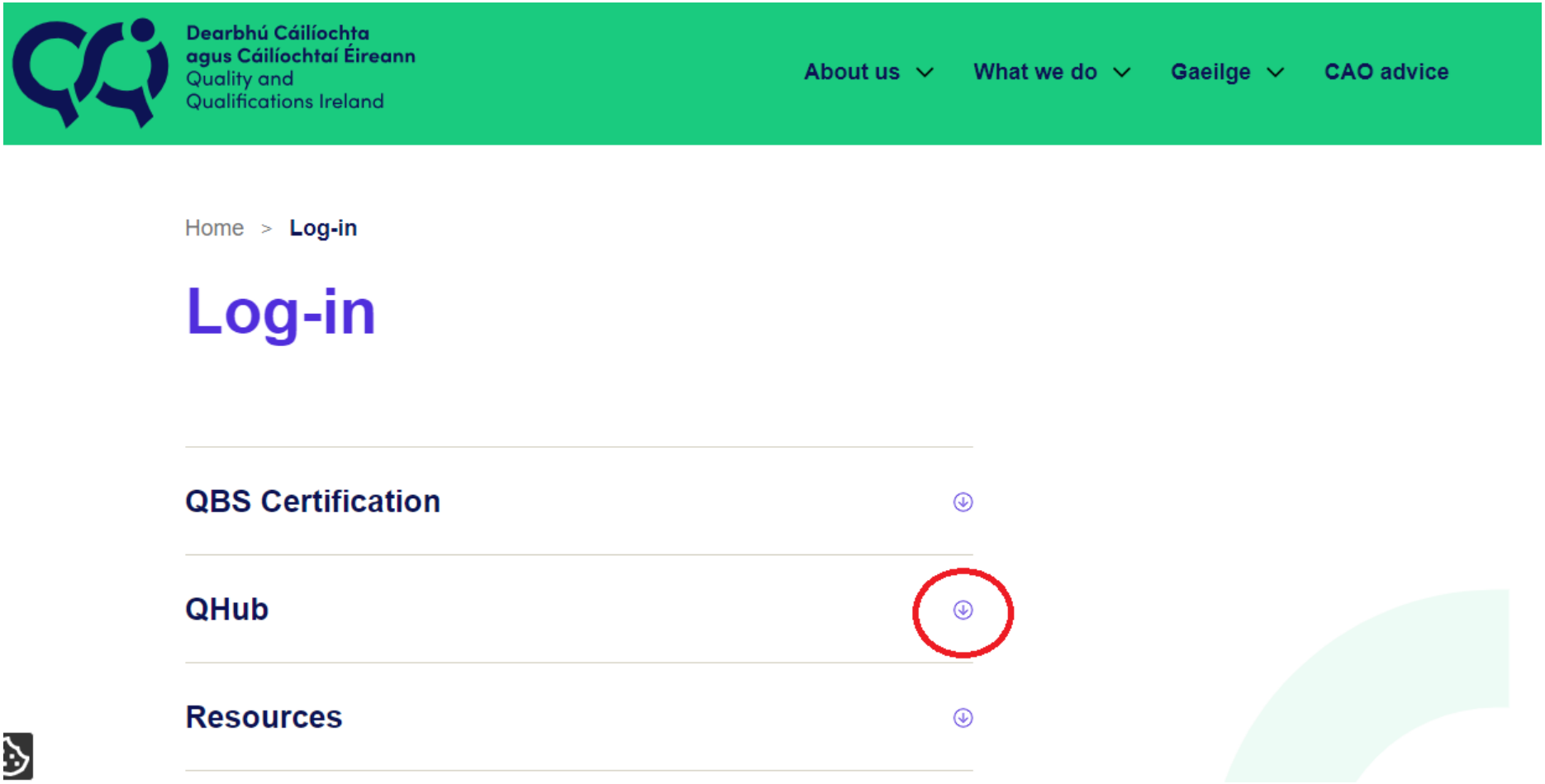


Go to http://www.qqi.ie. Click ‘Log-in’.

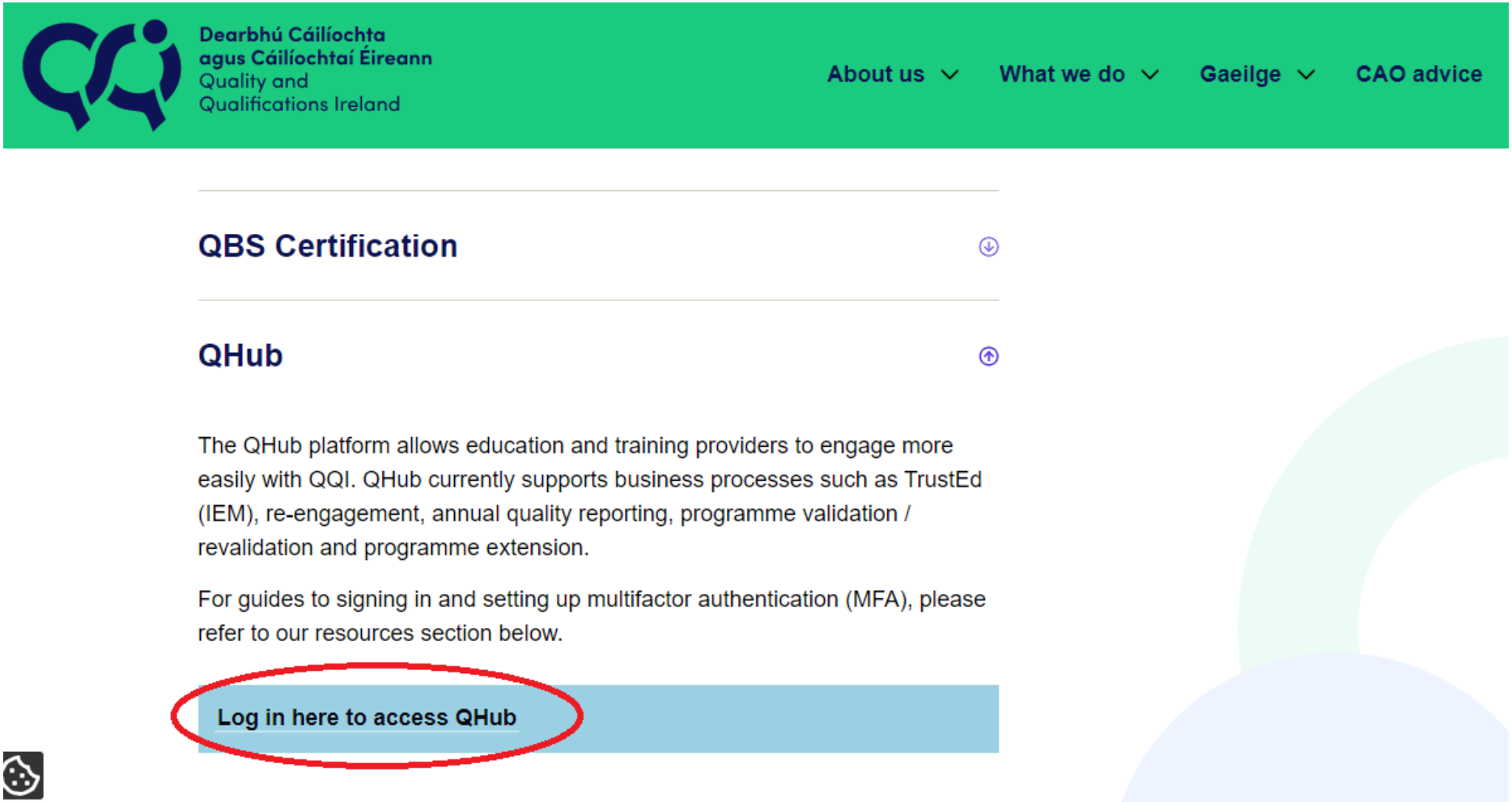


An alternative route to access QHub is https://www.qqi.ie/log-in

Click the drop-down arrow next to QHub.



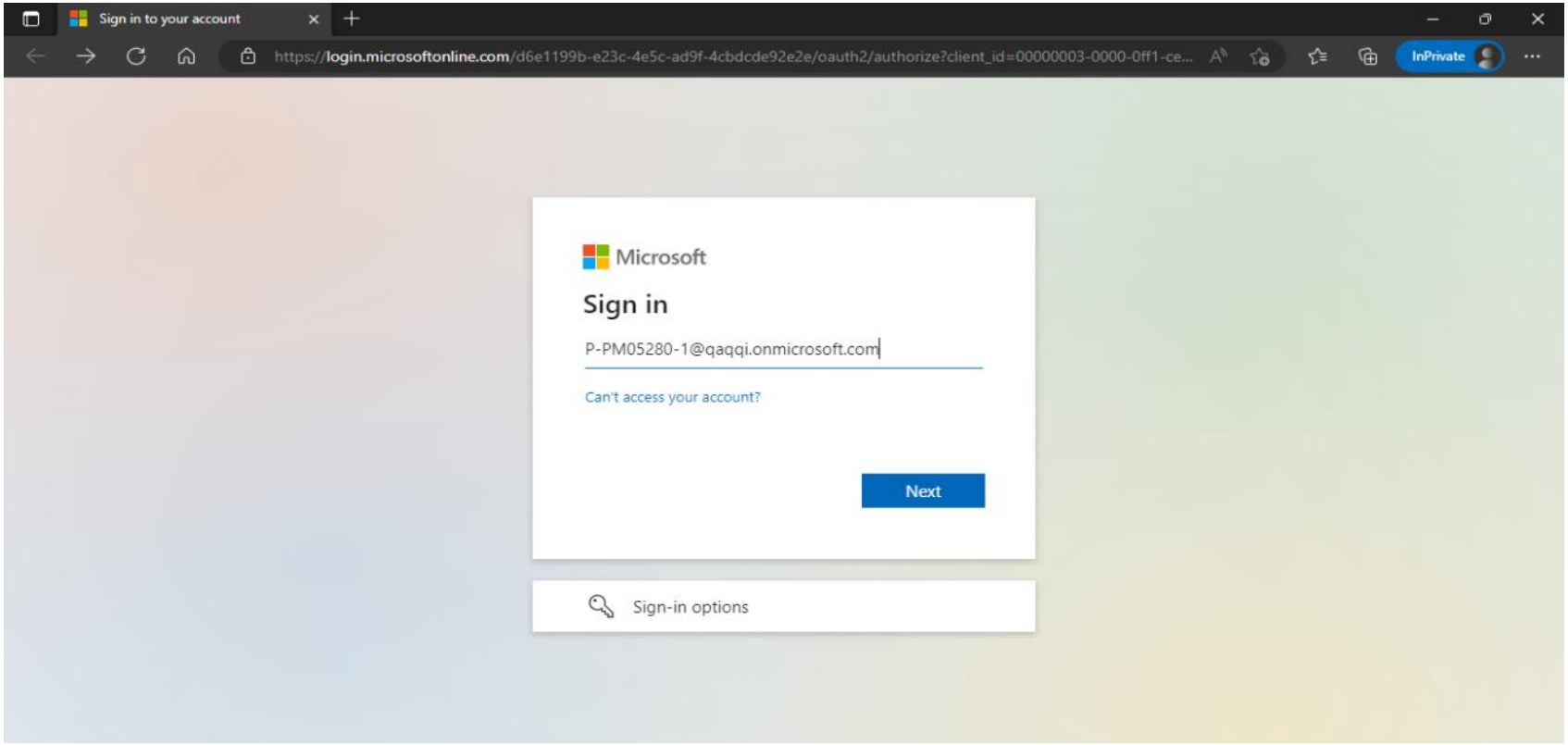
Click ‘Log in here to access QHub’.



Providers will then be asked to log in.

Section Three: Log in details

Providers who have not previously used QHub will be sent a new email address that will link directly to QHub. This email will be the username to access QHub. The email will be similar to the following email format: P-PM05280-1@qaqqi.onmicrosoft.com. A temporary password will also be provided.



NOTE: Please log into QHub using incognito mode on your browser, otherwise outlook may try to log in using another email account that you are already logged into.

When logging in for the first time, providers will be asked to update the password. Please keep the username and password somewhere safe.

Section Four: Multifactor Authorisation on QHub

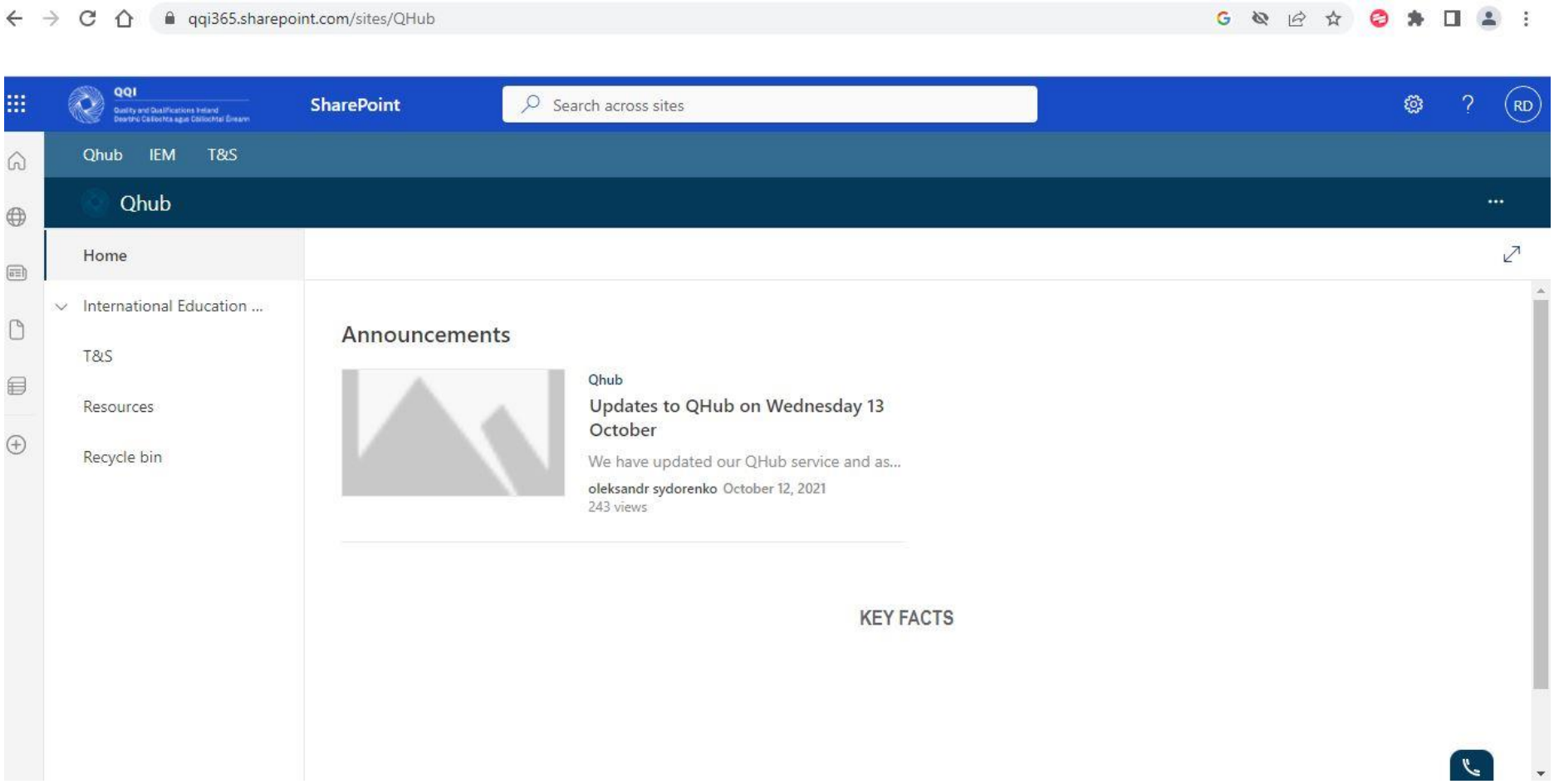
QQI's online services are protected by Microsoft's multi factor authentication (MFA). On signing into QQI services for the first time, such as QHub, providers will be requested to set up an option for additional security. Providers can find more information about multi-factor authorisation here.

Providers will also be asked to update their password.

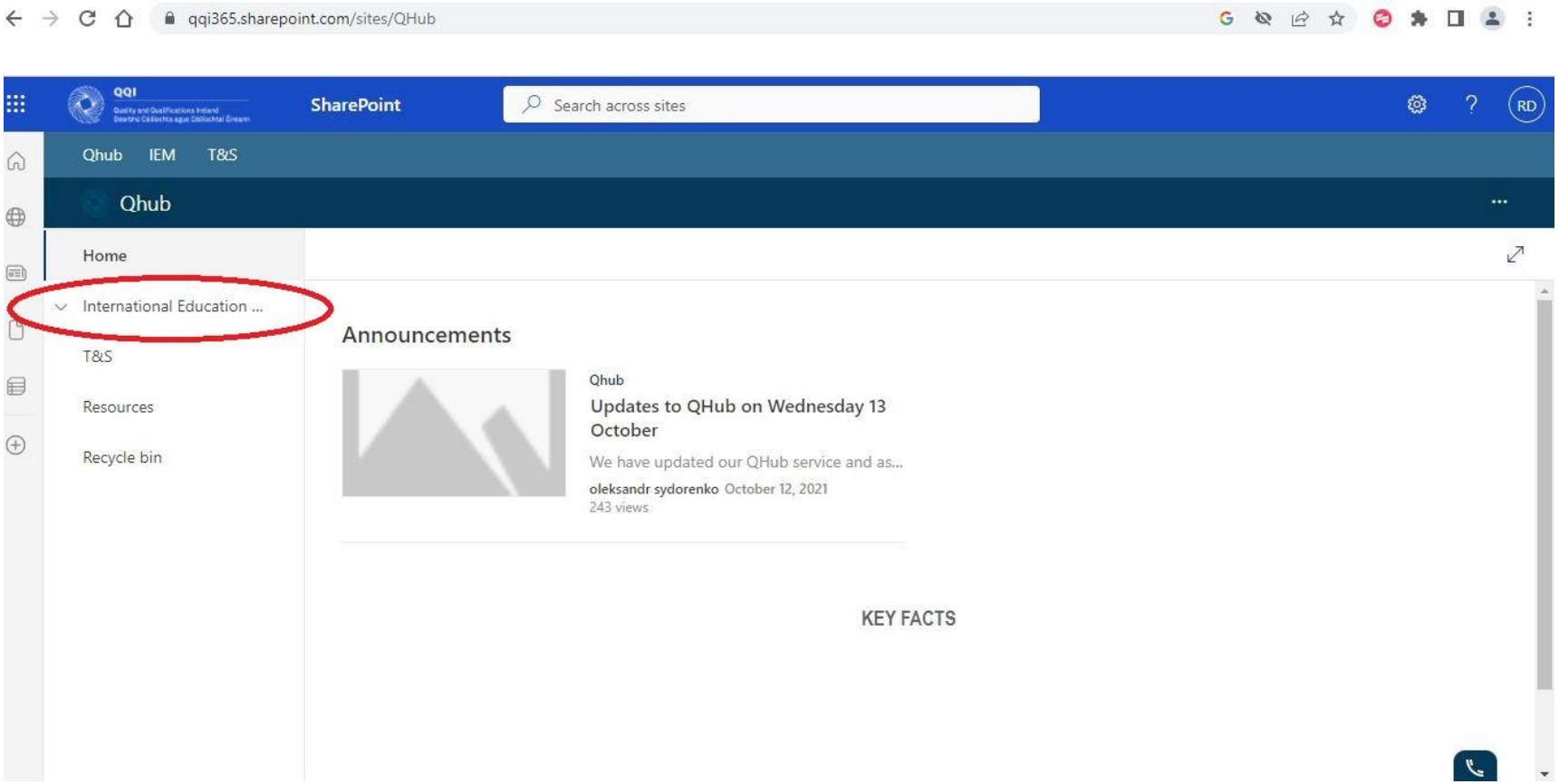
NOTE: Please keep a record of the new password somewhere safe, along with the username, as you will need this every time you log into QHub.

Section Five: Home Page on QHub

When you log into QHub, you will be brought to the QHub homepage.

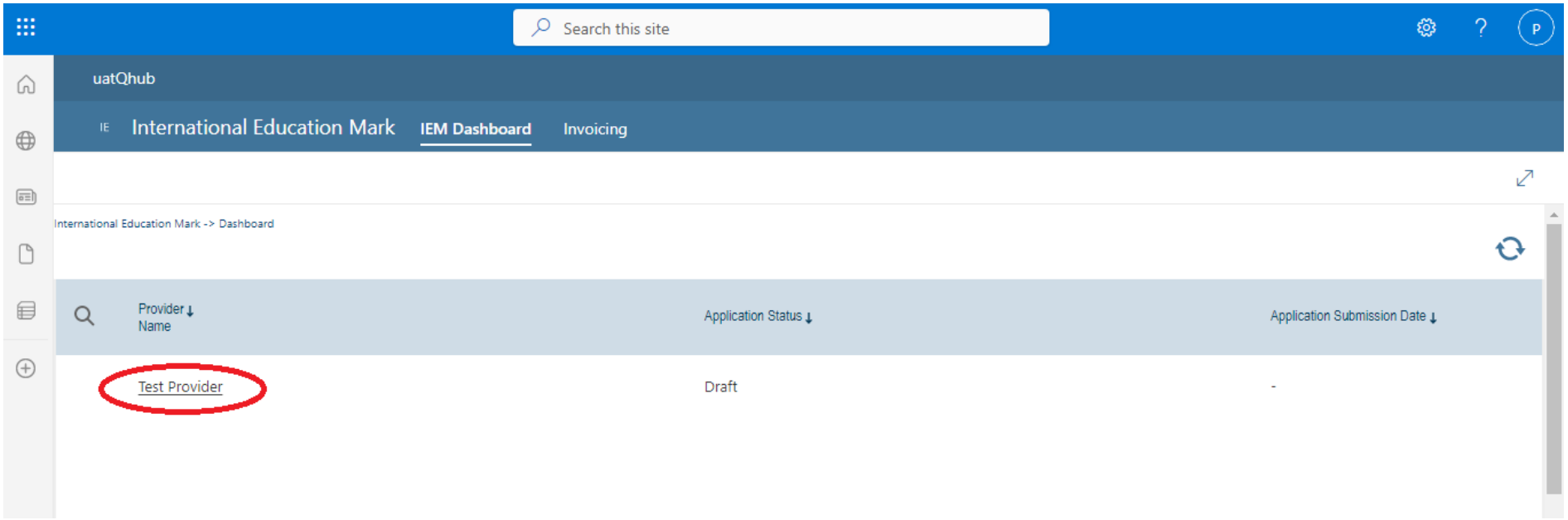


Click ‘International Education Mark’ on the top left of the screen to access the application form.



Section Six: Applying for the IEM

Next, click the name of the organisation.



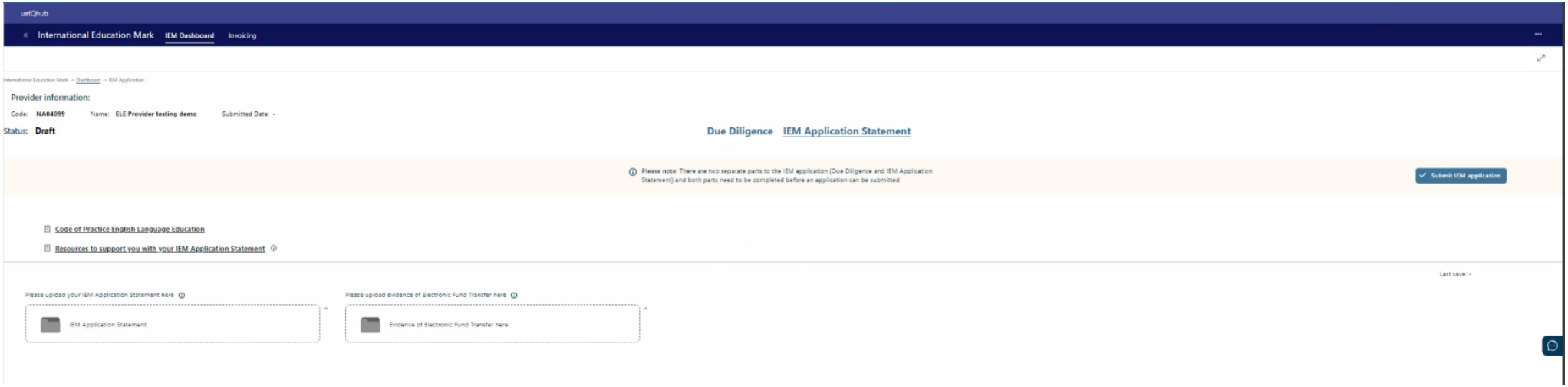
Providers will then be brought to the application form for the International Education Mark.

Providers submitting an IEM application following the ELE pathway: please see Section 6.1.

Providers submitting an IEM application following the HE pathway: please see Section 6.2.

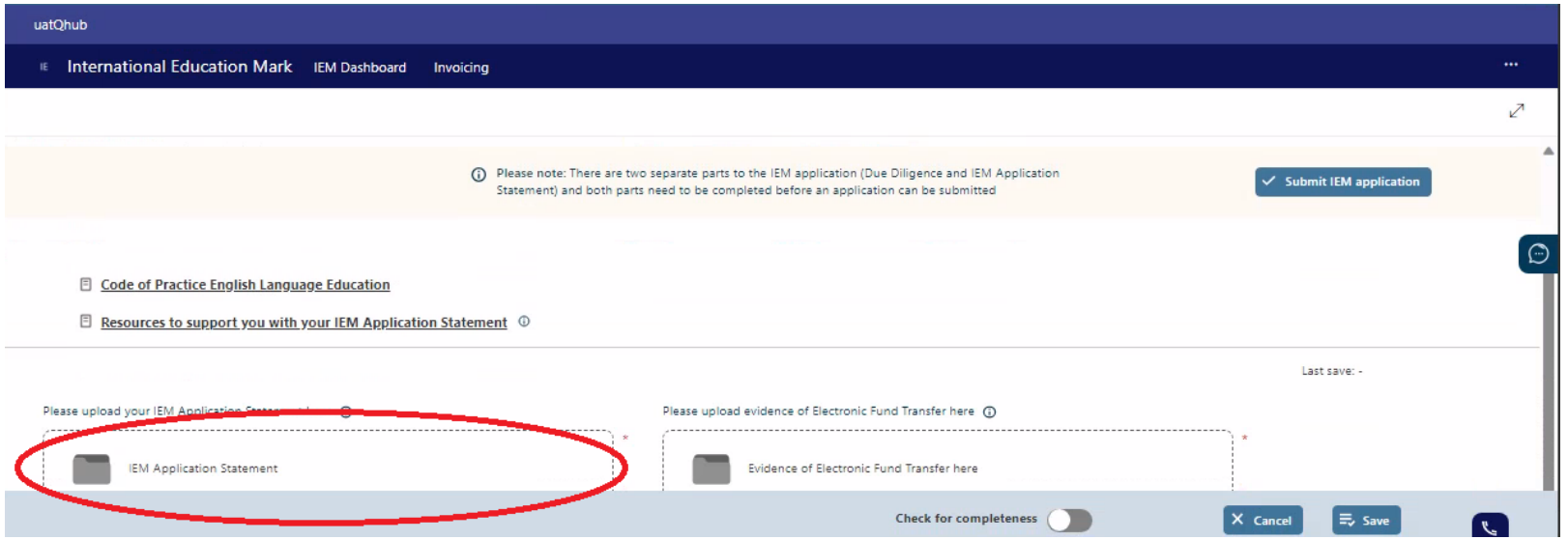
6.1 IEM application: English language education pathway

English Language Education providers will have two sections to their IEM application – a Due Diligence section, and an IEM Application Statement section. **Please note, the final IEM application can only be submitted once the Due Diligence section is completed.** More information about the Due Diligence section can be found in Section Seven of this guide.



The IEM Application Statement section consists of a section to upload the IEM application statement, and a section for the provider to show proof of payment of the application fee.

Click the box that states ‘upload your IEM Application Statement here’ to submit the IEM Application Statement.



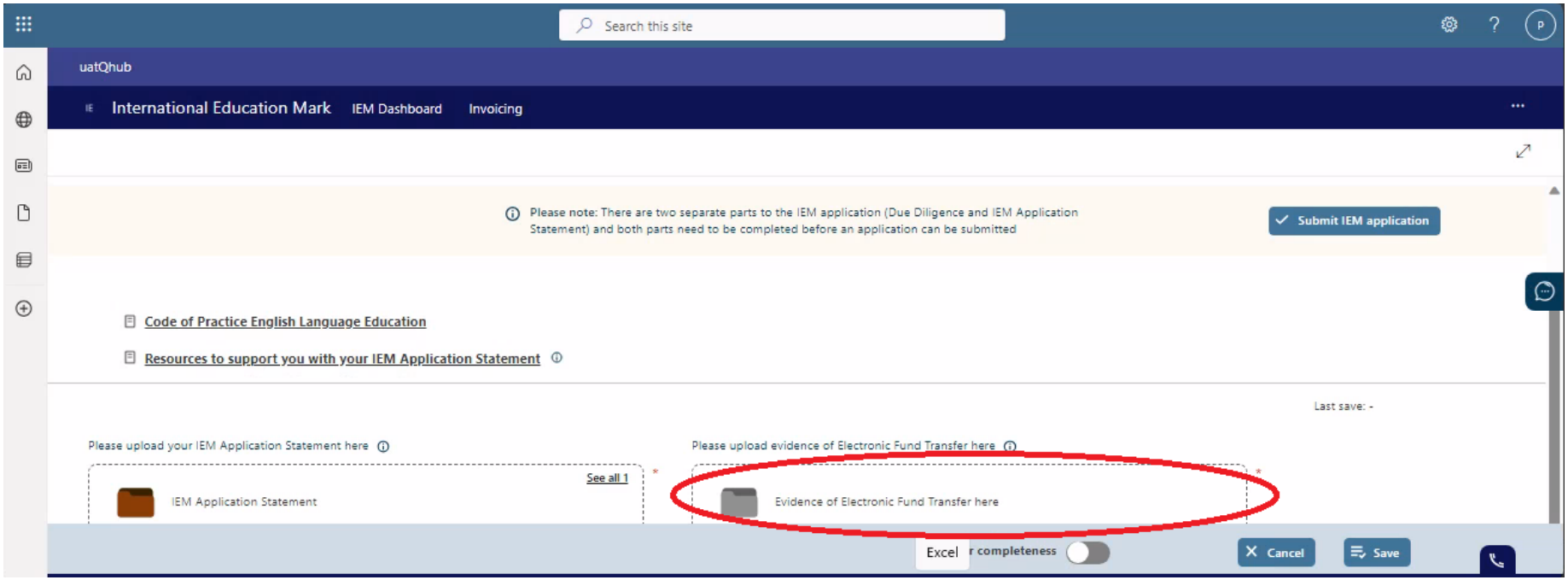
Please note the IEMAS **must be in a PDF or Word format.** Guidance on the application, assessment process and on the preparation of the IEMAS can be found in the TrustEd Handbook for ELE providers available on our website.

Click ‘Save’ once the document is uploaded to save it on the system. Please ensure that the correct document is attached.

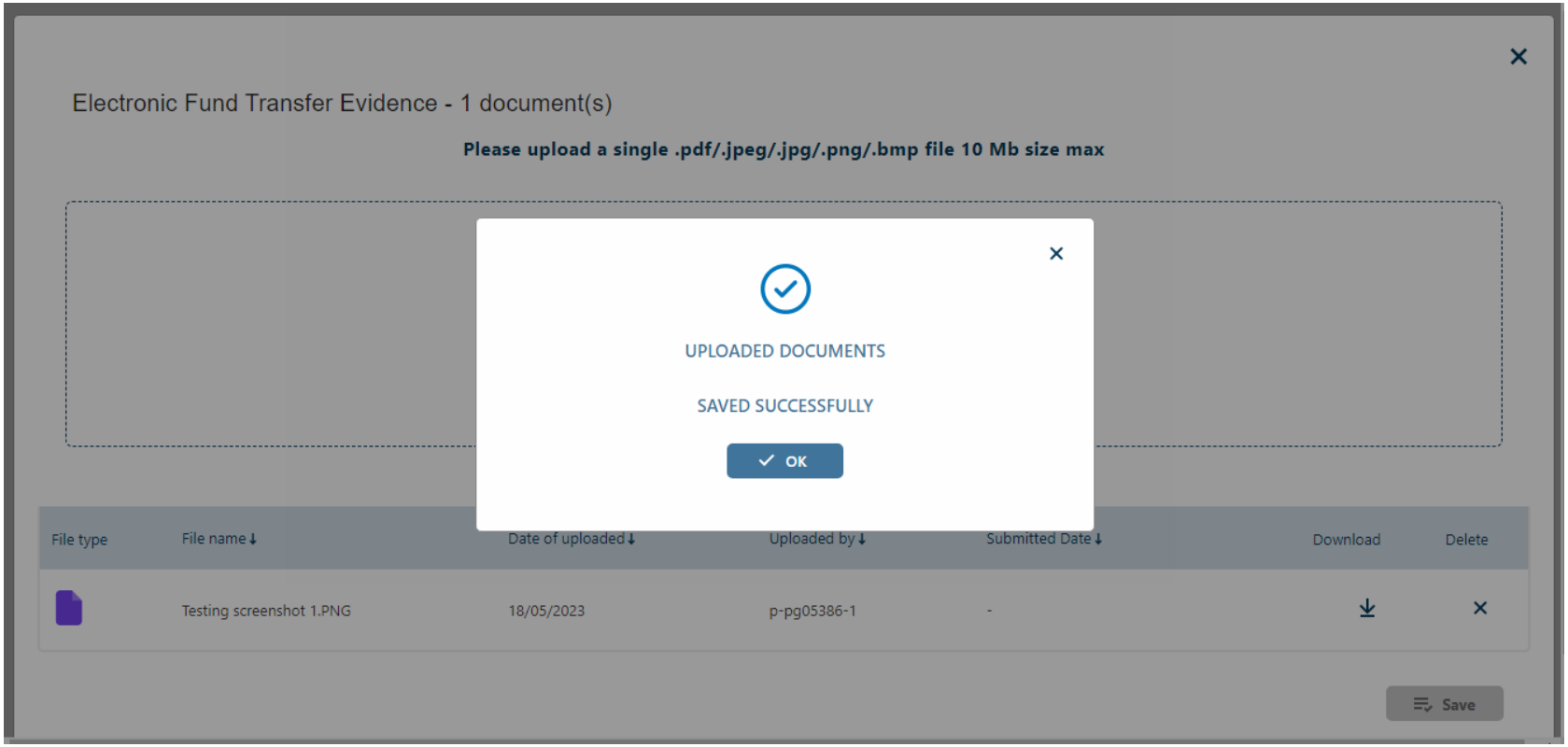
Please note, a provider will not be able to edit this document once it is uploaded. However, if a provider uploads the wrong document in error, they can delete the uploaded document by clicking the X beside the uploaded document.

Providers will be asked to provide evidence of payment of application fees. Providers can find the relevant information on the application fee on the QQI website. Providers can find more information about invoicing in Section Eight of this document.

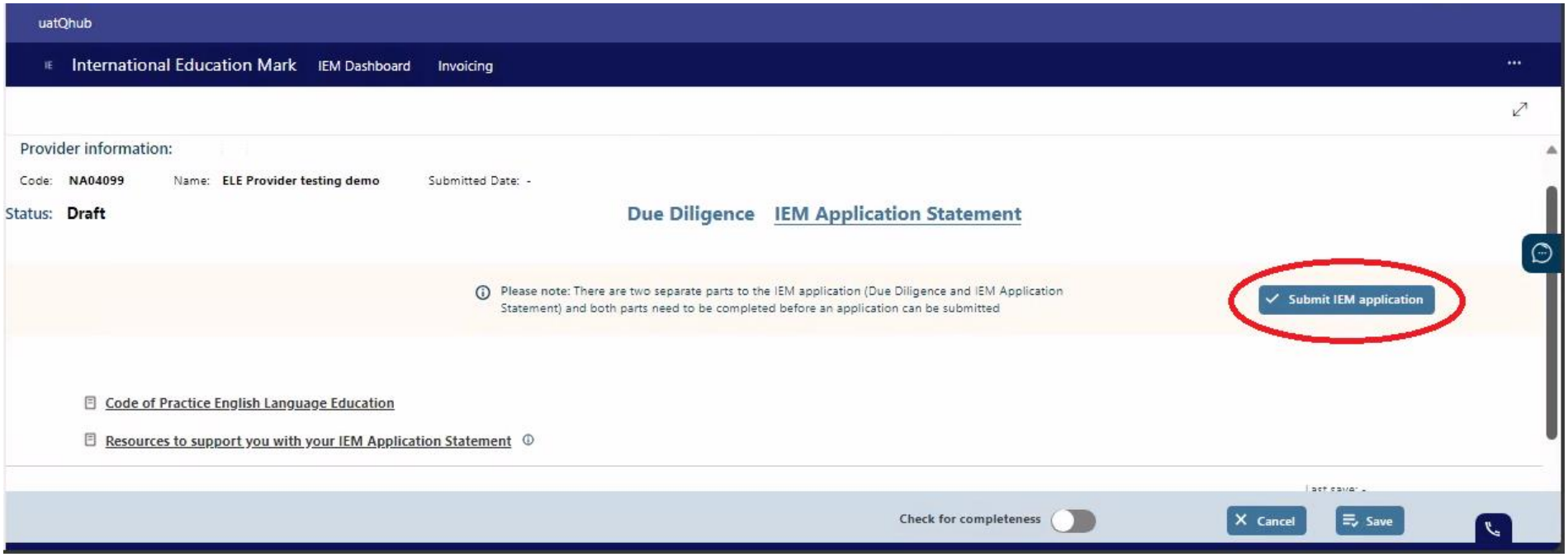
Providers can submit evidence of payment of the invoice by uploading proof to the 'Please upload evidence of Electronic Fund Transfer here'.



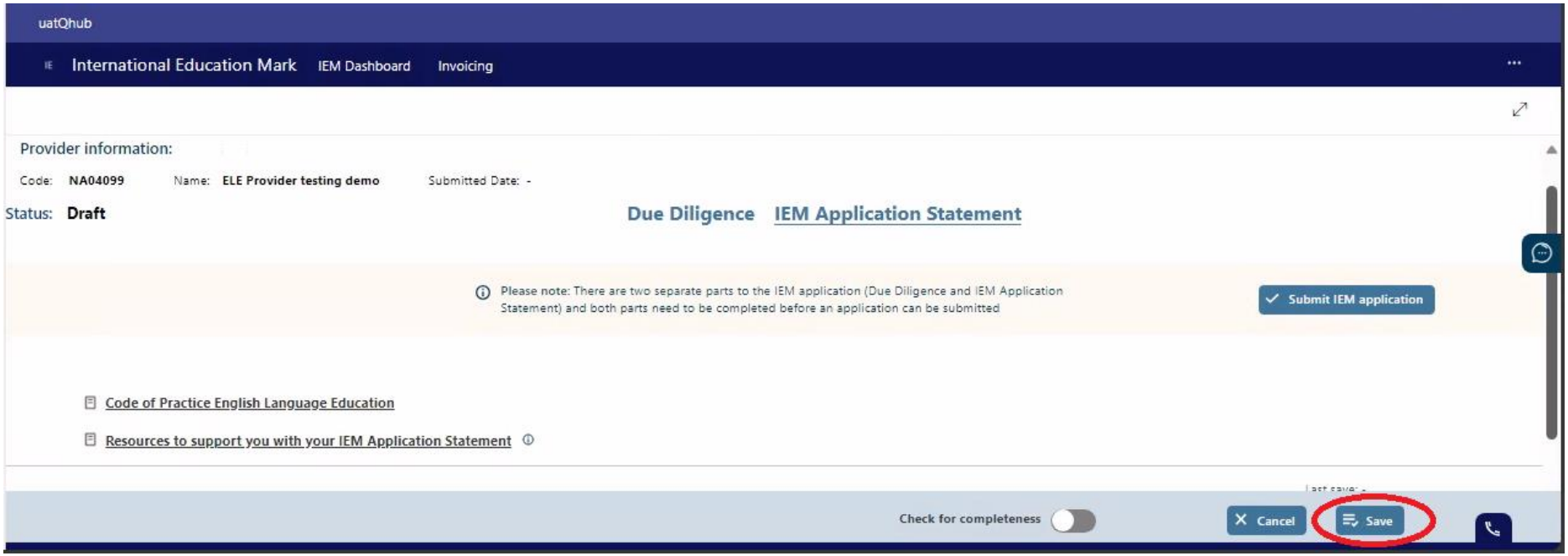
Click ‘Save’ once the evidence is uploaded. This will save it on the system. Please ensure that the correct document is attached. If a provider uploads the wrong document in error, they can delete the uploaded document by clicking the X beside the uploaded document.



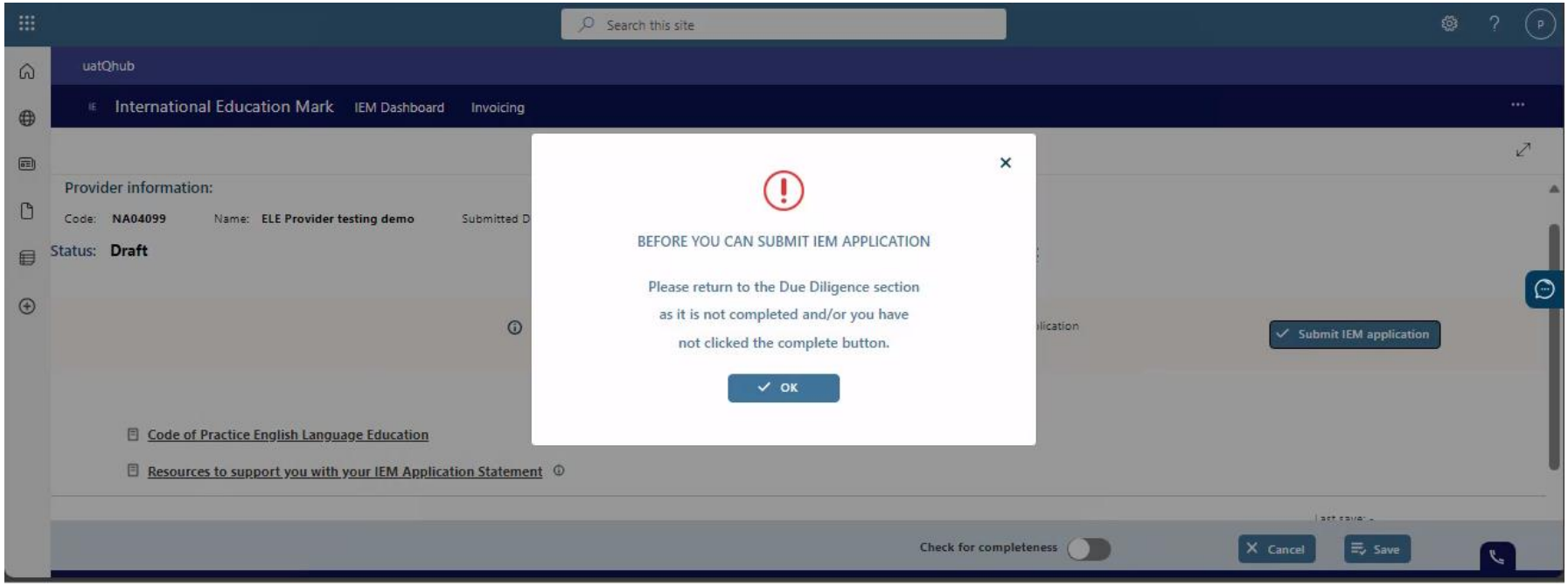
Once a provider has uploaded their IEM Application Statement, Electronic Fund Transfer (EFT) evidence and have completed their Due Diligence section, they will be able to submit their IEM Application. Providers can click the 'Submit IEM Application' that is located on the top right-hand corner of the application form.



If a provider wishes to save the information in the Due Diligence and IEMAS sections prior to submitting an application, a provider can click ‘Save’ at the bottom of the application form.

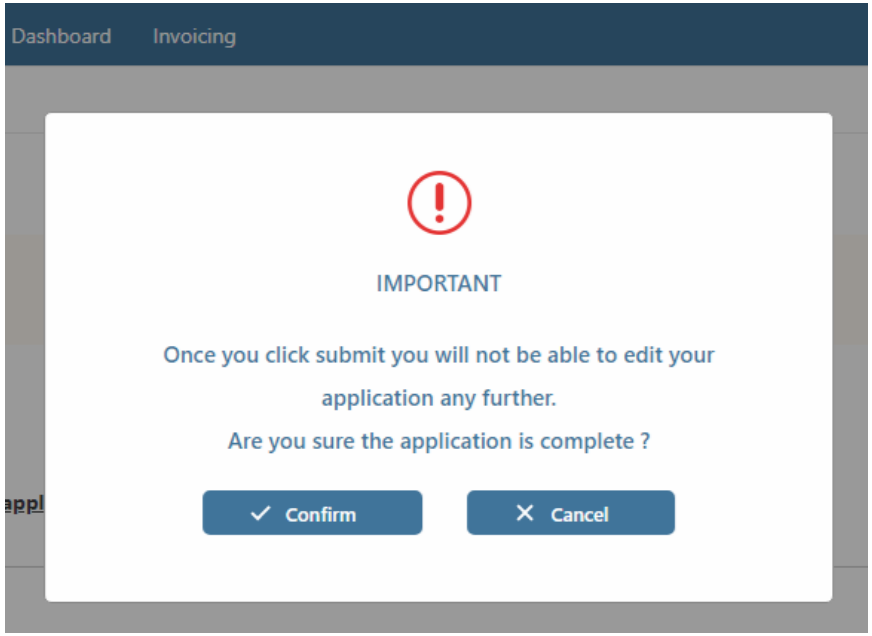


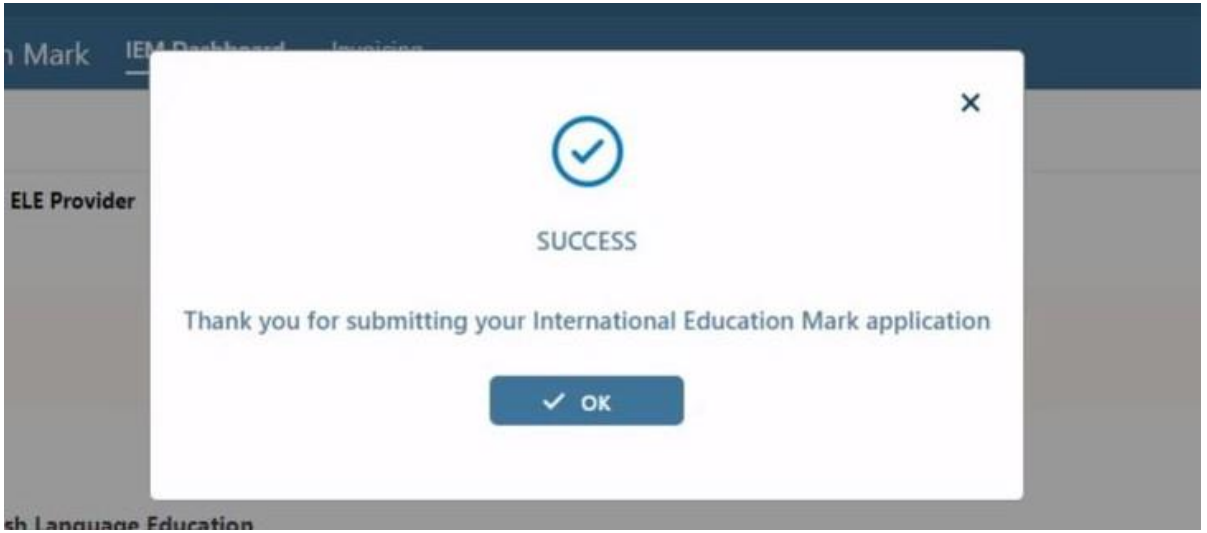
If applicable, if a provider tries to submit their application before completing the Due Diligence section, they will get an error message.



For more information on how to complete the Due Diligence section of the application, please go to the QQI website.

When a provider has completed the Due Diligence section and IEM application statement section, they can then chick the ‘Submit IEM application’. A pop up will appear to confirm that an application will be submitted and will be unable to be edited once it is submitted.

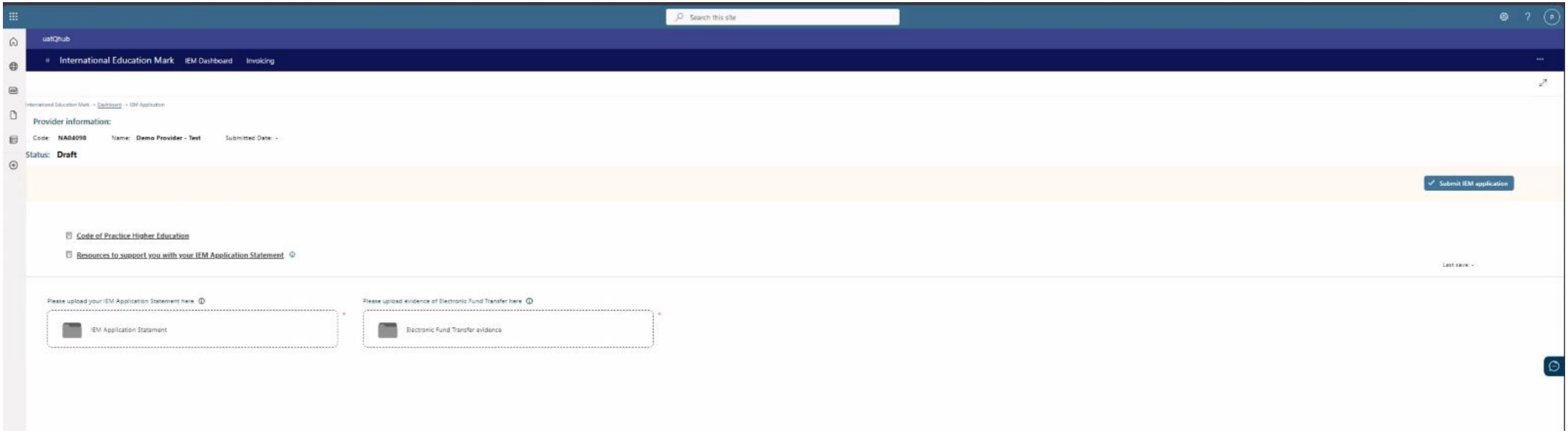

Dashboard
Invoicing
IMPORTANT
Once you click submit you will not be able to edit your application any further.
Are you sure the application is complete ?
Confirm
Cancel


Mark
ELE Provider
SUCCESS
Thank you for submitting your International Education Mark application
OK

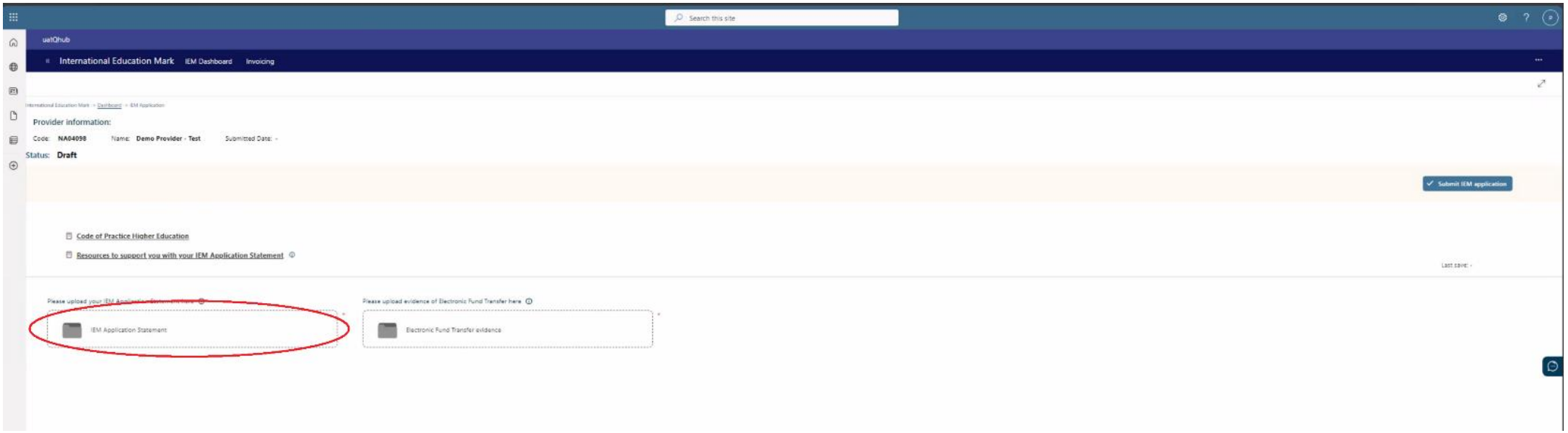
6.2 IEM application: Higher education pathway

Higher Education (HE) providers will not be required to undergo Due Diligence as part of their IEM application. Some HE providers may be required to undergo Due Diligence at a later stage.

When a HE provider logs into QHub, they will see a section to upload their IEM Application Statement, and if applicable, a section to upload proof of payment of the application fee.



Providers can upload their IEM Application Statement by choosing ‘upload your IEM Application Statement here’. Please note the IEMAS **must be in a PDF or Word format.** Guidance on the application, assessment process and on the preparation of the IEMAS can be found in the TrustEd Handbook for HE providers available on our website.



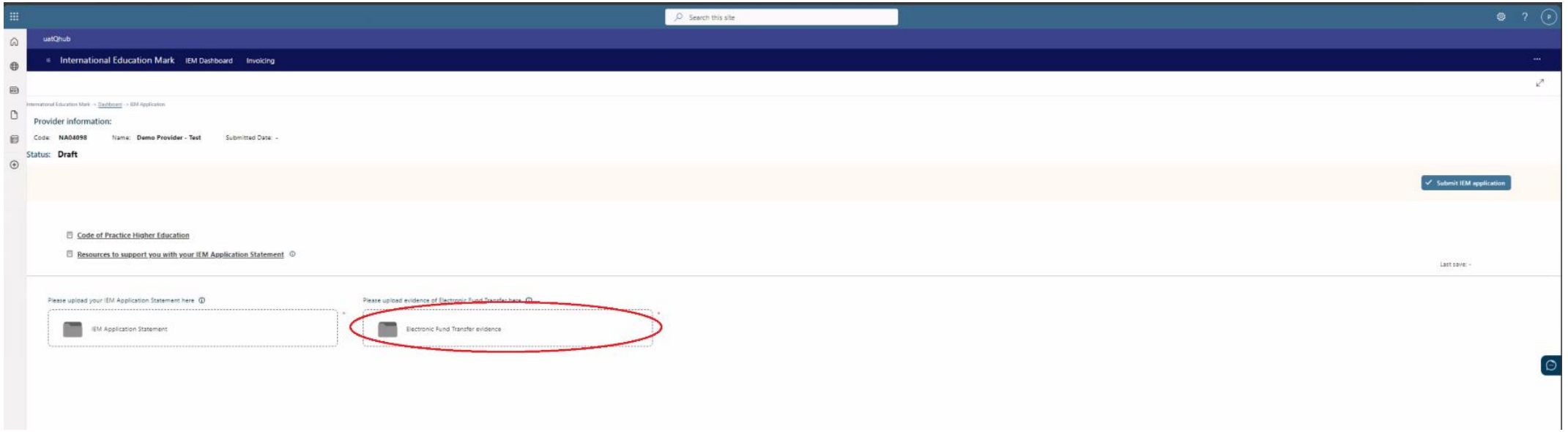
A pop out will appear where a provider will be able to upload the IEM Application statement.

Click ‘Save’ in the bottom right-hand corner of the pop out once the IEMAS is uploaded to save it on the system.

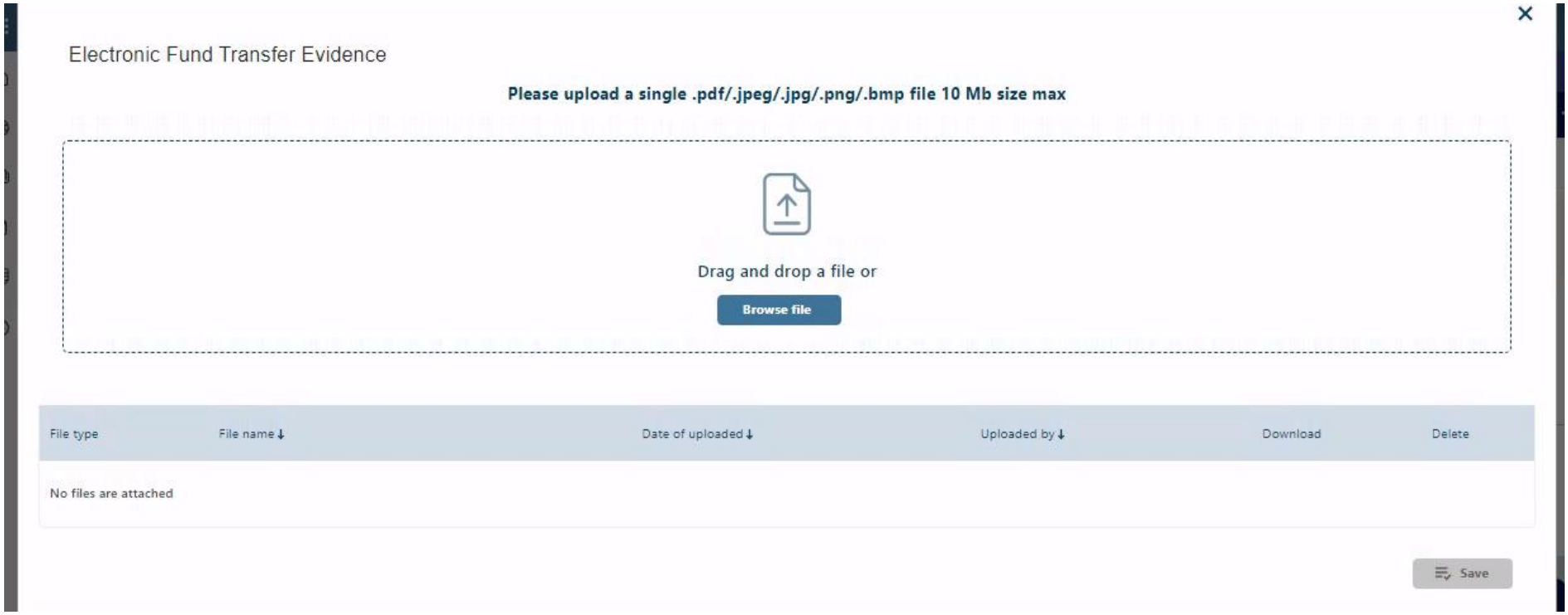
Once uploaded, providers will no longer be able to edit the document. However, the uploaded document can be deleted by clicking X beside the uploaded document and a new document can be uploaded.

Some Higher Education providers will pay an application fee and will be asked to provide evidence of payment of application fees. Providers can find the relevant information on the application fee on the QQI website. Providers can find more information about invoicing in Section Eight of this document.

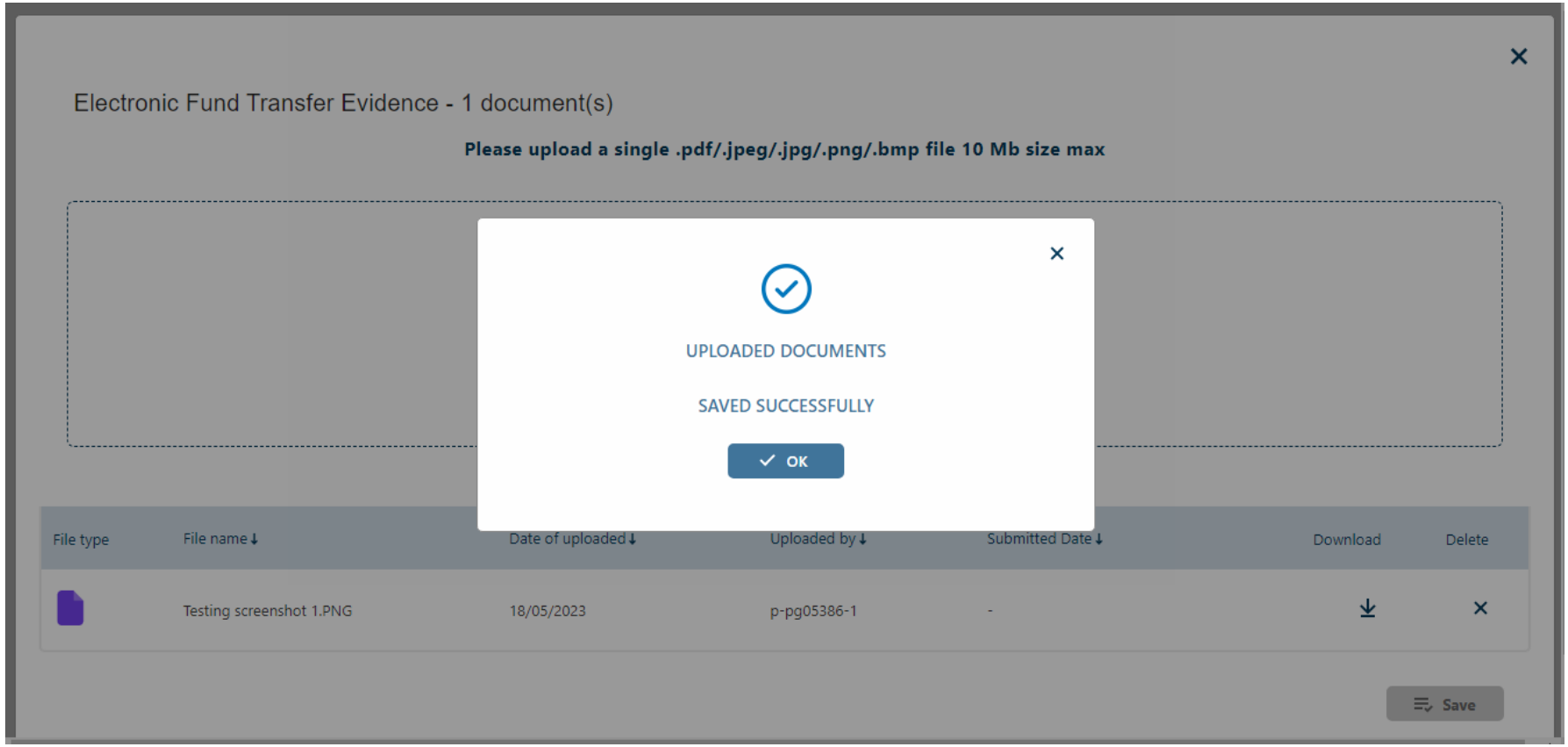
Submit evidence of paying the application fee by uploading proof of payment to the ‘Please upload evidence of Electronic Fund Transfer here’.



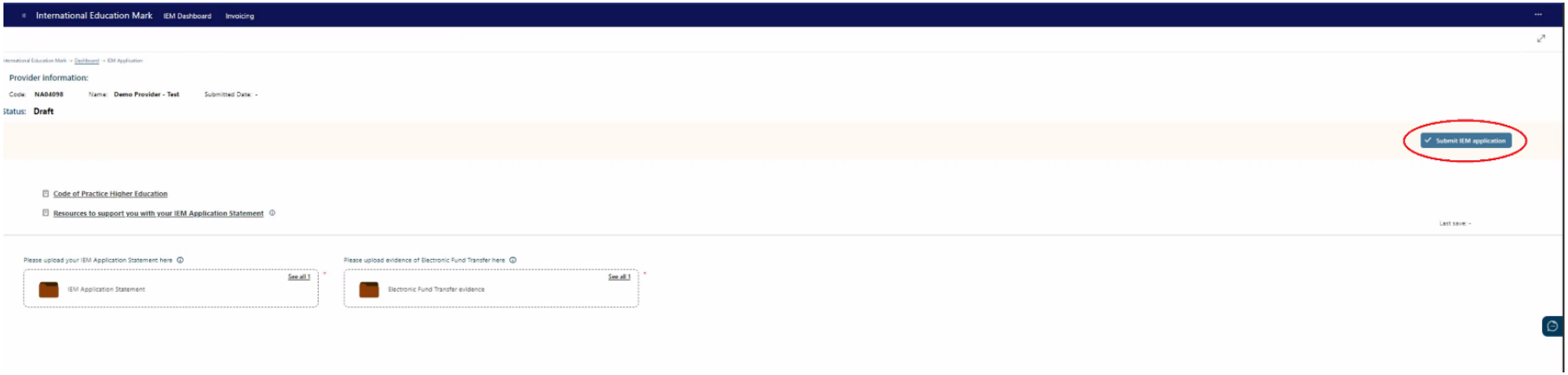
Once this is chosen, a pop out will appear, and a provider can upload their proof of payment.



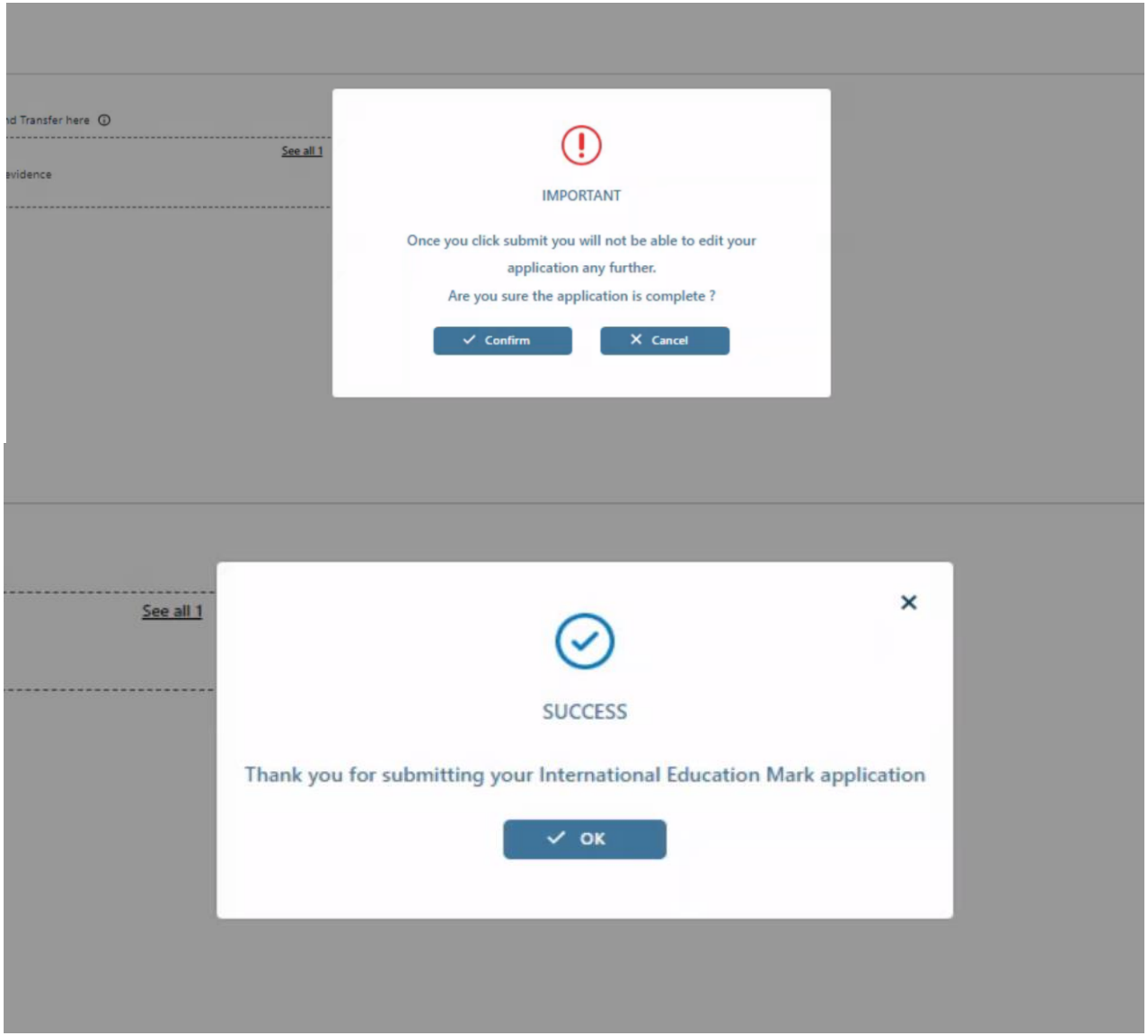
Please remember to click save in the bottom right-hand corner of the pop out to save the proof of payment on the system. Please ensure that the correct document is attached. If a provider uploads the wrong document in error, they can delete the uploaded document by clicking the X beside the uploaded document.



Once a provider has uploaded their IEM Application Statement and Electronic Fund Transfer evidence (if applicable), they can submit their IEM Application. Click 'Submit IEM Application' in the top right-hand corner to do this.

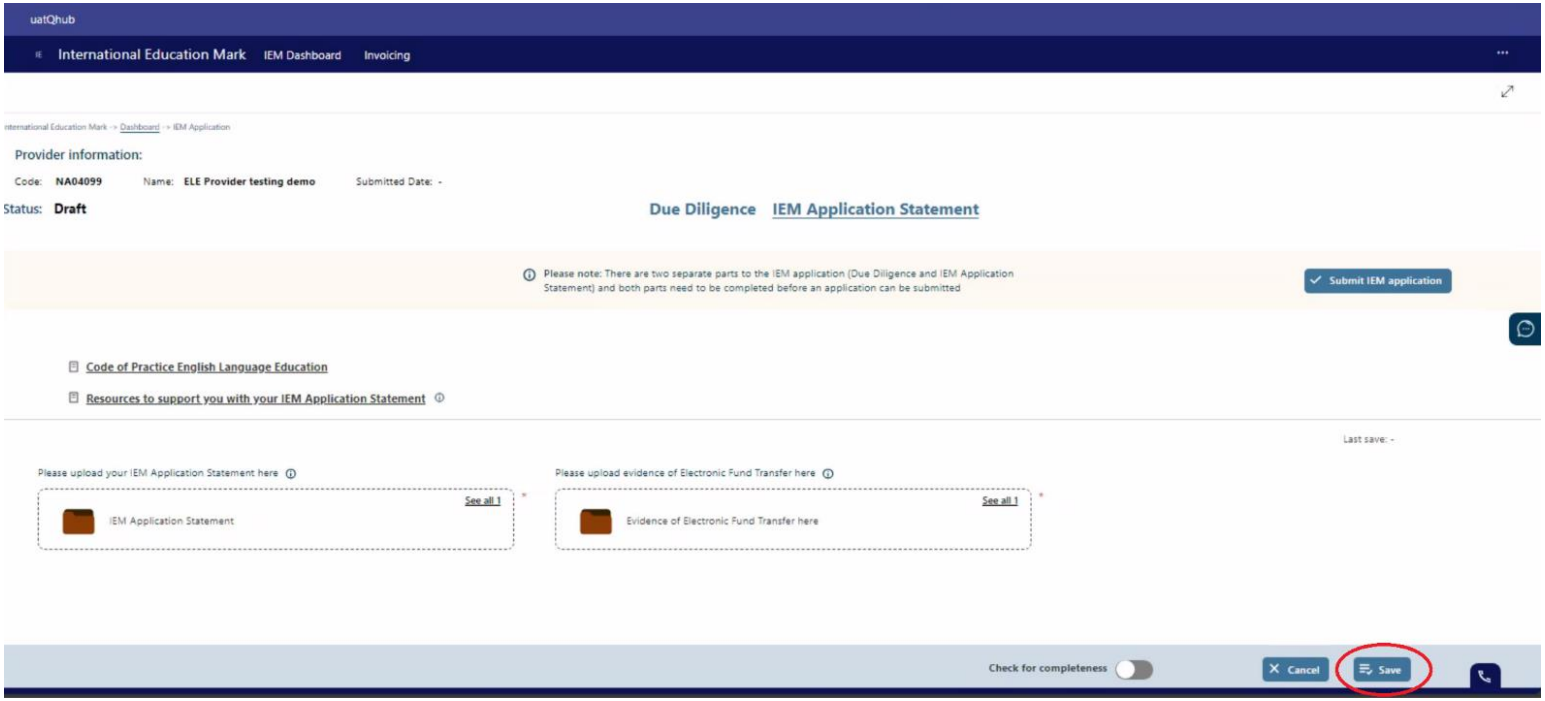


A pop up will appear to confirm that the application is about to be submitted, and the application will not be editable once it has been submitted.


nd Transfer here
See all 1
evidence
IMPORTANT
Once you click submit you will not be able to edit your application any further.
Are you sure the application is complete ?
Confirm
Cancel
See all 1
SUCCESS
Thank you for submitting your International Education Mark application
OK

Section Seven: Due Diligence

ELE providers are required to undergo Due Diligence (DD) as part of their application. If completing the DD section, providers will be able to work on both the IEM Application Statement and the DD section at the same time. Providers can save the application at any stage during the submission process by choosing the save button in the bottom right-hand corner of the application.

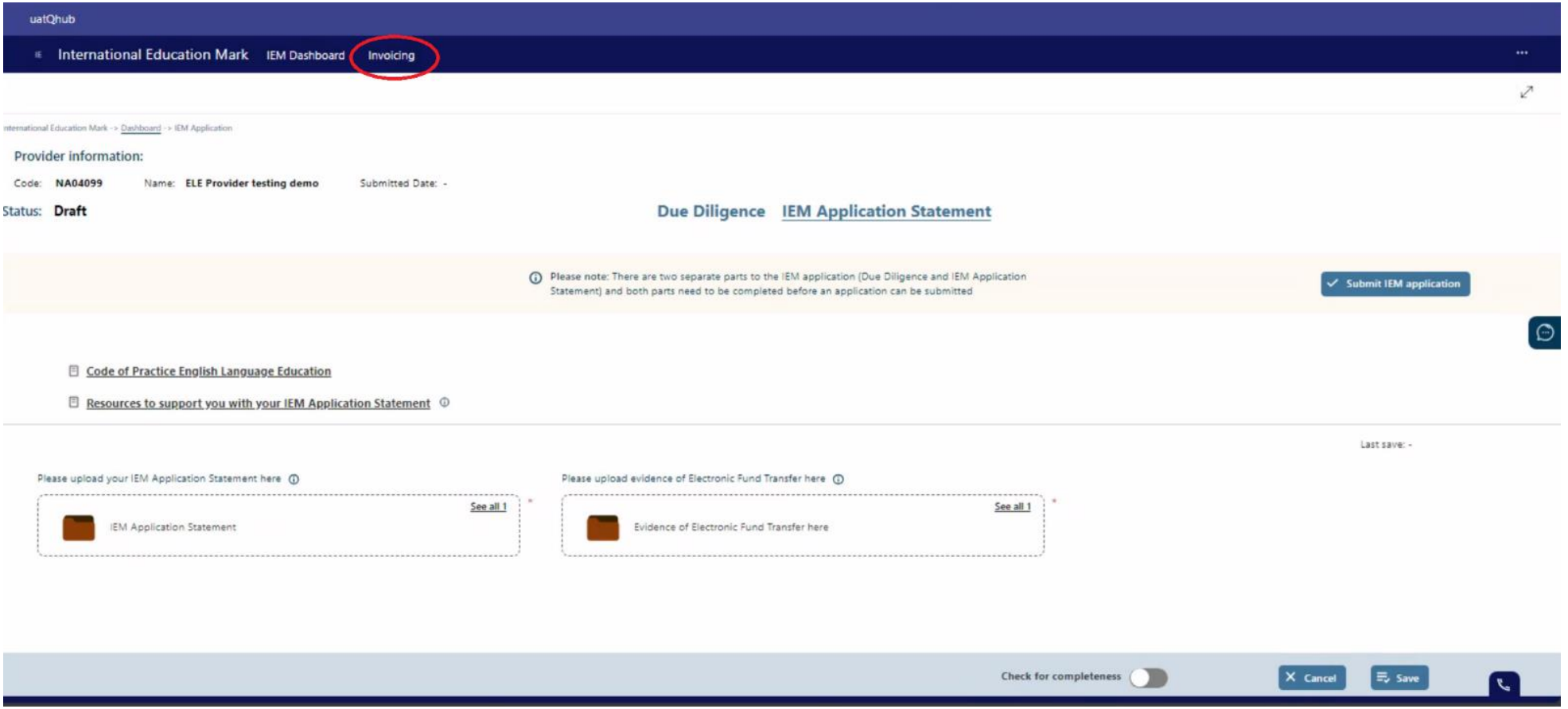


NOTE: An IEM application can only be submitted once all sections applicable to a provider are completed.

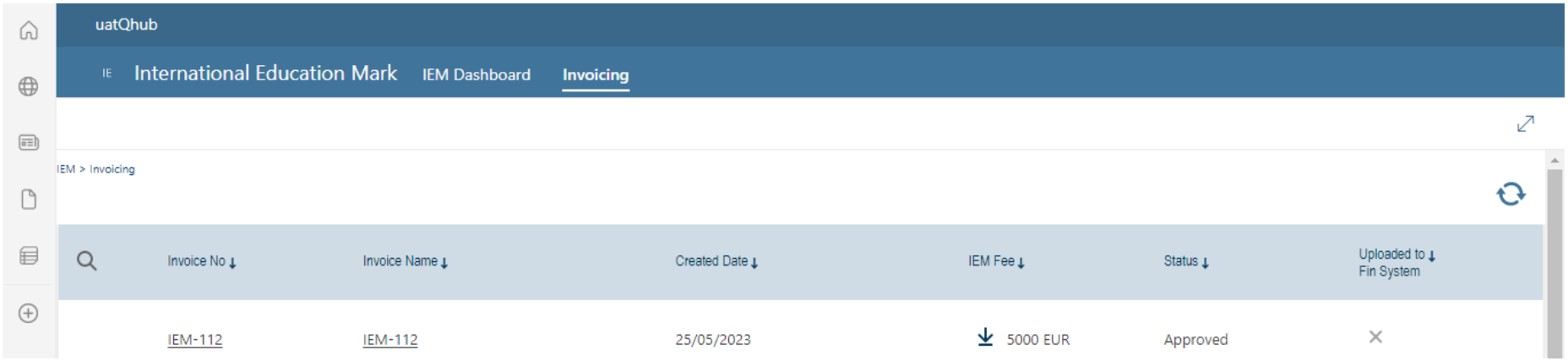
The Due Diligence section of the application will be overseen by the Provider, Governance and Risk (PGR) division in QQI. For more information on how to complete the Due Diligence section of the application, please go to the QQI website.

Section Eight: Invoicing

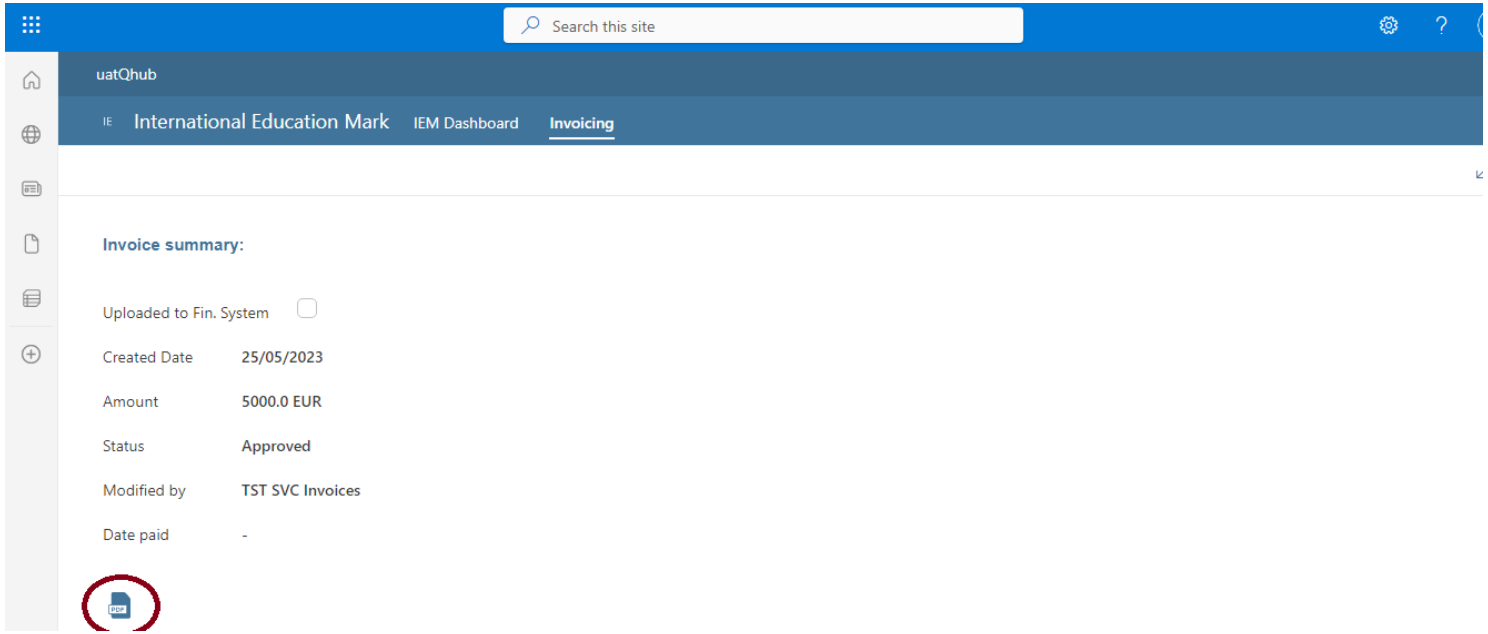
Providers who are subject to an application fee for the IEM are required to upload evidence that the application fee has been paid before submitting an application. Click 'Invoicing' at the top of QHub to view an invoice.

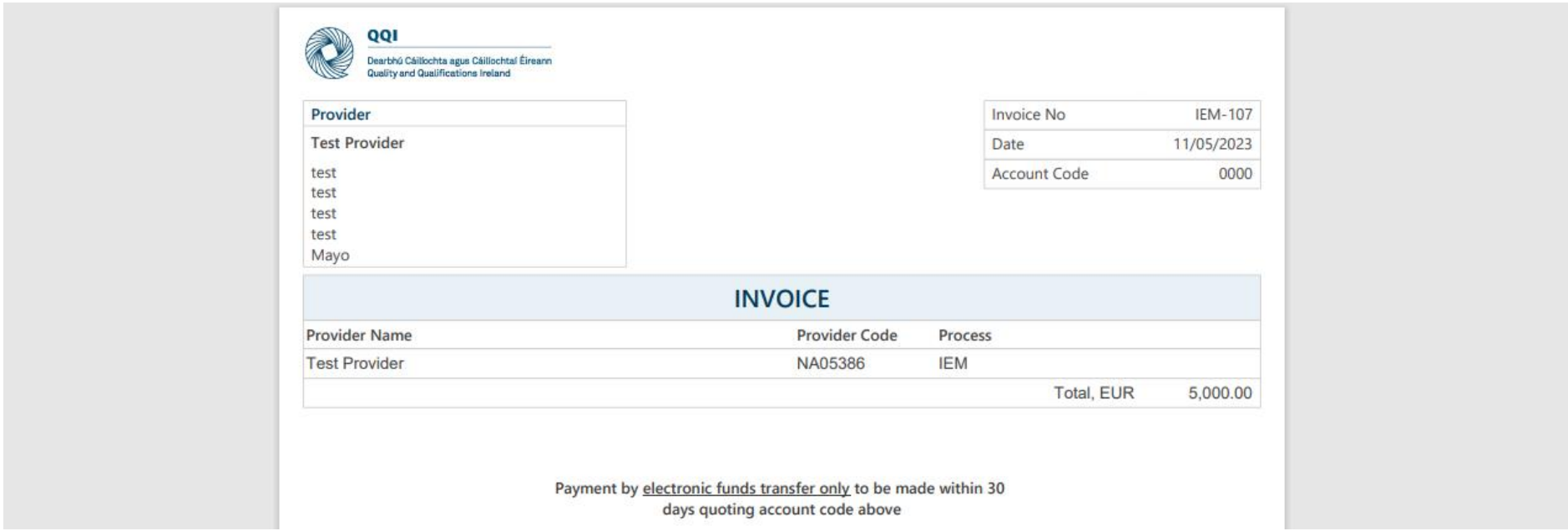


To view invoice details, click the name of the invoice.



Click the PDF icon to download a copy of the invoice. This will provide further details of the relevant application fee and how to pay the application fee.





QQI
Dearbhú Cáilíochta agus Cáilíochtaí Éireann
Quality and Qualifications Ireland

Provider
Test Provider
test test test test Mayo

Invoice No	IEM-107
Date	11/05/2023
Account Code	0000

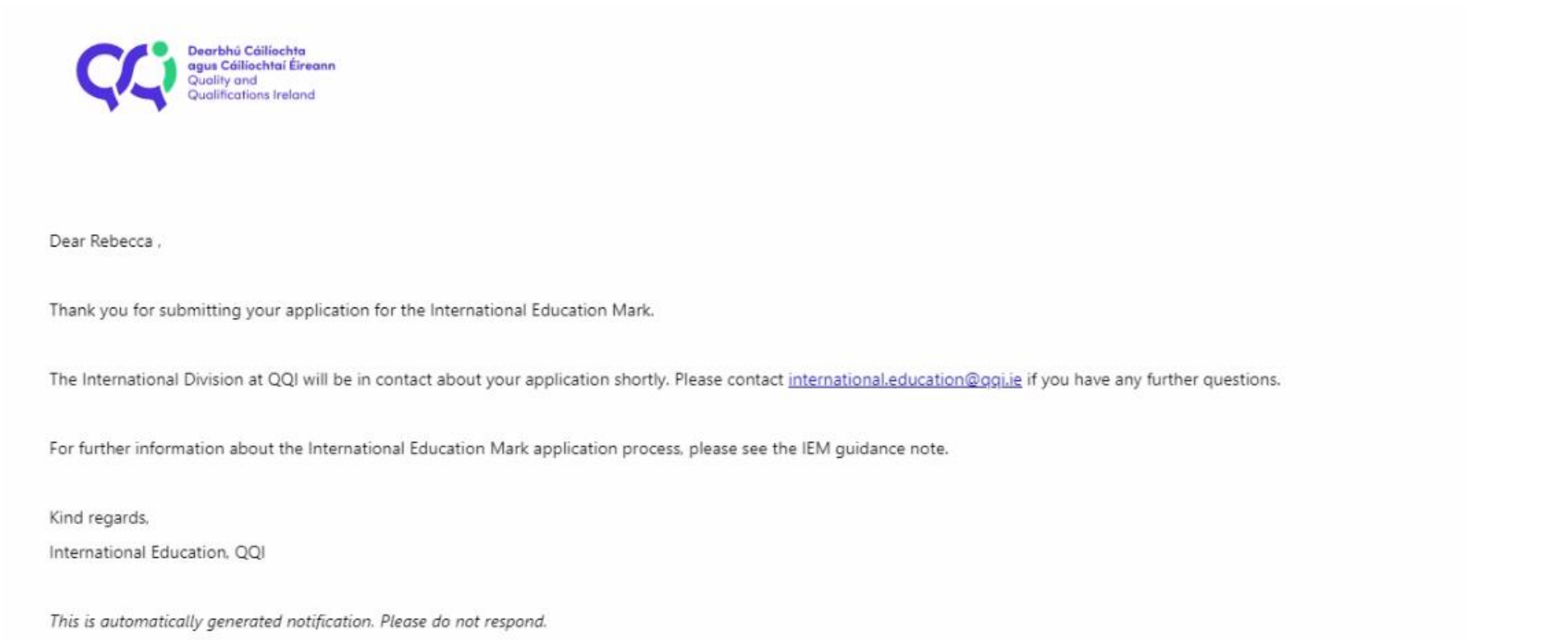
INVOICE

Provider Name	Provider Code	Process		
Test Provider	NA05386	IEM		
			Total, EUR	5,000.00

Payment by electronic funds transfer only to be made within 30 days quoting account code above

Section Nine: What happens once an application has been submitted?

Once an IEM application is submitted, providers will no longer be able to edit the document, and the application form will be read only. However, providers will be able to download any documents supplied. Providers will receive an email confirming that their application has been submitted.



Dear Rebecca ,

Thank you for submitting your application for the International Education Mark.

The International Division at QQI will be in contact about your application shortly. Please contact international.education@qqi.ie if you have any further questions.

For further information about the International Education Mark application process, please see the IEM guidance note.

Kind regards,

International Education, QQI

This is automatically generated notification. Please do not respond.

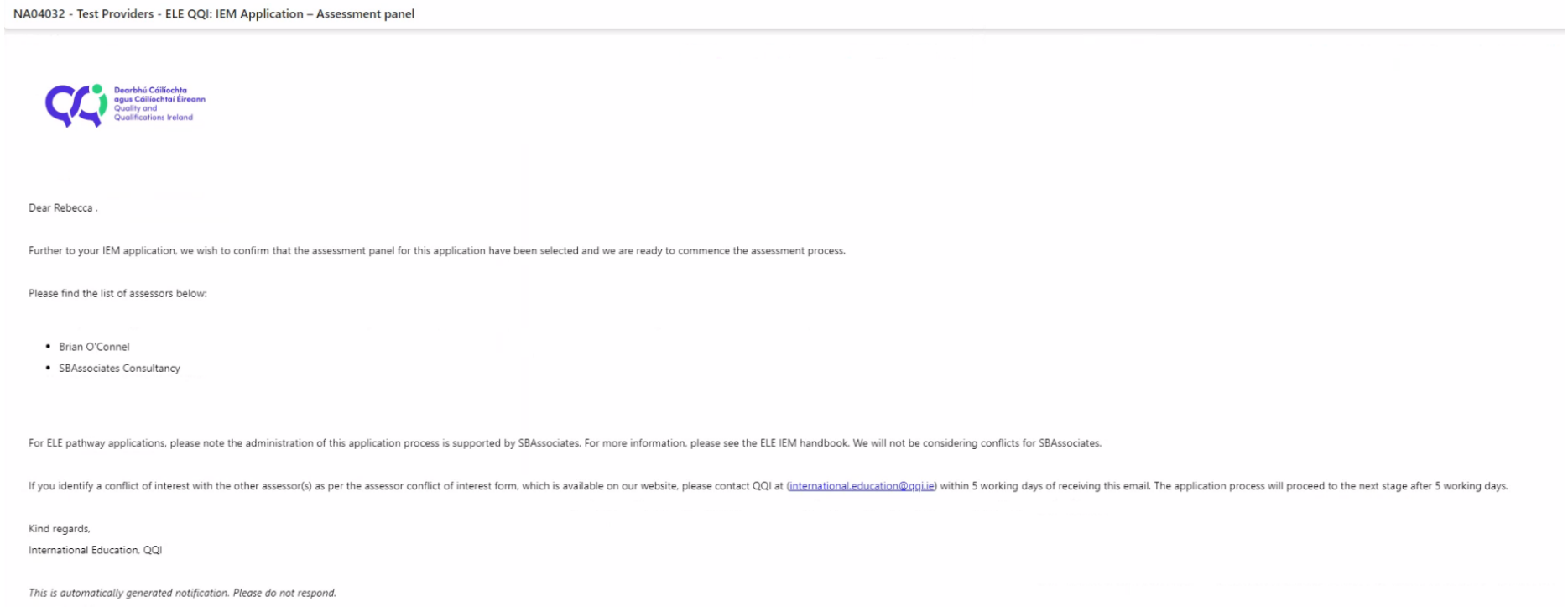
Please see Section 9.1 below if you are an English Language Education provider, or Section 9.2 if you are a Higher Education provider.

9.1 International Education Mark for English Language Education:

9.1.1 Screening Stage

When the application phase closes, the application will move to the screening stage.

Providers will be emailed with the name of the Lead Assessor for the application. Also listed will be an ELE Consultancy, who are supporting the administration process of the TrustED Ireland Scheme.



NA04032 - Test Providers - ELE QQI: IEM Application – Assessment panel

Dearbhú Cáilíochta agus Cáilíochtaí Éireann Quality and Qualifications Ireland

Dear Rebecca ,

Further to your IEM application, we wish to confirm that the assessment panel for this application have been selected and we are ready to commence the assessment process.

Please find the list of assessors below:

- Brian O'Connel
- SBAssociates Consultancy

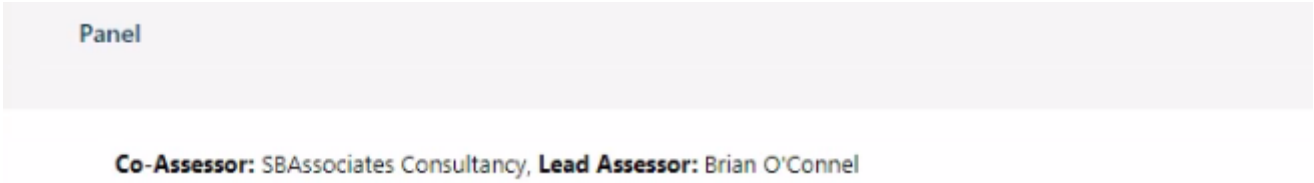
For ELE pathway applications, please note the administration of this application process is supported by SBAssociates. For more information, please see the ELE IEM handbook. We will not be considering conflicts for SBAssociates.

If you identify a conflict of interest with the other assessor(s) as per the assessor conflict of interest form, which is available on our website, please contact QQI at (international.education@qqi.ie) within 5 working days of receiving this email. The application process will proceed to the next stage after 5 working days.

Kind regards,
International Education, QQI

This is automatically generated notification. Please do not respond.

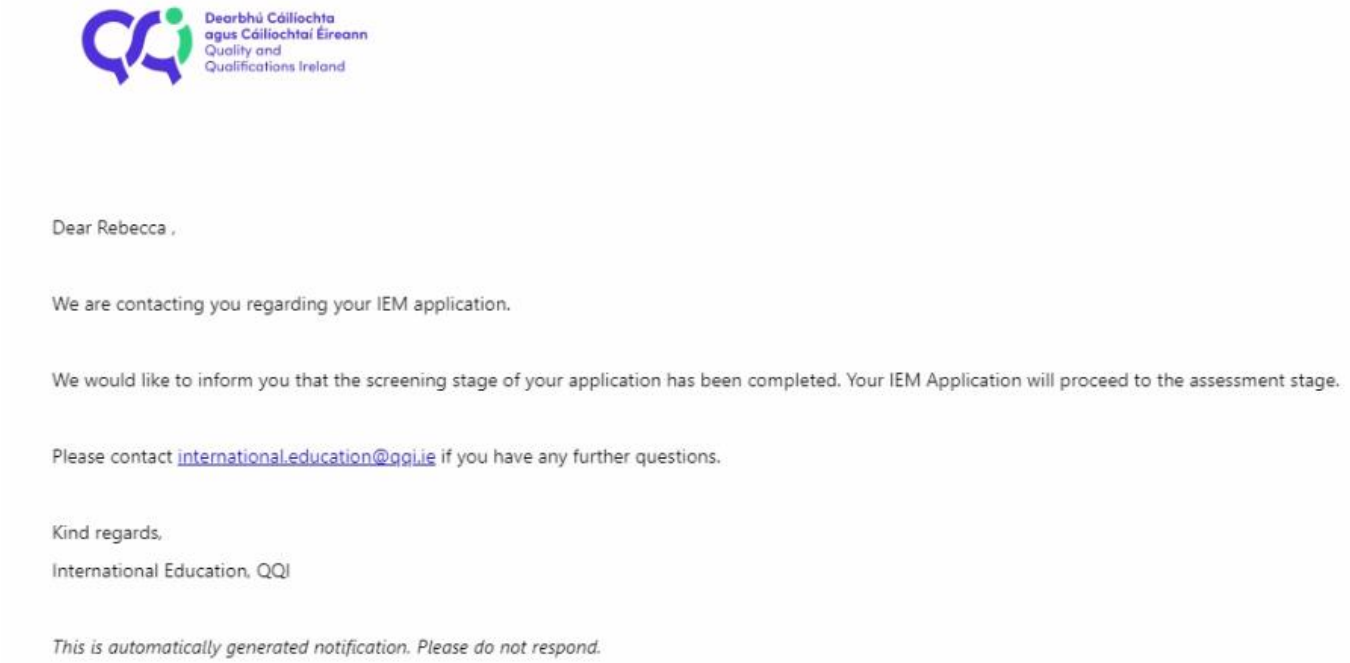
Providers will also see the Lead assessor and the ELE consultancy company listed on QHub.



Providers will have five working days to contact QQI if there is a conflict of interest with the lead assessor. After five working days, the assessment of a provider's application by the lead assessor will commence as they will be given access to the provider's application.

Once the lead assessor has assessed a provider's application, providers will receive an email from QQI stating one of two outcomes of the screening phase:

1. That the application has been screened and no gaps were identified.


Dearbhú Cáilíochta agus Cáiliochtaí Éireann Quality and Qualifications Ireland

Dear Rebecca ,

We are contacting you regarding your IEM application.

We would like to inform you that the screening stage of your application has been completed. Your IEM Application will proceed to the assessment stage.

Please contact international.education@qqi.ie if you have any further questions.

Kind regards,
International Education, QQI

This is automatically generated notification. Please do not respond.

or

2. That there are gaps in the application and these gaps must be addressed before the application proceeds.

Dear Rebecca,

We are contacting you in relation to your IEM application.

Your application was screened for completeness. The screening report is available in your QHUB account. To access QHUB please go to the QQI website and choose 'Log-in' in the top right-hand corner.

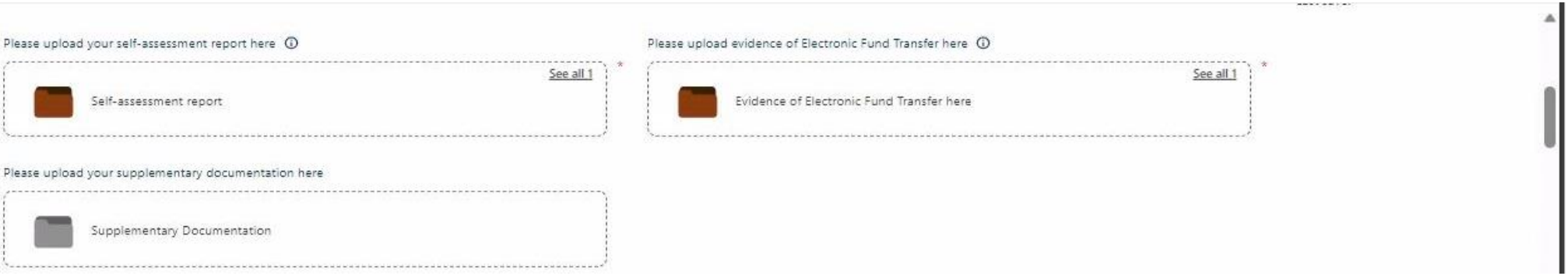
For details on how to proceed, please refer to the IEM handbook. Please contact international.education@qqi.ie if you have any further questions.

Kind regards,
International Education, QQI

This is automatically generated notification. Please do not respond.

If a provider receives the second notification, they must log into QHub and resubmit the information that has been requested. Details on how to log into QHub can be found in Section Two of this guide. The application will state 'Action required'.

Click edit in the bottom right-hand corner to upload your response to the screening report. Choose the 'Supplementary Documentation' folder that is located beside the IEM application Statement and EFT evidence sections.

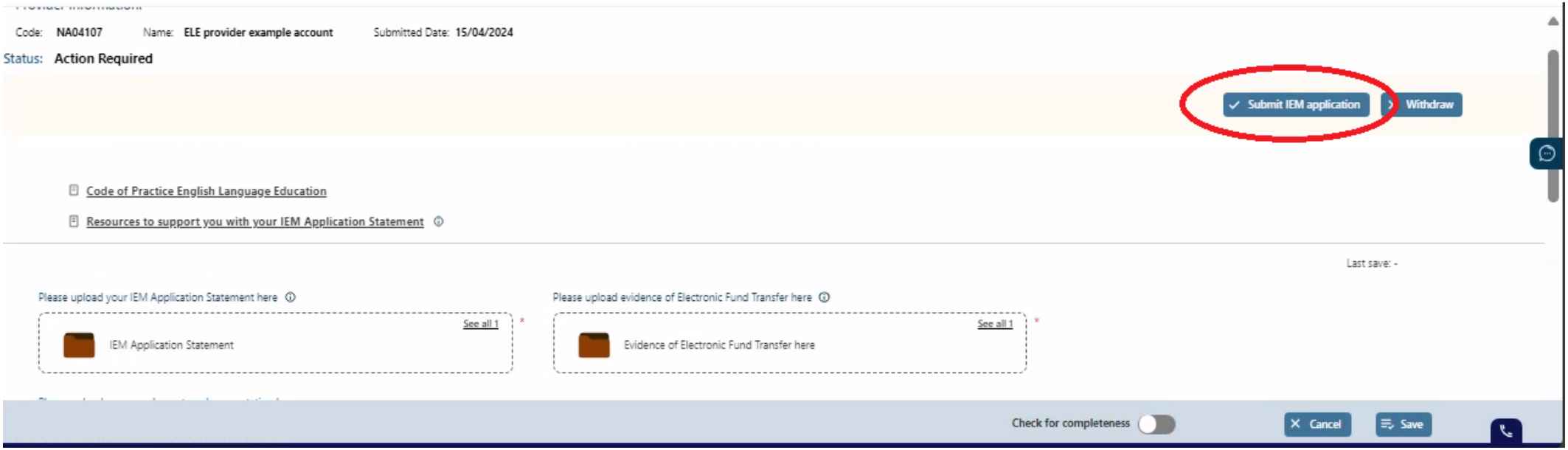


Click 'Save' in the bottom right-hand corner of the pop out once the supplementary documentation is uploaded. This will save it on the system.

Please ensure that the correct document is attached. If a provider uploads the wrong document in error, they can delete the uploaded document by clicking the X beside the uploaded document.

Please contact international.education@qqi.ie if you have any questions about what you need to resubmit.

Click 'Submit IEM application' in the top right-hand corner to resubmit application.

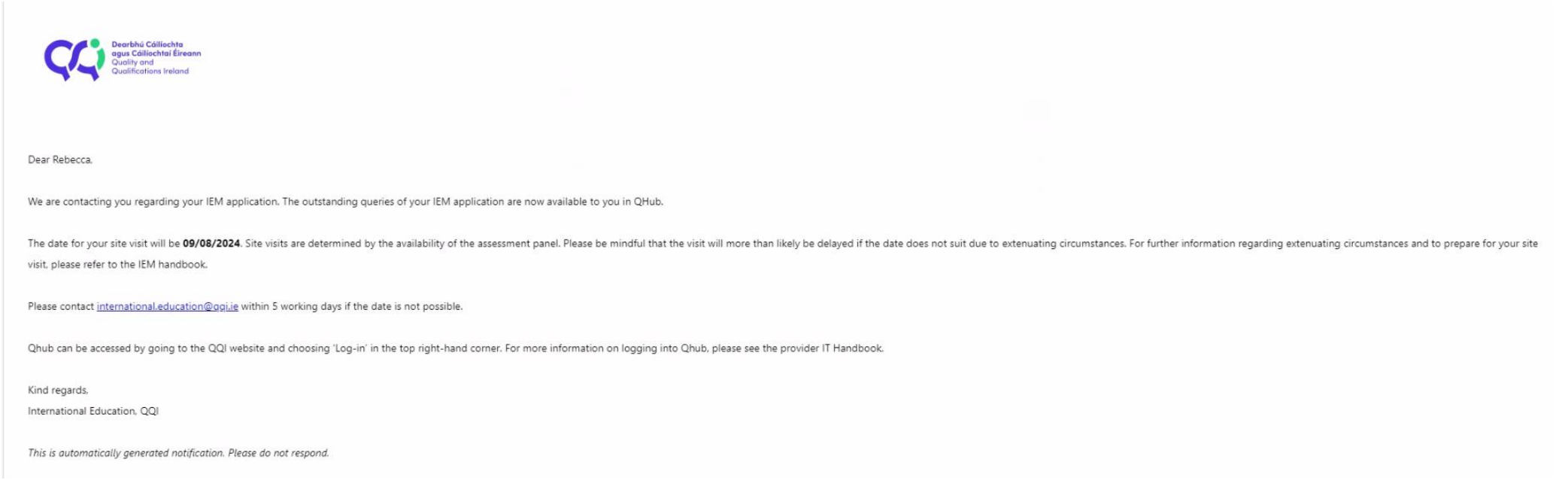


Once a provider resubmits their application, their application will move to the desk-based review stage, and they will no longer be able to edit their application.

9.1.2 Desk-based Review Stage

The application will then move to the assessment stage.

Once the lead assessor has assessed a provider's application, providers will receive an email to their QQI email address letting them know if the lead assessor has any outstanding queries, along with the site visit date.



Dearbhú Cáilíochta agus Cáilíochtaí Éireann Quality and Qualifications Ireland

Dear Rebecca,

We are contacting you regarding your IEM application. The outstanding queries of your IEM application are now available to you in QHub.

The date for your site visit will be **09/08/2024**. Site visits are determined by the availability of the assessment panel. Please be mindful that the visit will more than likely be delayed if the date does not suit due to extenuating circumstances. For further information regarding extenuating circumstances and to prepare for your site visit, please refer to the IEM handbook.

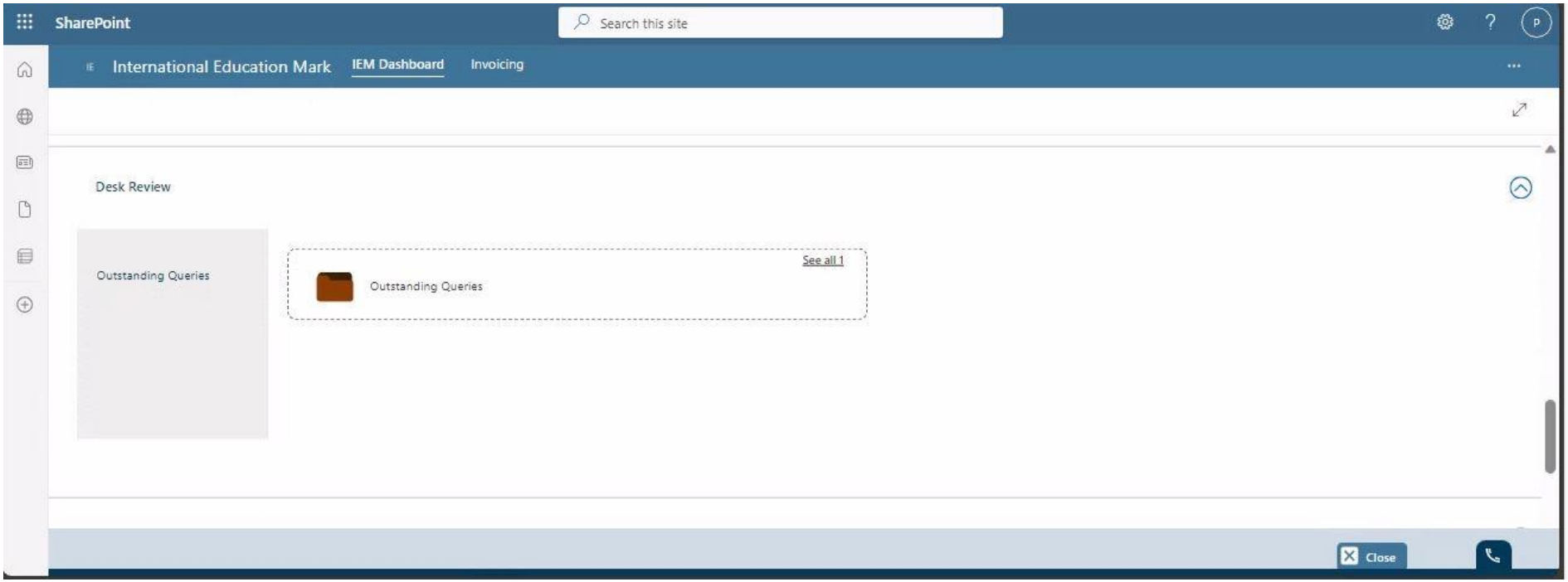
Please contact international.education@qqi.ie within 5 working days if the date is not possible.

Qhub can be accessed by going to the QQI website and choosing 'Log-in' in the top right-hand corner. For more information on logging into Qhub, please see the provider IT Handbook.

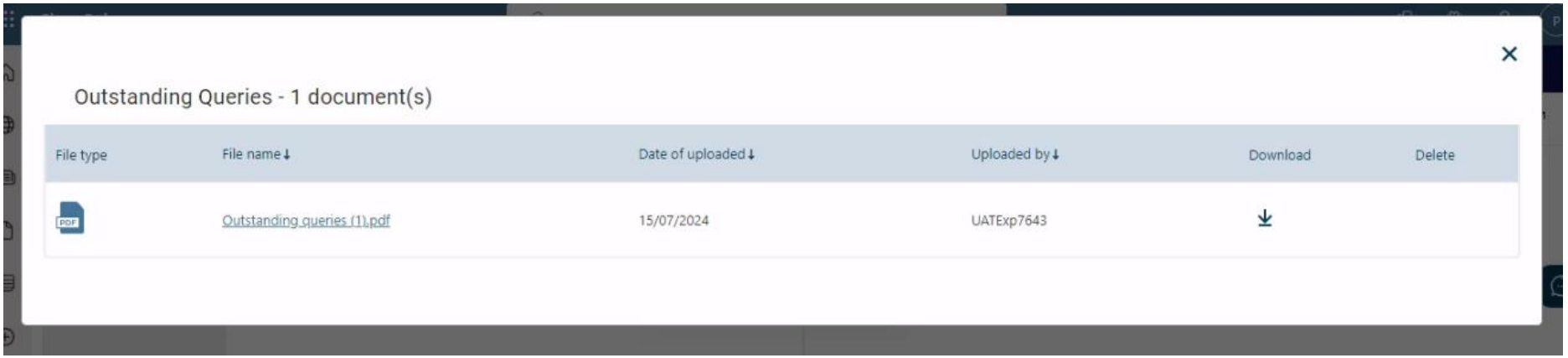
Kind regards,
International Education, QQI

This is automatically generated notification. Please do not respond.

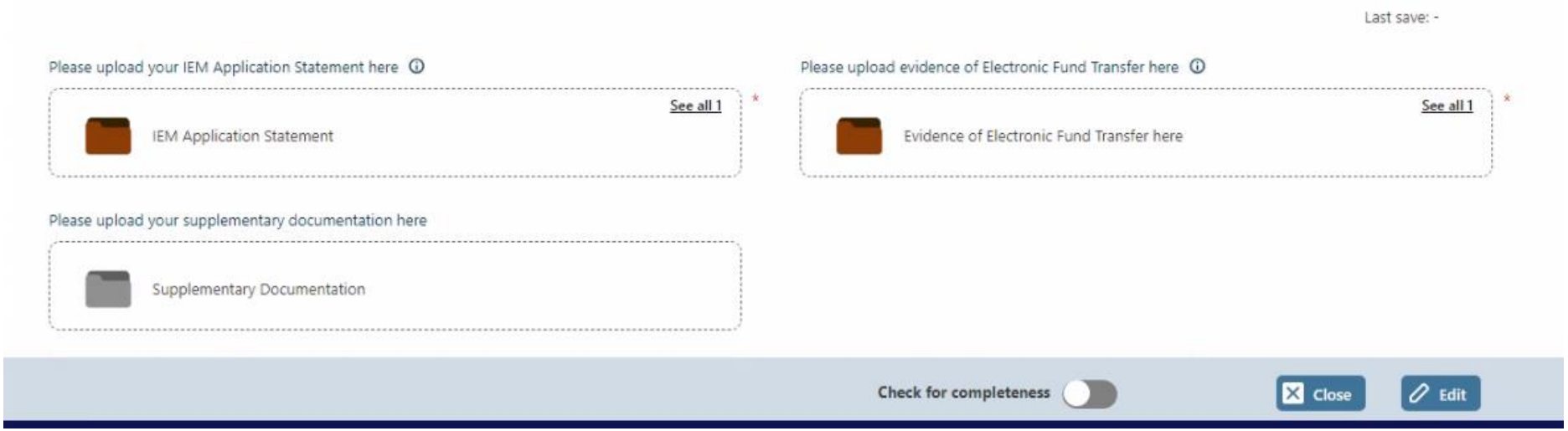
When a provider logs into QHub, they will see the notification ‘Action Required’ and can view the outstanding queries uploaded by the lead assessor in the ‘Outstanding Queries’ section on their application.



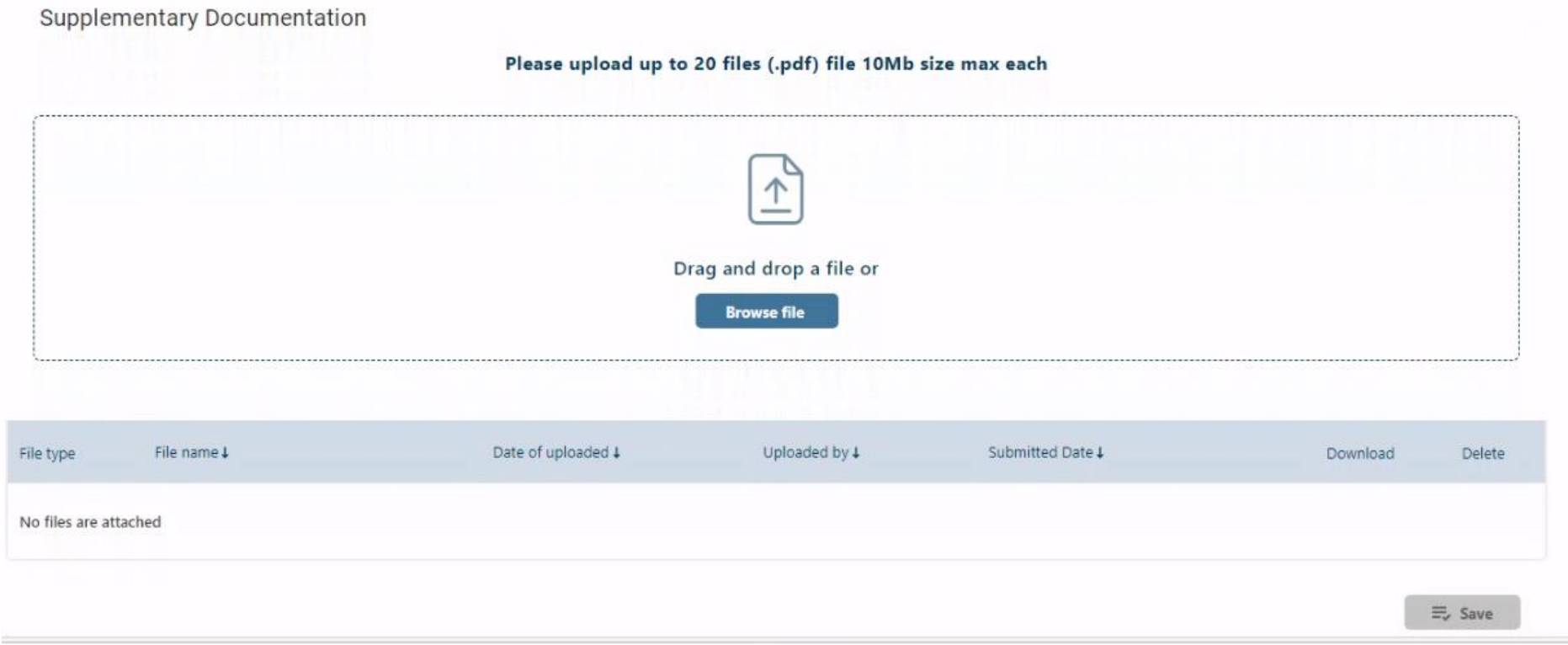
Click on Outstanding Queries, where a provider can open the outstanding queries from the lead assessor by clicking on the name of it or it can be downloaded by clicking on the download icon.



Responses to the outstanding queries can be uploaded to the 'Supplementary documentation' section which is located below the IEM Application Statement section.



Providers can upload multiple documents here in response to the outstanding queries.

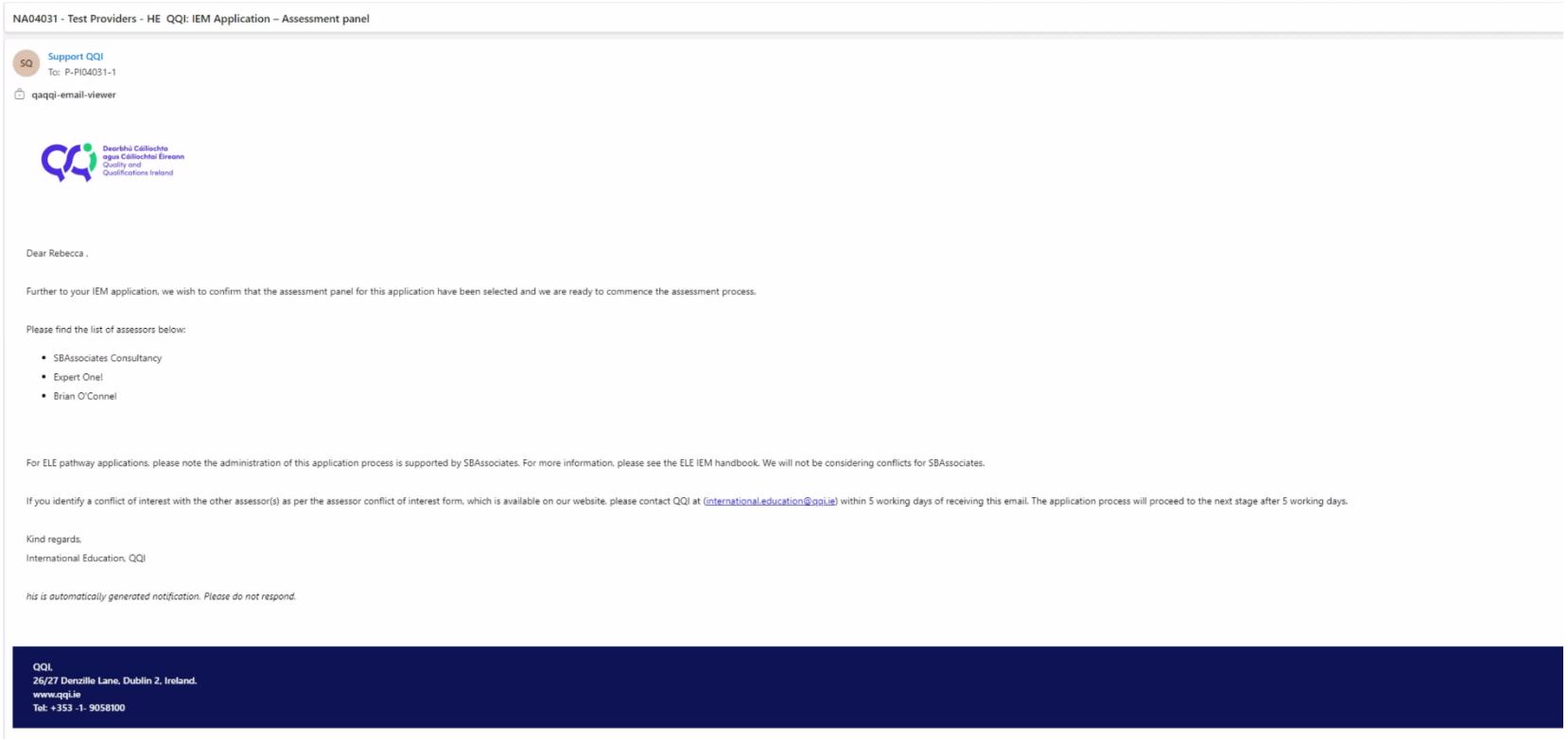


Click 'Save' in the bottom right-hand corner of the pop out to save the documents on the system.

Providers have 15 working days to upload a response. After the 15 working days, providers will no longer be able to submit any further documents.

9.1.3 Site Visit Review Stage

Providers will be sent an email with the name of the co-assessor who will attend the site visit with the lead assessor.



NA04031 - Test Providers - HE QQI: IEM Application – Assessment panel

SQ Support QQI
To: P-PI04031-1

qaqqi-email-viewer

Dearbhú Cáilíochta agus Cáilíochtaí Éireann Quality and Qualifications Ireland

Dear Rebecca ,

Further to your IEM application, we wish to confirm that the assessment panel for this application have been selected and we are ready to commence the assessment process.

Please find the list of assessors below:

- SBAssociates Consultancy
- Expert One!
- Brian O'Connel

For ELE pathway applications, please note the administration of this application process is supported by SBAssociates. For more information, please see the ELE IEM handbook. We will not be considering conflicts for SBAssociates.

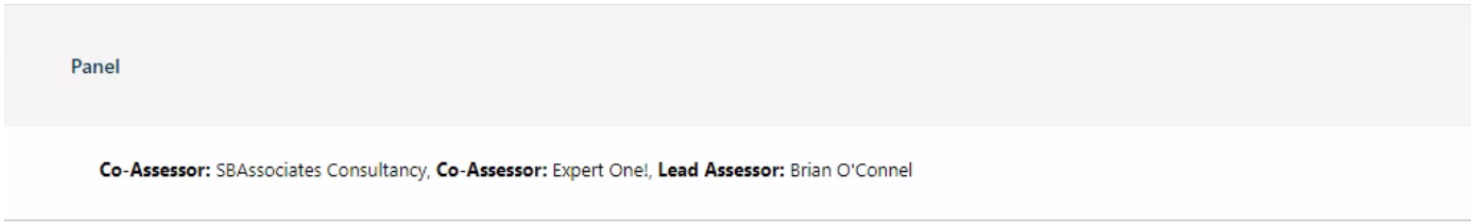
If you identify a conflict of interest with the other assessor(s) as per the assessor conflict of interest form, which is available on our website, please contact QQI at (international.education@qqi.ie) within 5 working days of receiving this email. The application process will proceed to the next stage after 5 working days.

Kind regards,
International Education, QQI

his is automatically generated notification. Please do not respond.

QQI,
26/27 Denzille Lane, Dublin 2, Ireland.
www.qqi.ie
Tel: +353 -1- 9058100

Providers will also see the assessors listed on QHub.

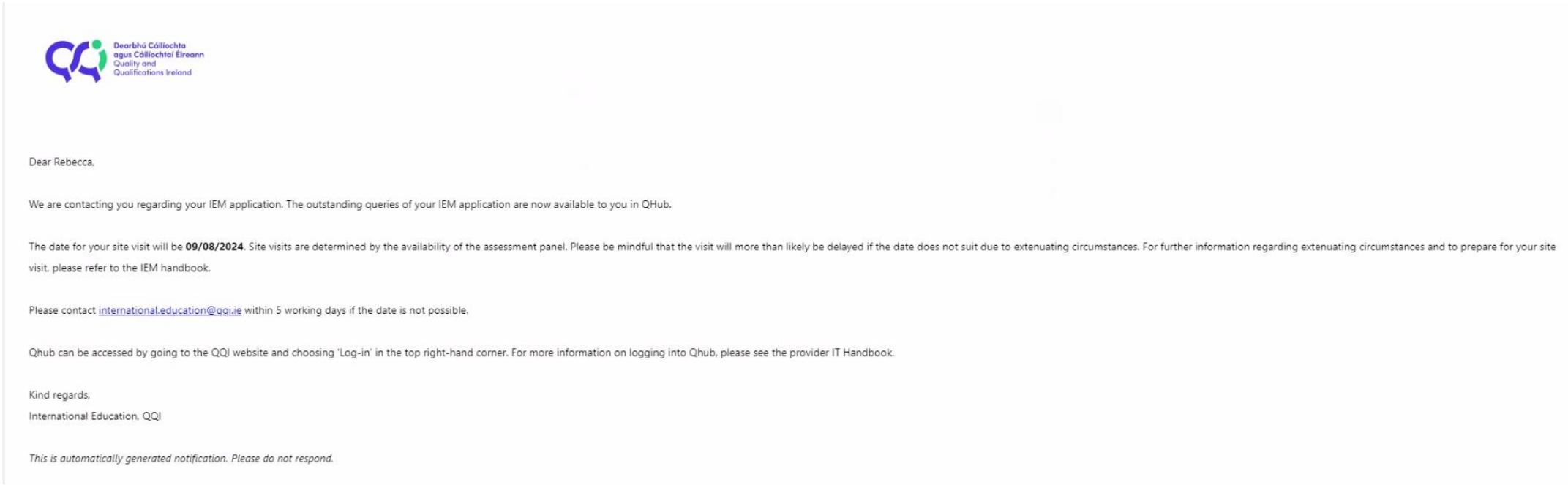


Panel

Co-Assessor: SBAssociates Consultancy, **Co-Assessor:** Expert One!, **Lead Assessor:** Brian O'Connel

Providers will have five working days to contact QQI if there is a conflict of interest with the co-assessor. After five working days, the co-assessor will be given access to the provider's application.

Providers will then be sent an email with the details of the site visit.



Dearbhú Cáilíochta agus Cáilíochtaí Éireann Quality and Qualifications Ireland

Dear Rebecca,

We are contacting you regarding your IEM application. The outstanding queries of your IEM application are now available to you in QHub.

The date for your site visit will be **09/08/2024**. Site visits are determined by the availability of the assessment panel. Please be mindful that the visit will more than likely be delayed if the date does not suit due to extenuating circumstances. For further information regarding extenuating circumstances and to prepare for your site visit, please refer to the IEM handbook.

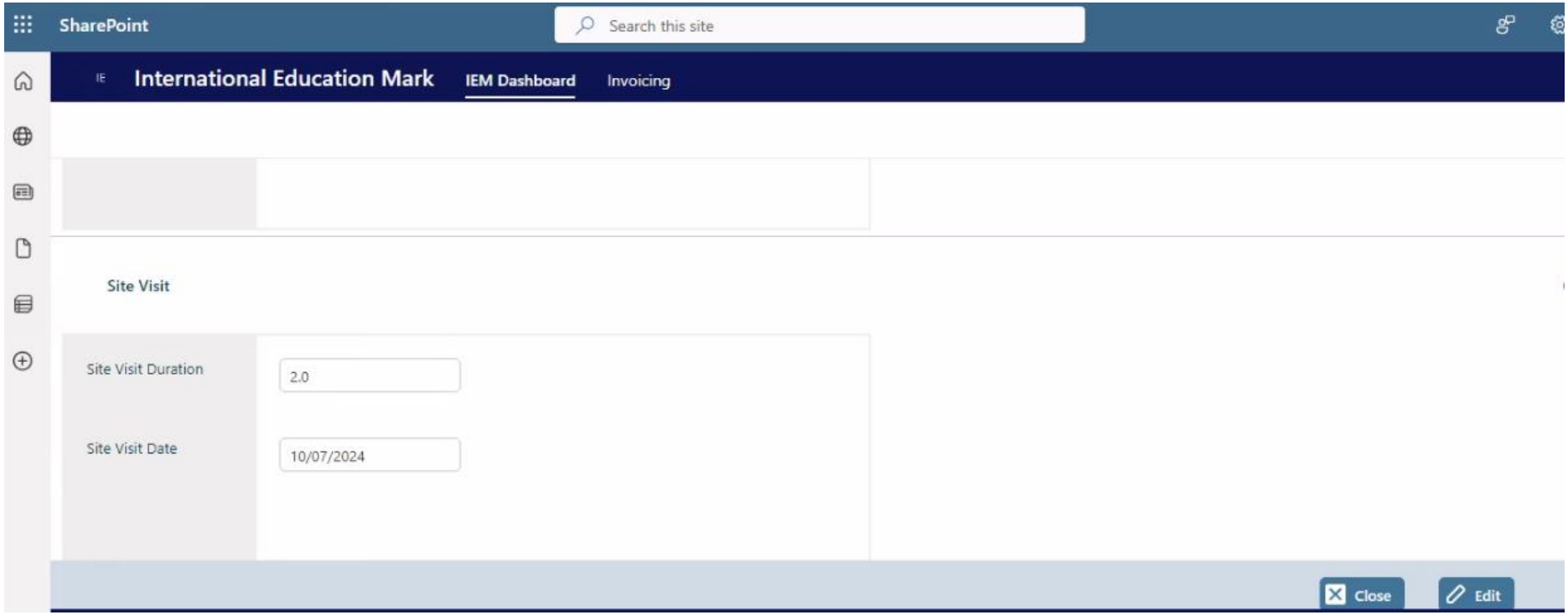
Please contact international.education@qqi.ie within 5 working days if the date is not possible.

Qhub can be accessed by going to the QQI website and choosing 'Log-in' in the top right-hand corner. For more information on logging into Qhub, please see the provider IT Handbook.

Kind regards,
International Education, QQI

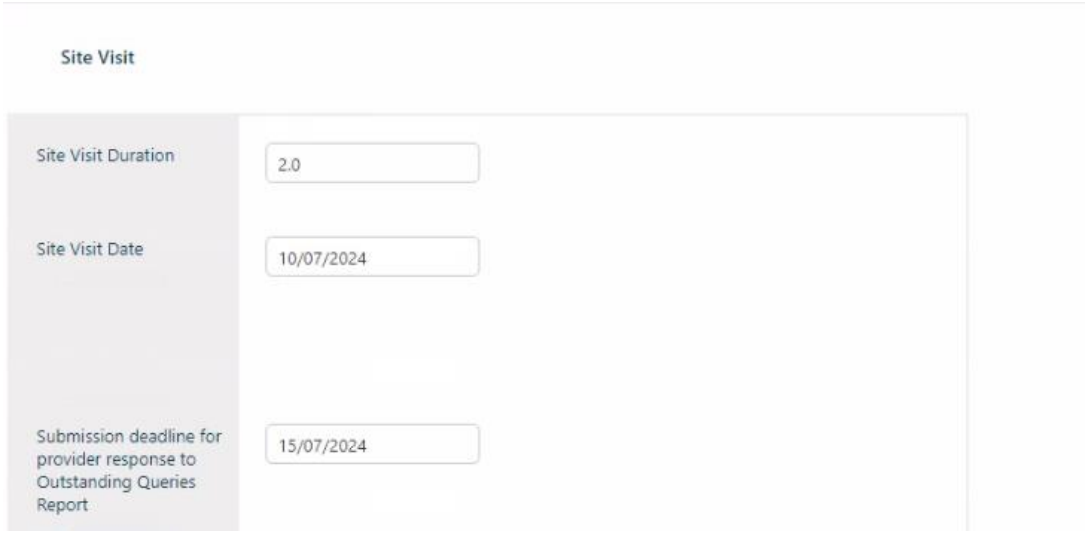
This is automatically generated notification. Please do not respond.

When a provider logs into QHub, they will see the Site Visit section, which will state the site visit date and how many days the site visit will be under 'Site Visit Duration'. Providers will not be able to edit this section on QHub. Providers are expected to email international.education@qqi.ie with any questions or queries in relation to their site visit.



After the site visit takes place, a provider may be asked to upload additional information as a result of the site visit. If this occurs, providers will be able to upload this documentation into the supplementary documentation folder, located under the IEM Application statement and EFT folders.

There will be a submission deadline for this additional information, and that deadline will be available under the site visit section on QHub.

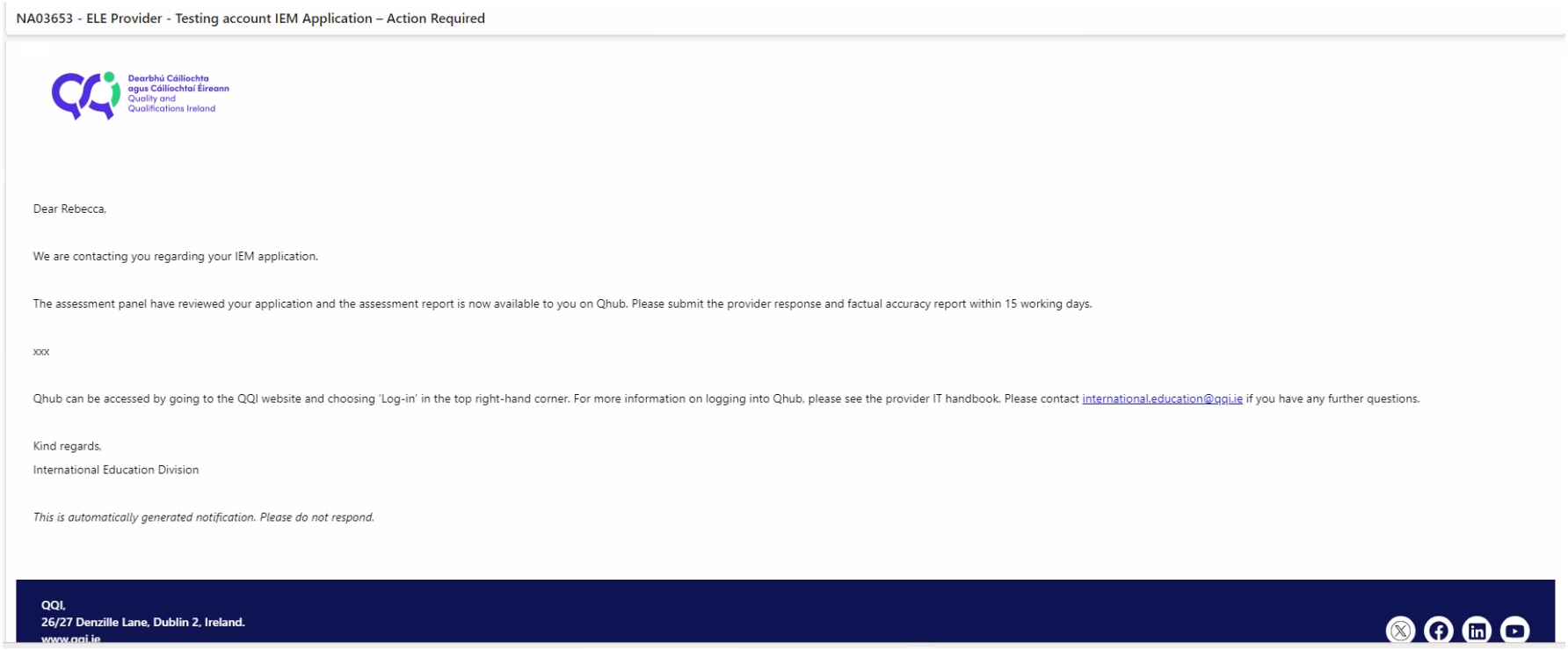


Once the site visit takes place, and the provider has submitted their response to the outstanding queries, the response will be assessed by the assessment panel, and the assessors will prepare the assessment report.

9.2.4 Decision Stage

Following on from the desk review and site visit, the assessment report will be prepared by the assessment panel and uploaded to QHub. The assessment report will also include a summary of the due diligence report.

Providers will receive an email to their QQI account telling them that the assessment report is now available on QHub.



NA03653 - ELE Provider - Testing account IEM Application – Action Required

Dearbhú Cáilíochta agus Cáilíochtaí Éireann Quality and Qualifications Ireland

Dear Rebecca,

We are contacting you regarding your IEM application.

The assessment panel have reviewed your application and the assessment report is now available to you on Qhub. Please submit the provider response and factual accuracy report within 15 working days.

xxx

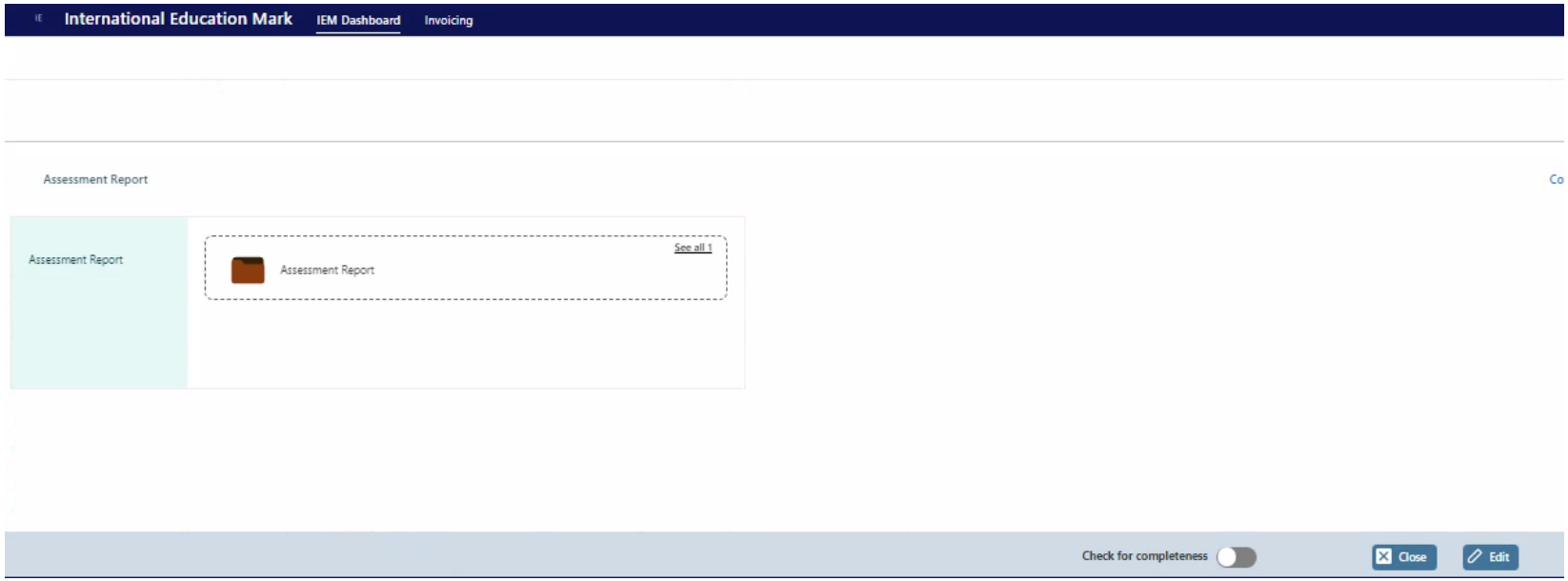
Qhub can be accessed by going to the QQI website and choosing 'Log-in' in the top right-hand corner. For more information on logging into Qhub, please see the provider IT handbook. Please contact international.education@qqi.ie if you have any further questions.

Kind regards,
International Education Division

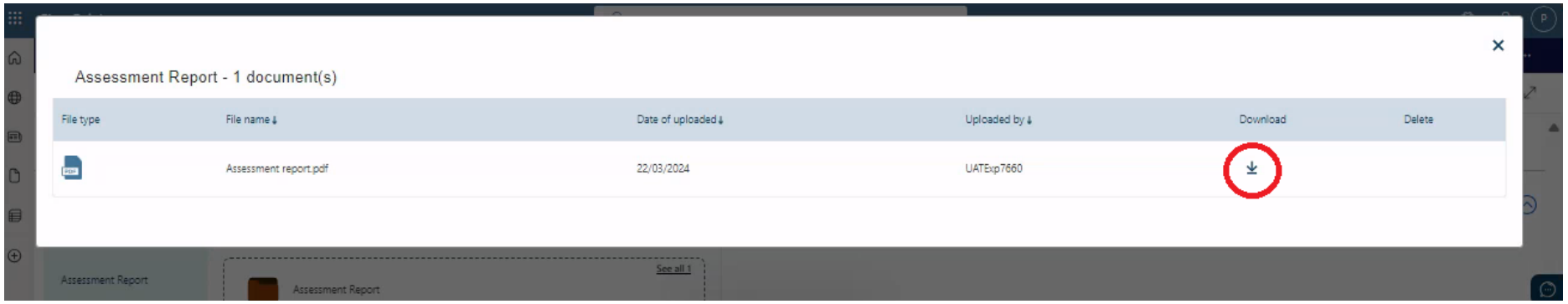
This is automatically generated notification. Please do not respond.

QQI,
26/27 Denzille Lane, Dublin 2, Ireland.
www.qqi.ie

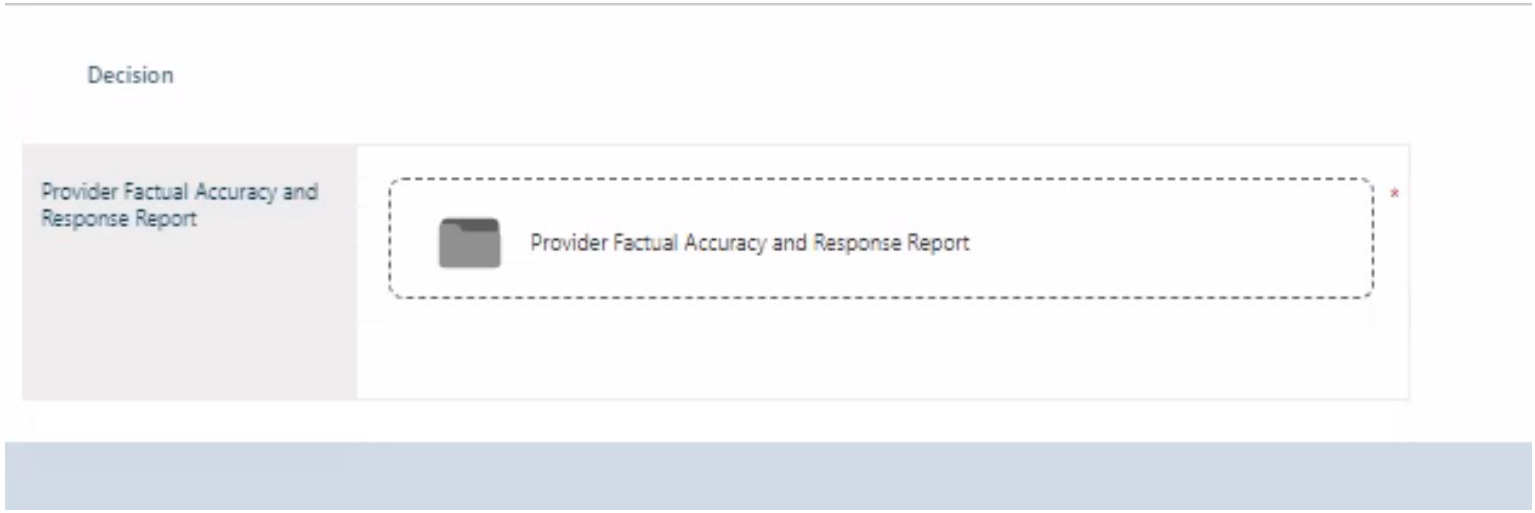
Providers can view the assessment report in the 'Assessment Report' section on QHub.



Click on the Assessment report and choose the download symbol on the right side of the screen to download the assessment report.

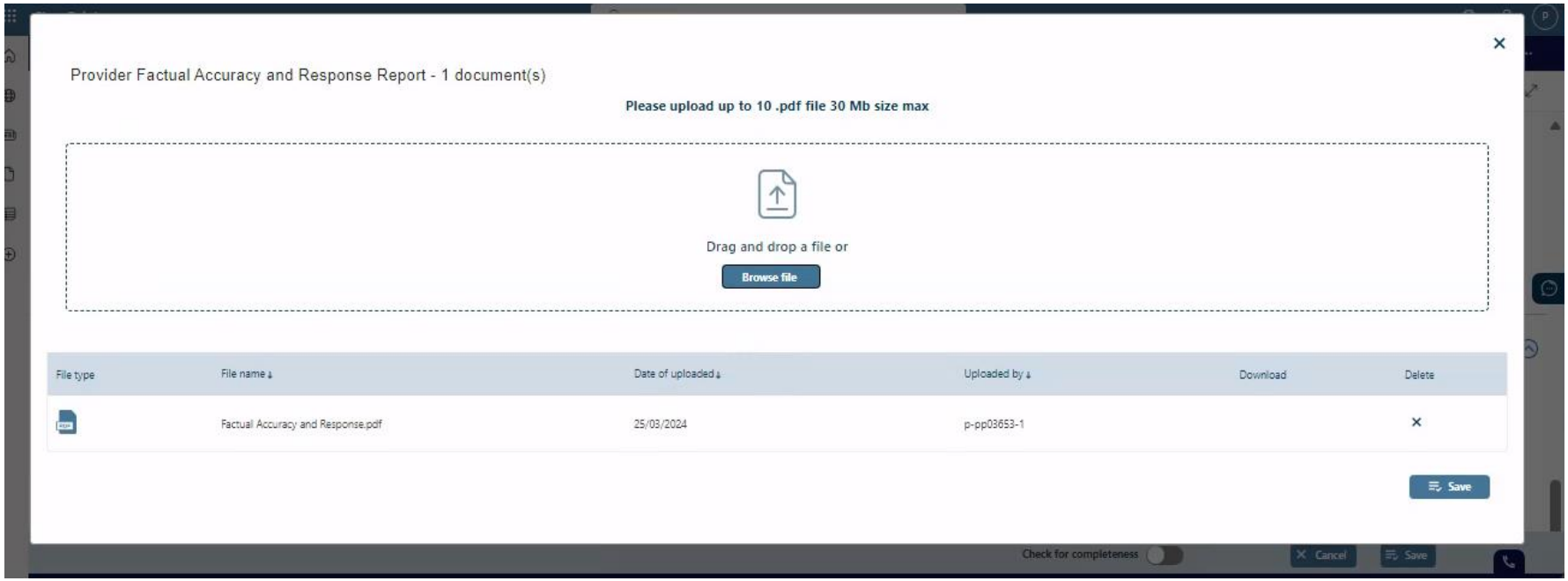


Providers can then upload their provider response and factual accuracy report by going to the 'Provider Factual Accuracy and Response' section on QHub.



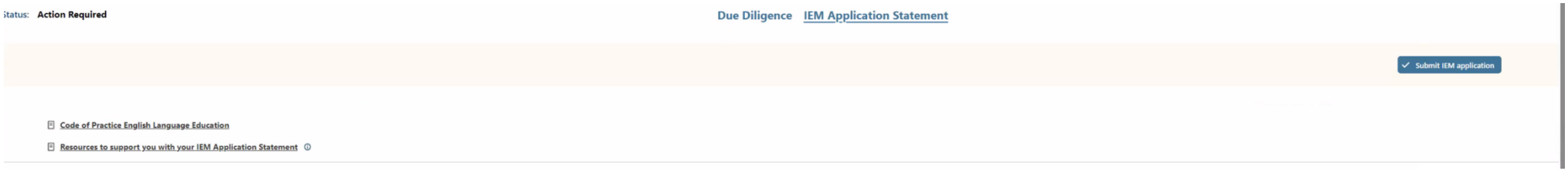
Choose 'Edit' in the bottom left-hand corner to upload your provider response and factual accuracy.

Click the factual accuracy and response section and then choose 'Browse file' to upload the factual accuracy and response.



Please click ‘Save’ in the pop out to save the provider response and accuracy on the system.

Please click ‘Submit IEM application’ in the top right-hand corner to send the factual accuracy and response to QQI.



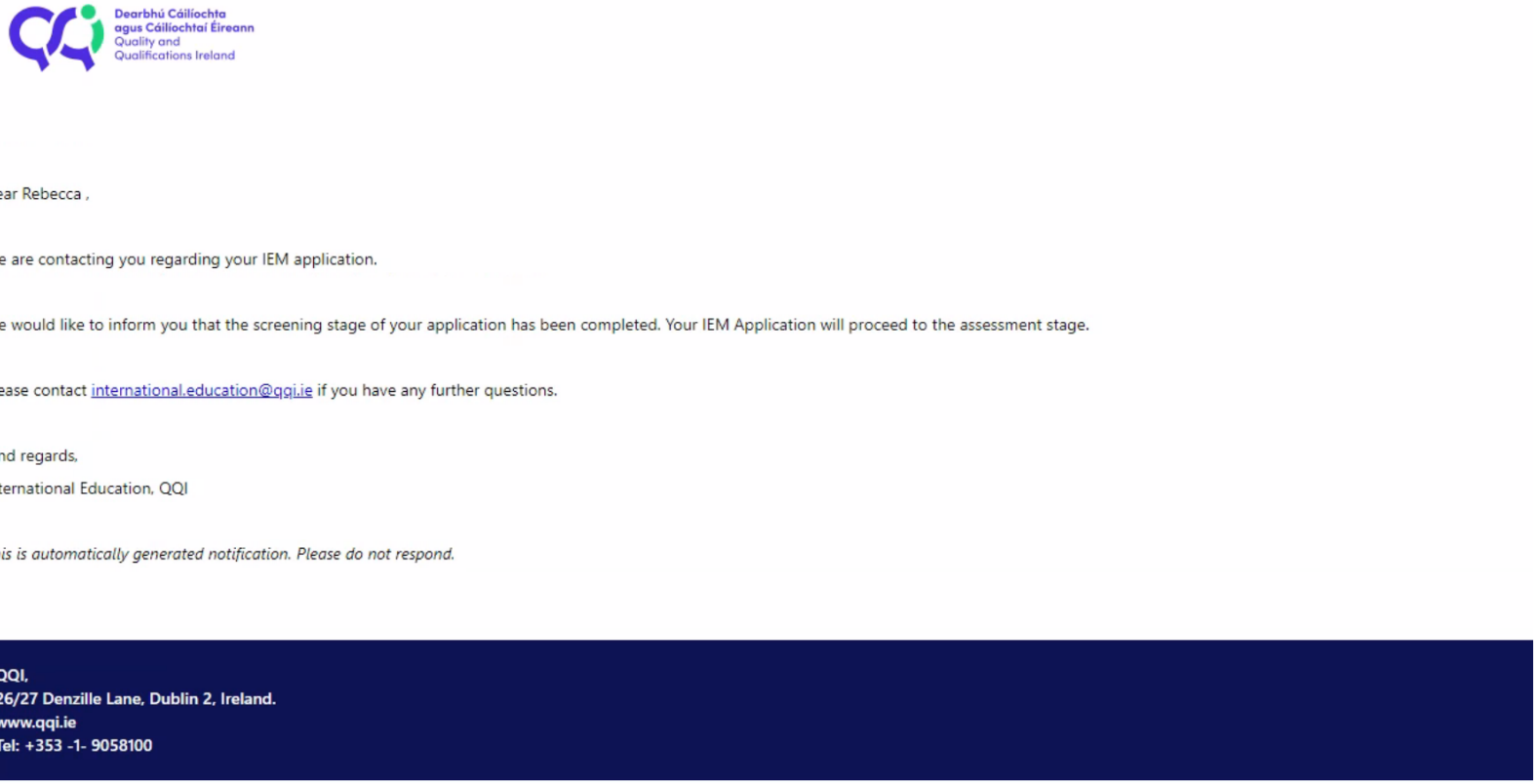
9.2 International Education Mark for Higher Education:

9.2.1 Screening Stage

When the application phase closes, the application will move to the screening stage.

Providers will receive an email from QQI stating one of two outcomes:

1. that the application has been screened and no gaps were identified.



Dearbhú Cáilíochta agus Cáiliochtaí Éireann Quality and Qualifications Ireland

Dear Rebecca ,

We are contacting you regarding your IEM application.

We would like to inform you that the screening stage of your application has been completed. Your IEM Application will proceed to the assessment stage.

Please contact international.education@qqi.ie if you have any further questions.

Kind regards,
International Education, QQI

This is automatically generated notification. Please do not respond.

QQI,
26/27 Denzille Lane, Dublin 2, Ireland.
www.qqi.ie
Tel: +353 -1- 9058100

or

2. that there are outstanding queries with the application and these outstanding queries must be addressed.

Dear Rebecca,

We are contacting you in relation to your IEM application.

Your application was screened for completeness. The screening report is available in your QHUB account. To access QHUB please go to the QQI website and choose 'Log-in' in the top right-hand corner.

For details on how to proceed, please refer to the IEM handbook. Please contact international.education@qqi.ie if you have any further questions.

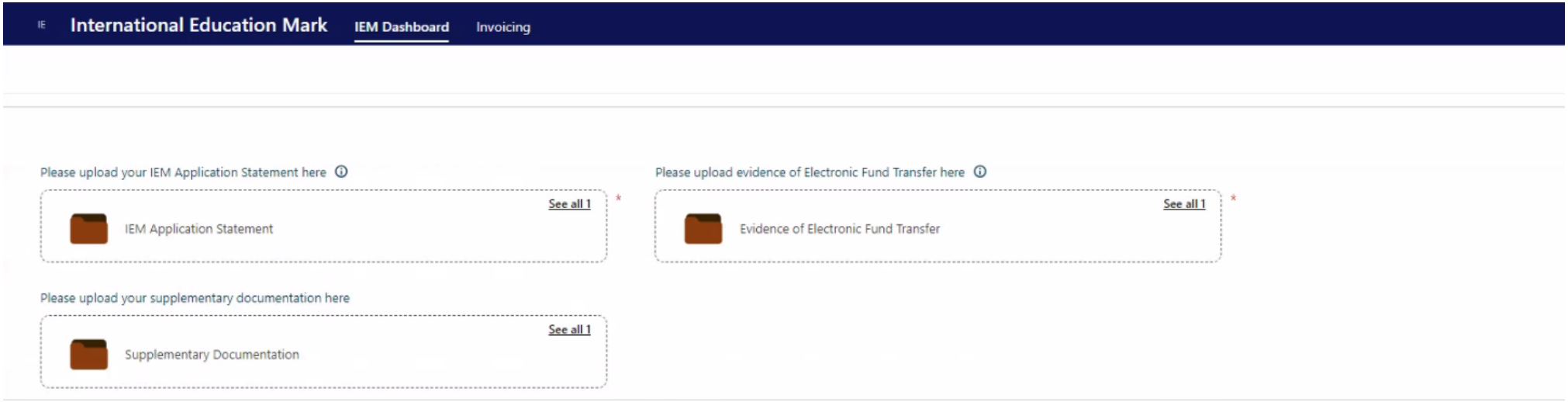
Kind regards,
International Education, QQI

This is automatically generated notification. Please do not respond.

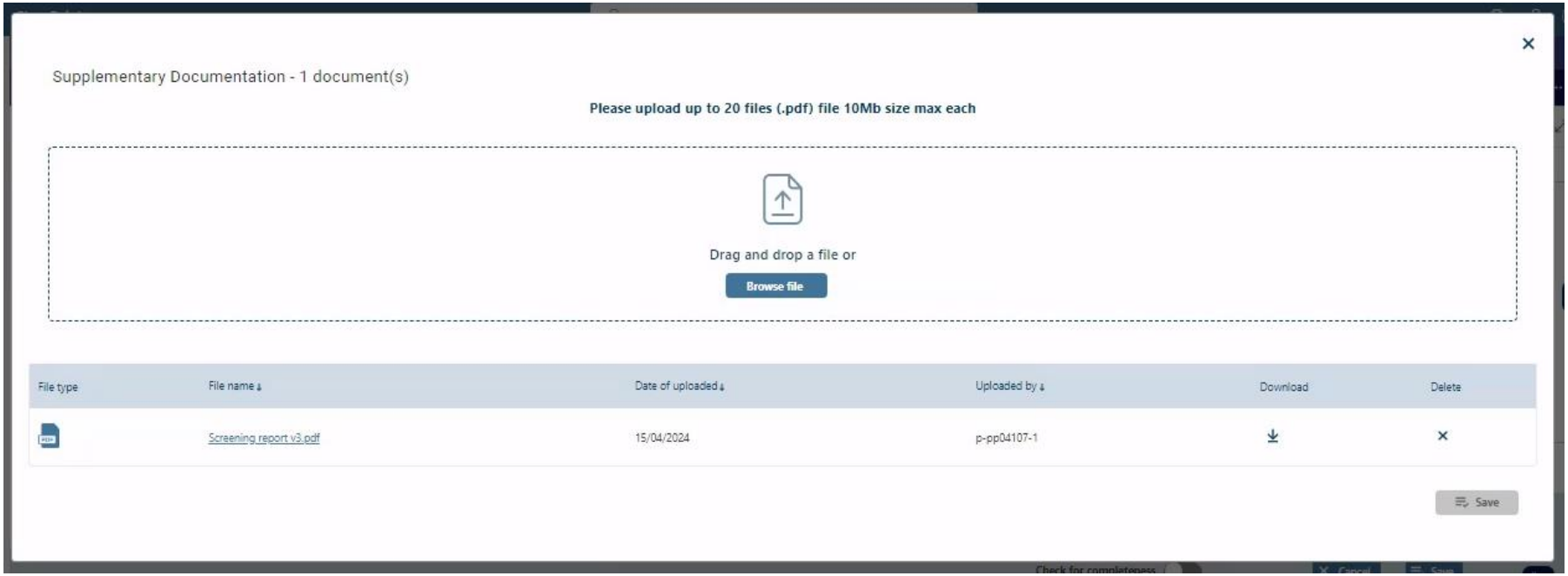
If a provider receives the second notification, they must log into QHub and resubmit the information that has been requested. Details on how to log into QHub can be found in Section Two of this guide.

Click edit in the bottom right-hand corner to upload your response to the screening report.

Choose the ‘Supplementary Documentation’ folder that is located beside the IEM application Statement and EFT evidence sections.



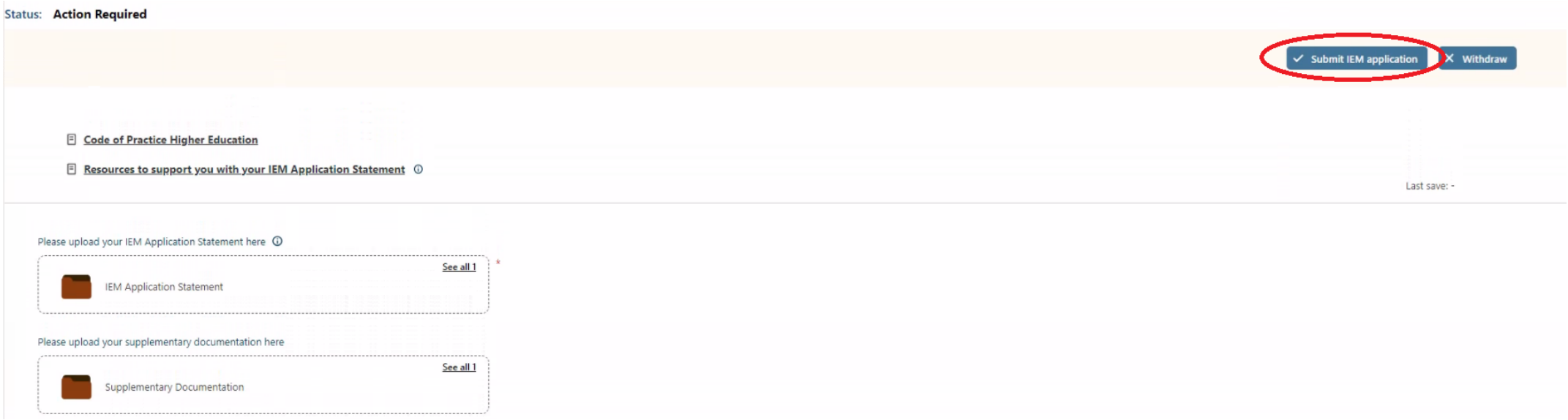
Click ‘Edit’ in the bottom right-hand corner of the application to upload supplementary documentation. Click ‘Save’ in the bottom right-hand corner of the pop out once the supplementary documentation is uploaded. This will save it on the system.



Please ensure that the correct document is attached. If a provider uploads the wrong document in error, they can delete the uploaded document by clicking the X beside the uploaded document.

A provider should contact international.education@qqi.ie if they have any questions about what needs to be submitted.

Providers can then click ‘Submit IEM application’ to resubmit their application.

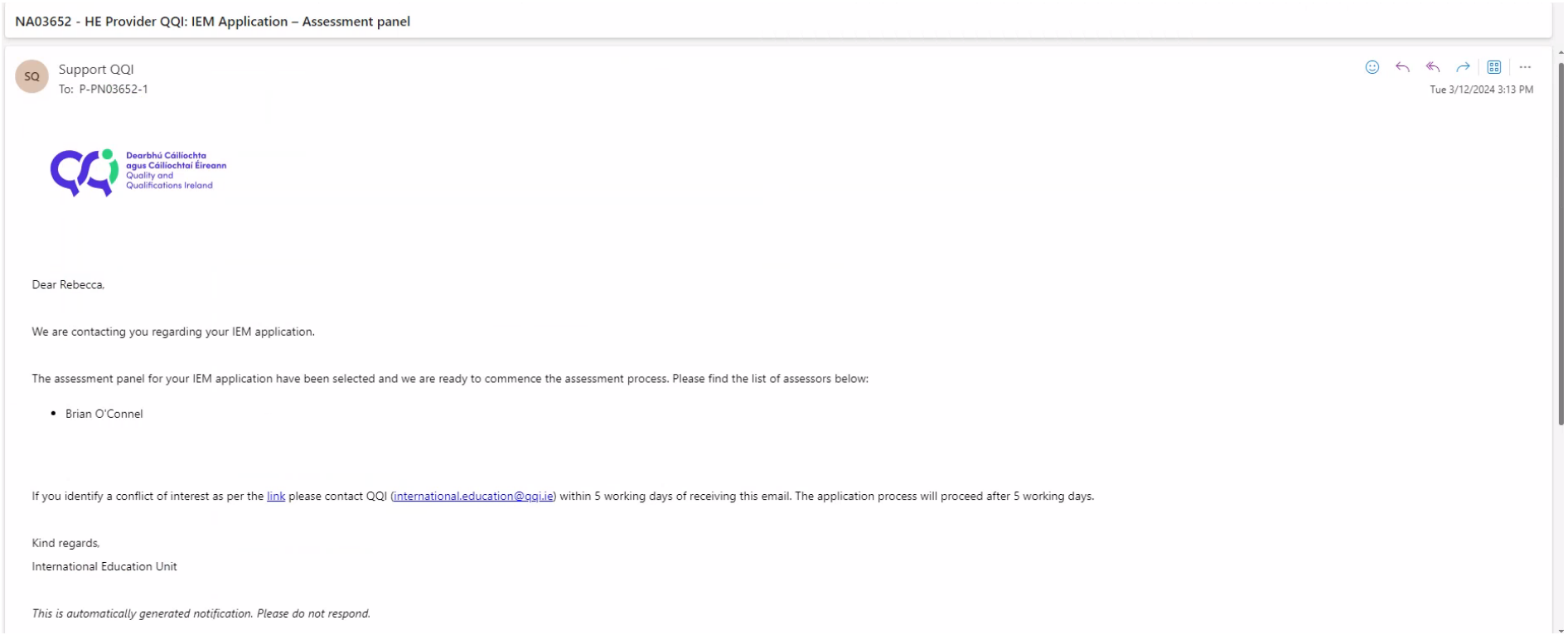


Once a provider resubmits their application, their application will move to the assessment stage, and they will no longer be able to edit their application.

9.2.2 Desk Based Review Stage

The application will then move to the assessment stage.

An email will be sent to the provider's QQI email with the names of the assessors for their application.



NA03652 - HE Provider QQI: IEM Application – Assessment panel

SQ Support QQI
To: P-PN03652-1

Tue 3/12/2024 3:13 PM

Dearbhú Cáilíochta agus Cáiliochtaí Éireann Quality and Qualifications Ireland

Dear Rebecca,

We are contacting you regarding your IEM application.

The assessment panel for your IEM application have been selected and we are ready to commence the assessment process. Please find the list of assessors below:

- Brian O'Connel

If you identify a conflict of interest as per the link please contact QQI (international.education@qqi.ie) within 5 working days of receiving this email. The application process will proceed after 5 working days.

Kind regards,
International Education Unit

This is automatically generated notification. Please do not respond.

These assessors will also be listed on QHub.

Panel

Lead Assessor: Expert One,
Co-Assessor: Brian O'Connel,

Providers will have five working days to contact QQI if there is a conflict of interest with the assessors. After five working days, the assessors will be given access to the provider's application.

Once the assessment panel has assessed a provider's application, providers will receive an email to their QQI email address letting them know if the assessment panel has any outstanding queries.

Dearbhú Cáilíochta agus Cáilíochtaí Éireann Quality and Qualifications Ireland

Dear Rebecca,

We are contacting you regarding your IEM application.

The assessment panel have reviewed your application and they have outstanding queries. The report is available on Qhub.

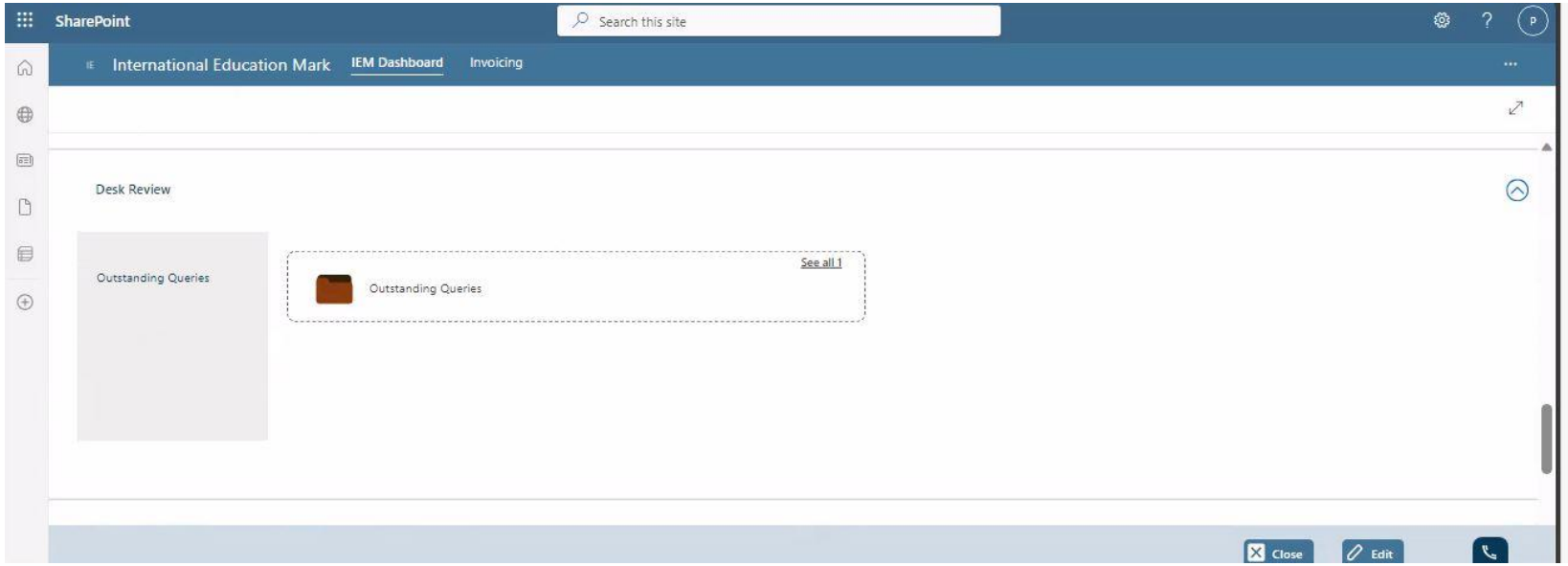
Please respond to the queries within 15 working days. For further information, please refer to the IEM handbook.

Qhub can be accessed by going to the QQI website and choosing 'Log-in' in the top right-hand corner. For more information on logging into Qhub, please see the provider IT Handbook. Please contact international.education@qqi.ie if you have any further questions.

Kind regards,
International Education, QQI

This is automatically generated notification. Please do not respond.

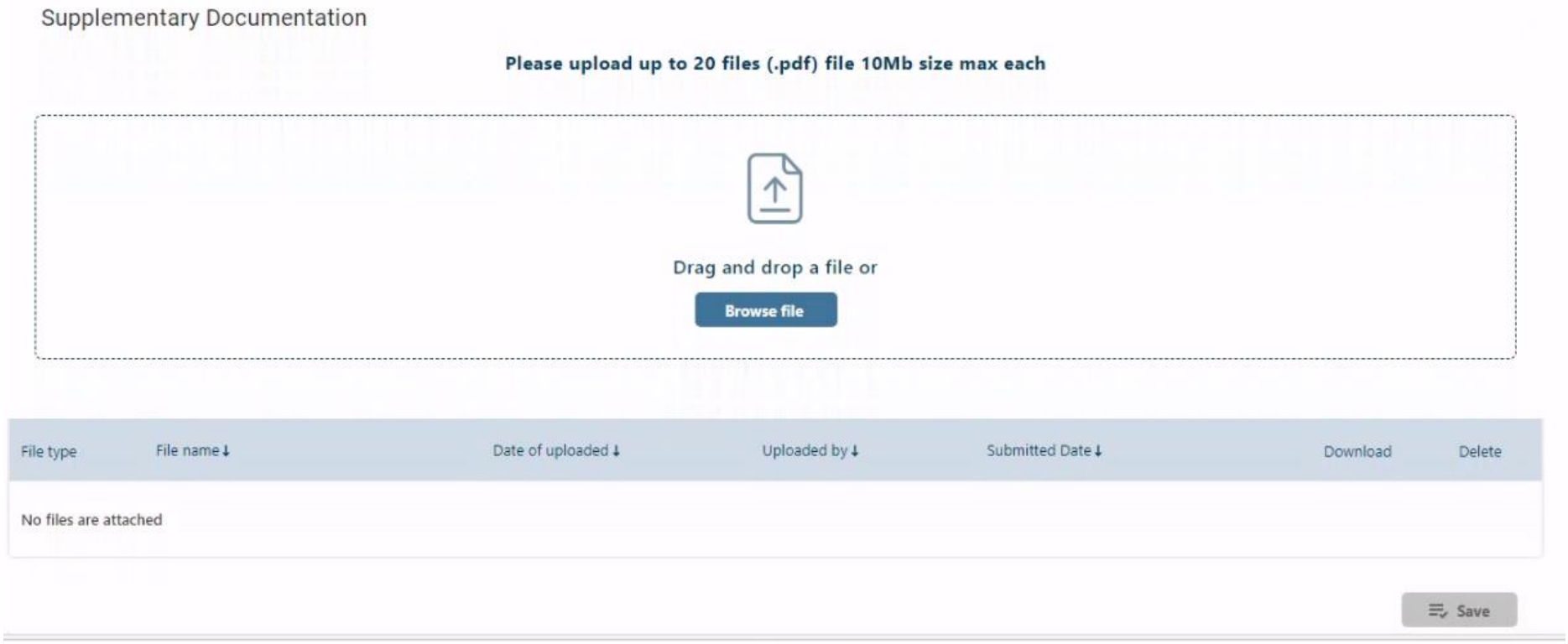
When a provider logs into QHub, they will see the notification ‘Action Required’ and can view the outstanding queries uploaded by the assessors in the ‘Outstanding Queries’ section on their application.



Click on ‘Outstanding Queries’ to open the pop out and to be able to download the outstanding queries from the assessors by clicking the download symbol.

Responses to the outstanding queries can be uploaded to the ‘Supplementary documentation’ section which is located below the IEM Application Statement section.

Providers can upload multiple documents here in response to the outstanding queries.



Click 'Save' in the bottom right-hand corner of the pop out to save the documents on the system.

Providers have 15 working days to upload a response. After the 15 working days, providers will no longer be able to submit any further documents.

9.2.3 Meeting Stage (if applicable)

In some cases, a HE provider may be asked to meet with the assessment panel in relation to their application. Providers will be sent an email with the details of this meeting.

Dear Rebecca,

We are contacting you regarding your IEM application.

The assessment panel have reviewed your application and have outstanding queries which you can find in the report available on Qhub. The panel have requested a meeting to discuss the outstanding queries.

The proposed date for the meeting will be **29/08/2024 2:00 PM - 3:00 PM**. Meetings are determined by the availability of the assessment panel. Please note that the meeting will more than likely be delayed to a later date if the date does not suit due to extenuating circumstances. For further information regarding extenuating circumstances and prepare for your meeting please refer to the IEM handbook.

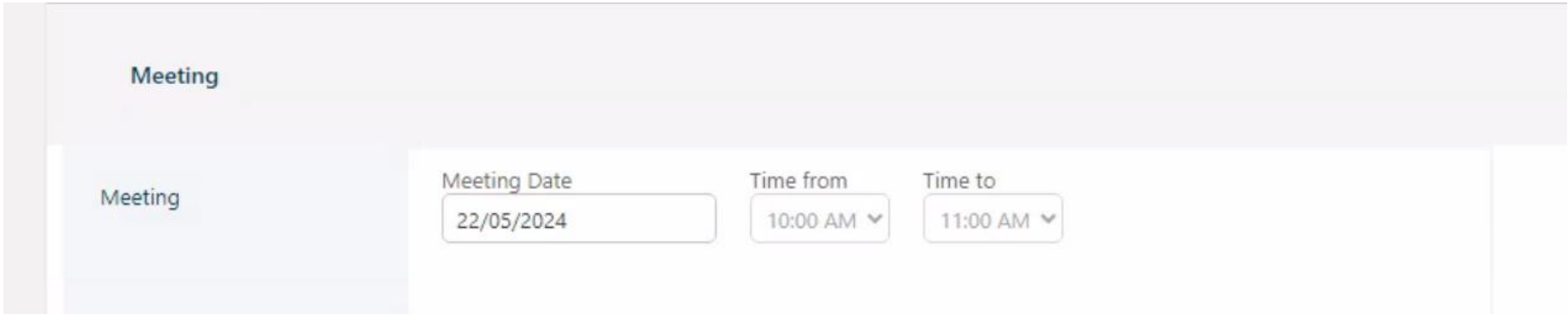
Please contact international.education@qqi.ie within 5 working days if the date is not possible.

Qhub can be accessed by going to the QQI website and choosing 'Log-in' in the top right-hand corner. For more information on logging into Qhub, please see the provider IT Handbook.

Kind regards,
International Education, QQI

This is automatically generated notification. Please do not respond.

The date and time of this meeting will also be shown to providers on QHub. Providers will not be able to edit this section on QHub. Providers are expected to email international.education@qqi.ie with any questions or queries in relation to the meeting.

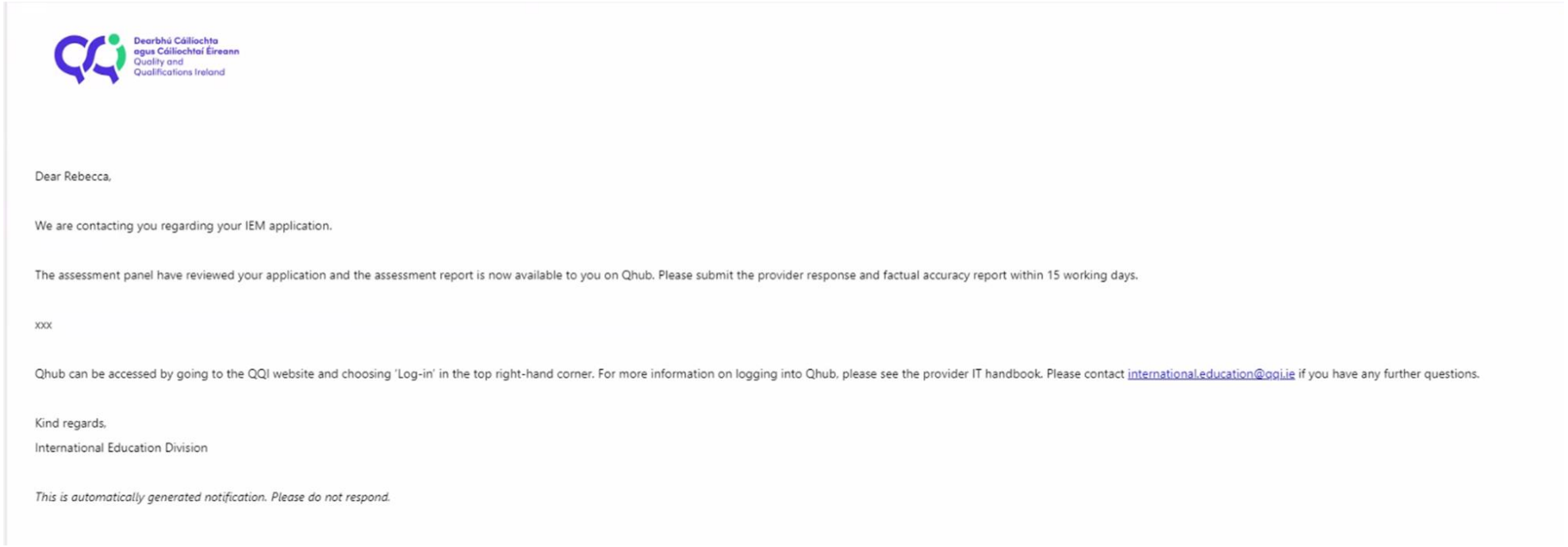


Once the provider has submitted their response to the outstanding queries, and the meeting has taken place, the assessors will prepare the assessment report.

9.2.4 Decision Stage

Following on from the desk review, the assessment report will be prepared by the assessment panel and uploaded to QHub.

Providers will receive an email to their QQI account telling them that the assessment report is now available on QHub.



Dearbhú Cáilíochta agus Cáilíochtaí Éireann
Quality and Qualifications Ireland

Dear Rebecca,

We are contacting you regarding your IEM application.

The assessment panel have reviewed your application and the assessment report is now available to you on Qhub. Please submit the provider response and factual accuracy report within 15 working days.

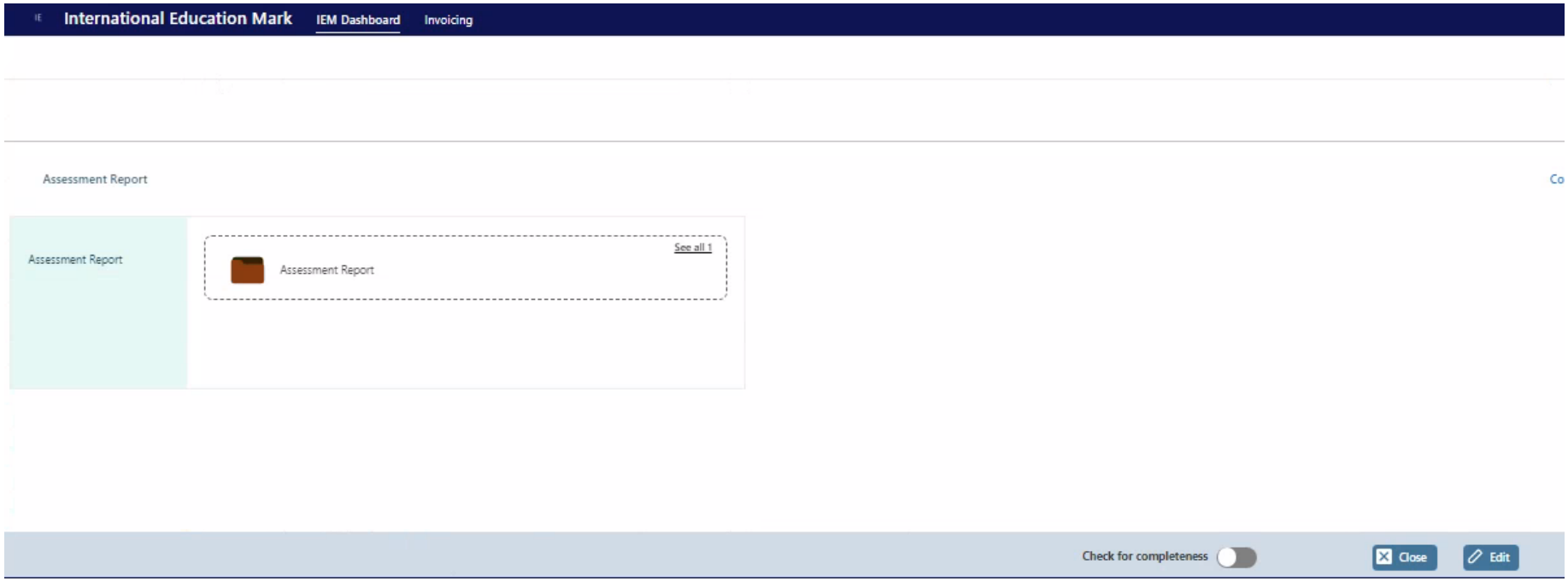
xxx

Qhub can be accessed by going to the QQI website and choosing 'Log-in' in the top right-hand corner. For more information on logging into Qhub, please see the provider IT handbook. Please contact international.education@qqi.ie if you have any further questions.

Kind regards,
International Education Division

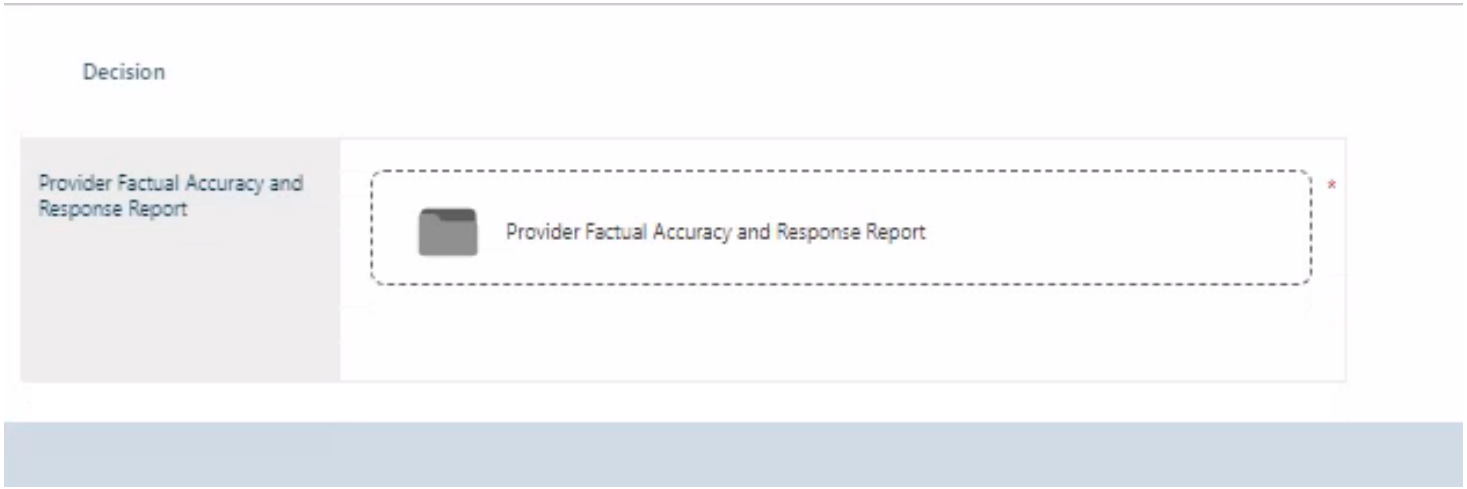
This is automatically generated notification. Please do not respond.

Providers can view the assessment report in the assessment section on the QHub IEM application statement application.

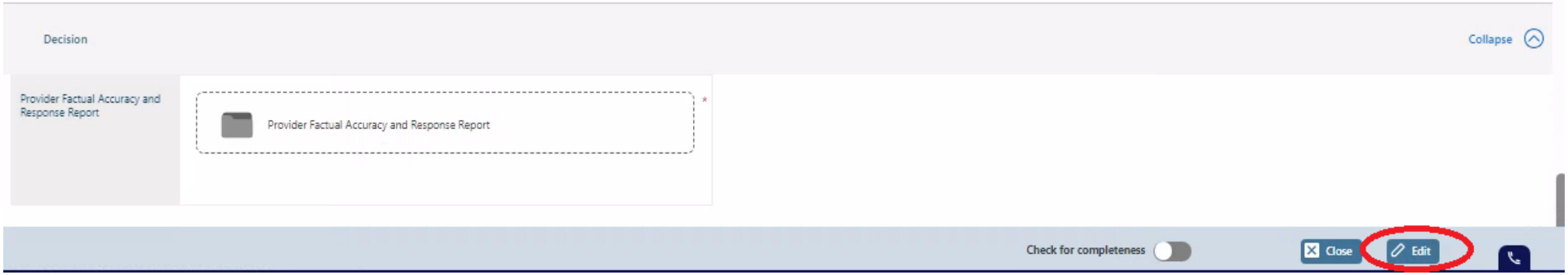


Providers can download the assessment report by clicking on the Assessment report box and then by choosing the download symbol on the right side of the pop out.

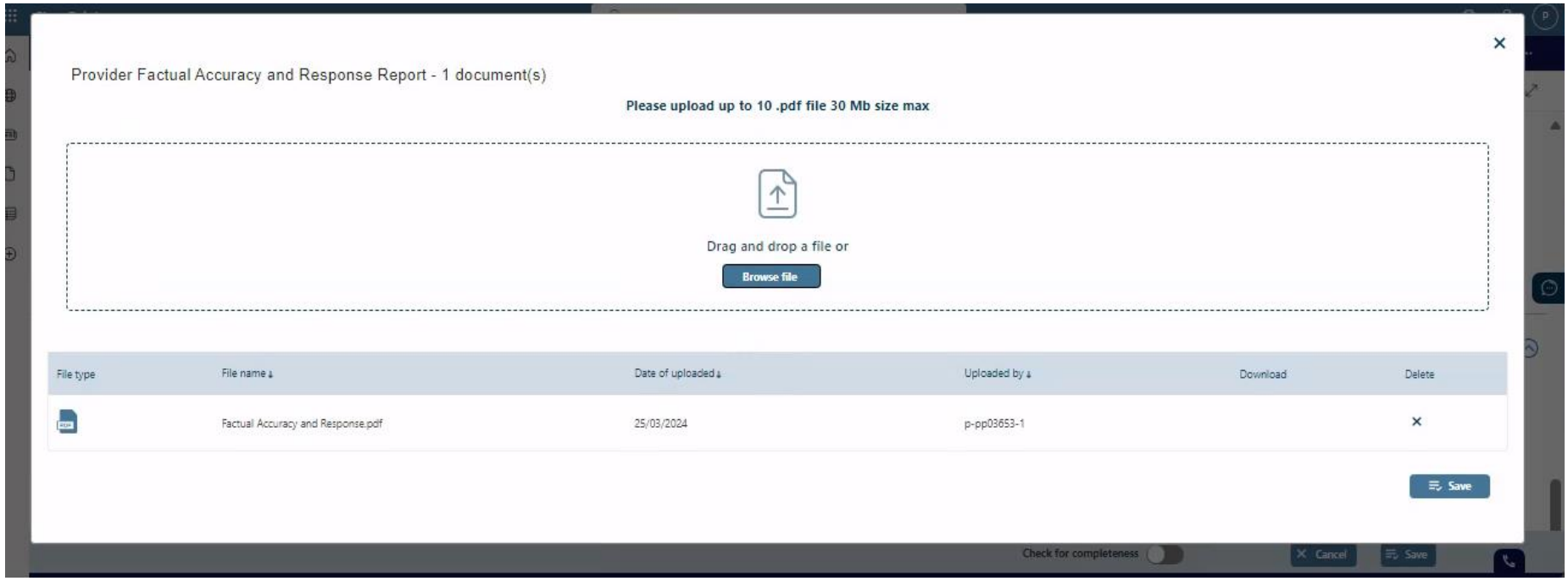
Providers can then upload their provider response and factual accuracy report by going to the Decision section on QHub.



Click ‘edit’ in the bottom left-hand corner to upload your provider response.

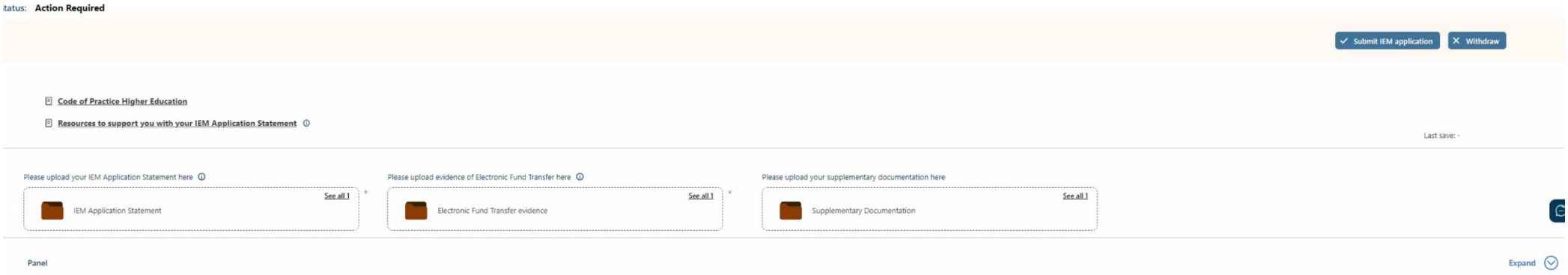


Click ‘Browse file’ in the pop out to upload the factual accuracy and response.



Please remember to click ‘Save’ in the bottom right-hand corner of the pop out to save the provider response and accuracy on the system.

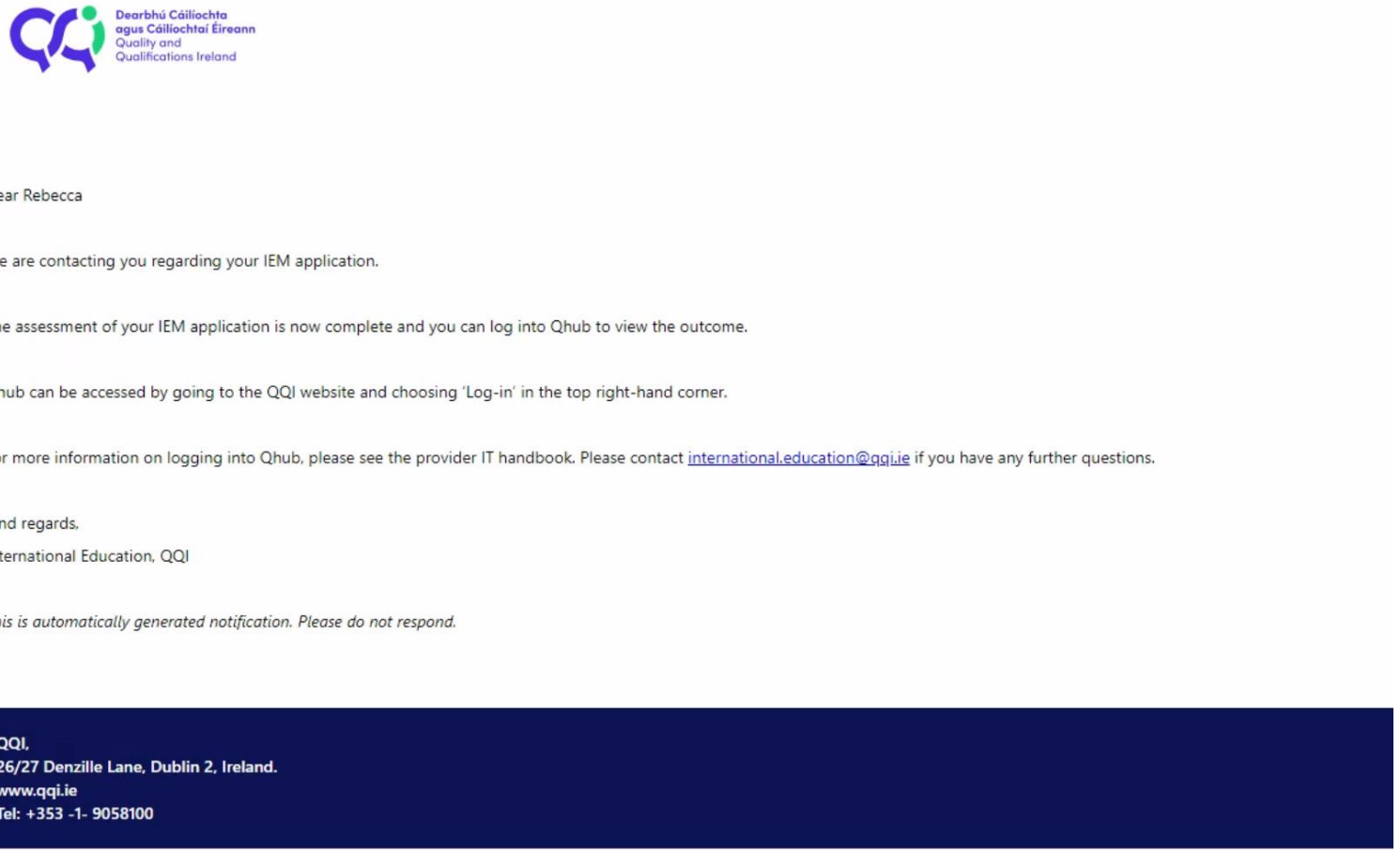
Once you have saved the factual accuracy and response report in the pop up, click ‘Submit IEM application’ in the top right-hand corner of the application to submit your factual accuracy and provider response to QQI.



Section Ten: Closure Stage

The provider response and factual accuracy will be sent to the Approvals and Reviews Committee along with the Assessment report.

Once the application has been assessed by the Approvals and Reviews Committee, providers will receive an email stating that the application outcome is now available.



Dear Rebecca

We are contacting you regarding your IEM application.

The assessment of your IEM application is now complete and you can log into Qhub to view the outcome.

Qhub can be accessed by going to the QQI website and choosing 'Log-in' in the top right-hand corner.

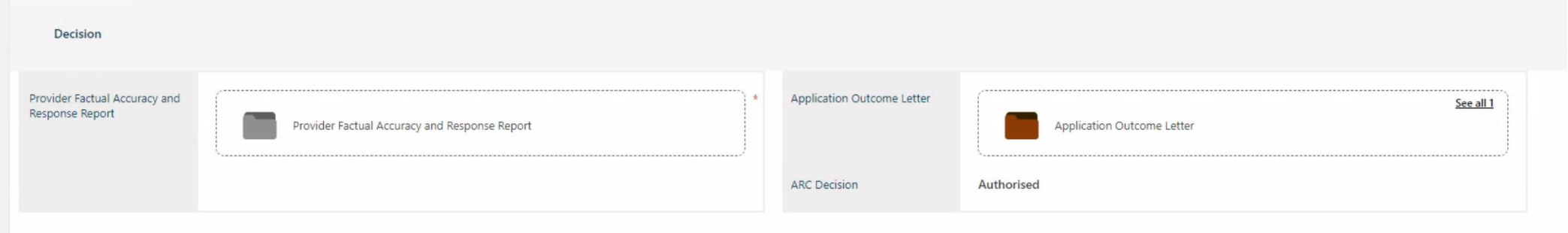
For more information on logging into Qhub, please see the provider IT handbook. Please contact international.education@qqi.ie if you have any further questions.

Kind regards,
International Education, QQI

This is automatically generated notification. Please do not respond.

QQI,
26/27 Denzille Lane, Dublin 2, Ireland.
www.qqi.ie
Tel: +353 -1- 9058100

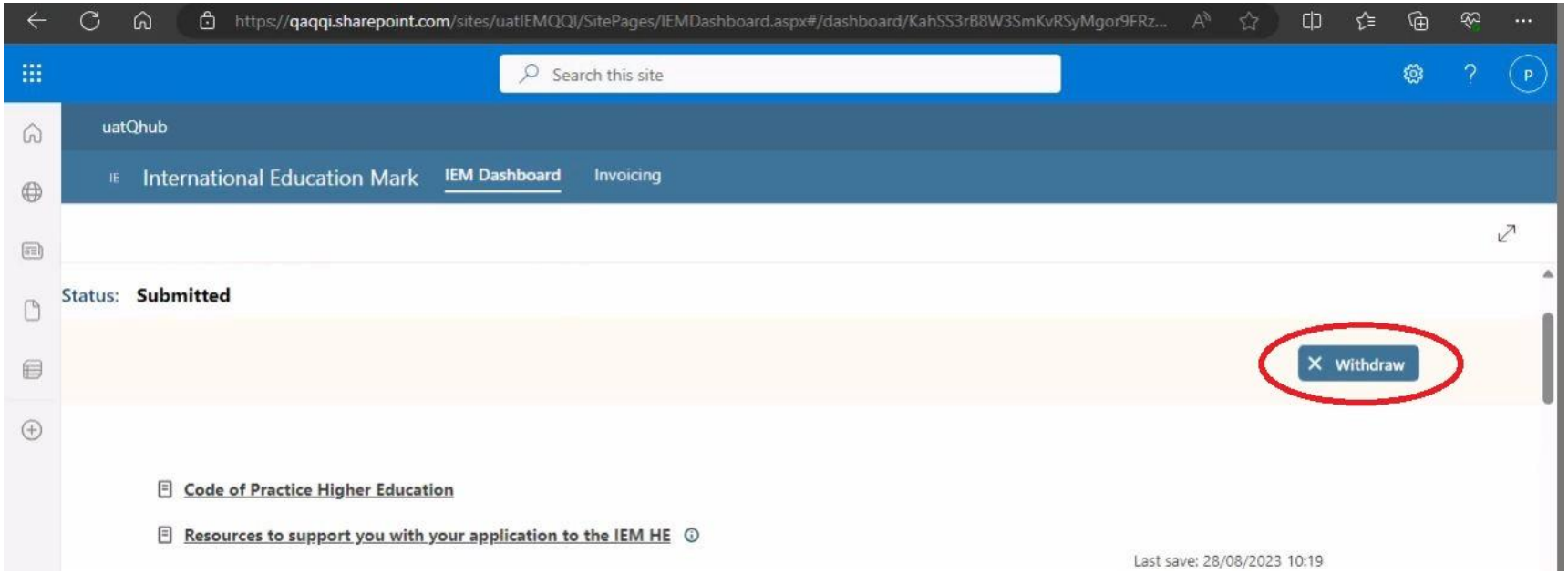
Please log into QHub to see the Application Outcome Letter and the Application Outcome under the Decision section beside the Factual Accuracy and Response section.



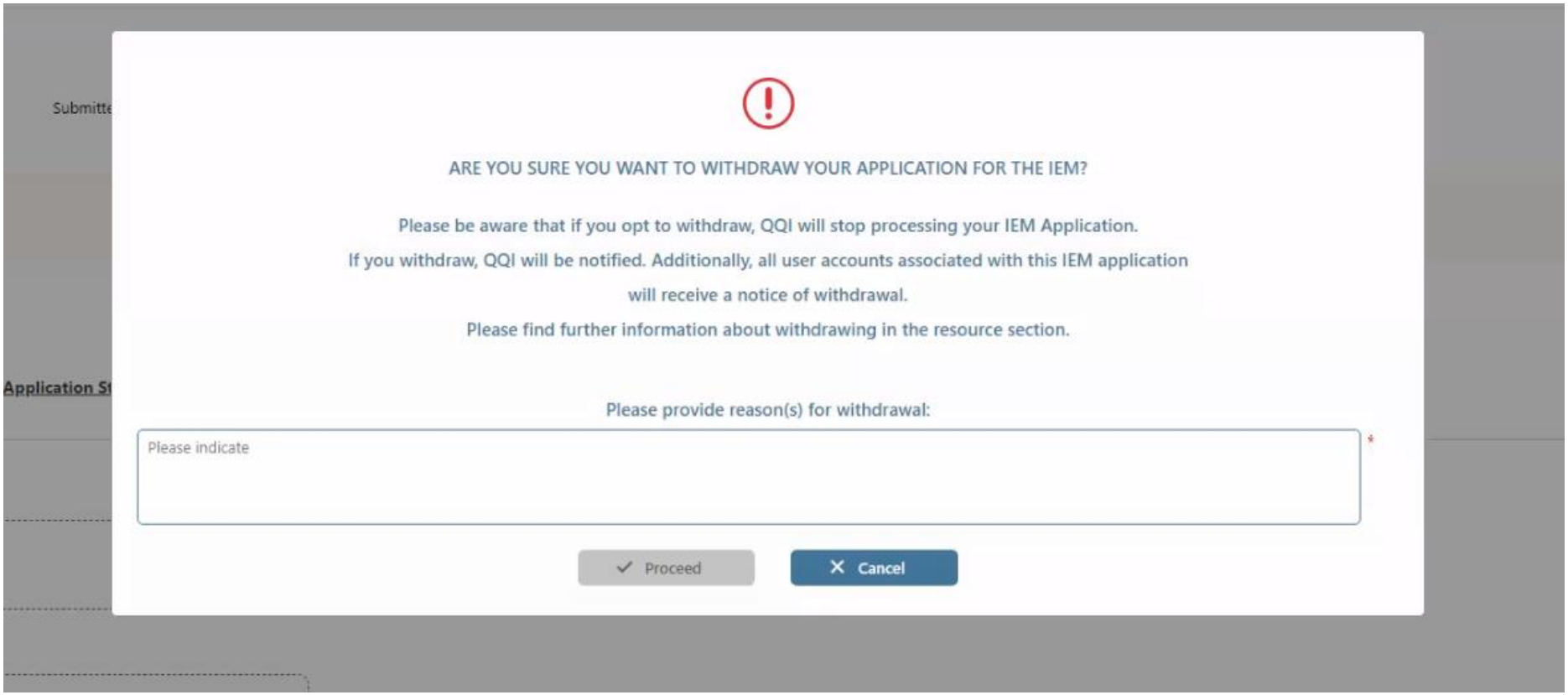
Section Eleven: Withdrawal of IEM Application

A provider can withdraw their IEM application after they have submitted it up to the assessment stage.

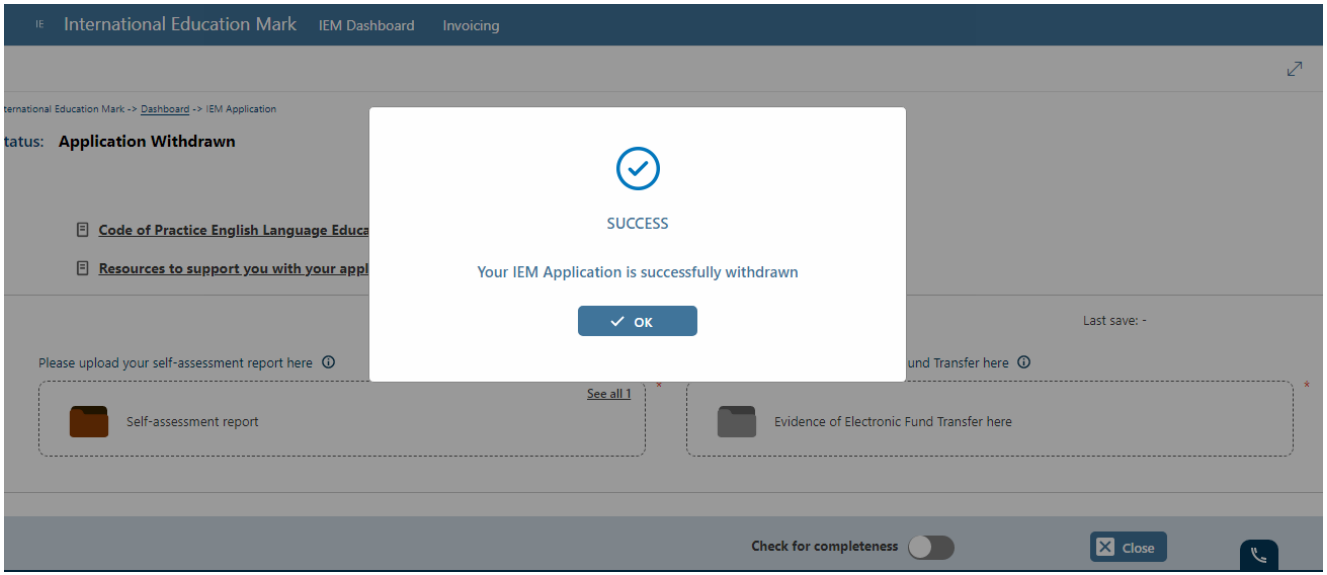
If a provider wishes to withdraw their IEM application, they need to log into QHub, go to their application, and there will be a 'Withdraw' button in the top right-hand corner.



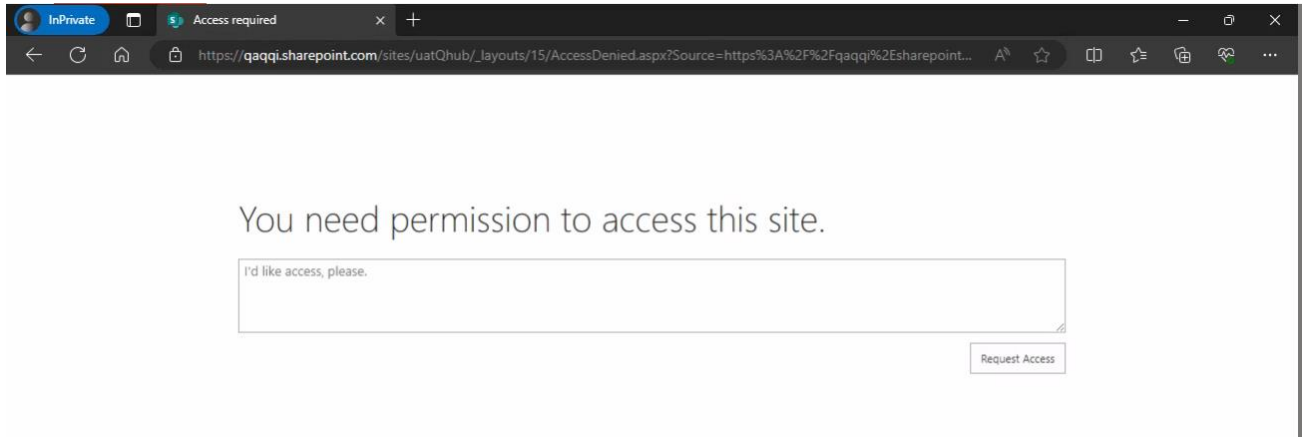
A notification will then appear to confirm that a provider wishes to withdraw their application, and a provider must state why they are withdrawing.



Please note: a withdrawn provider cannot access their application once they withdraw.



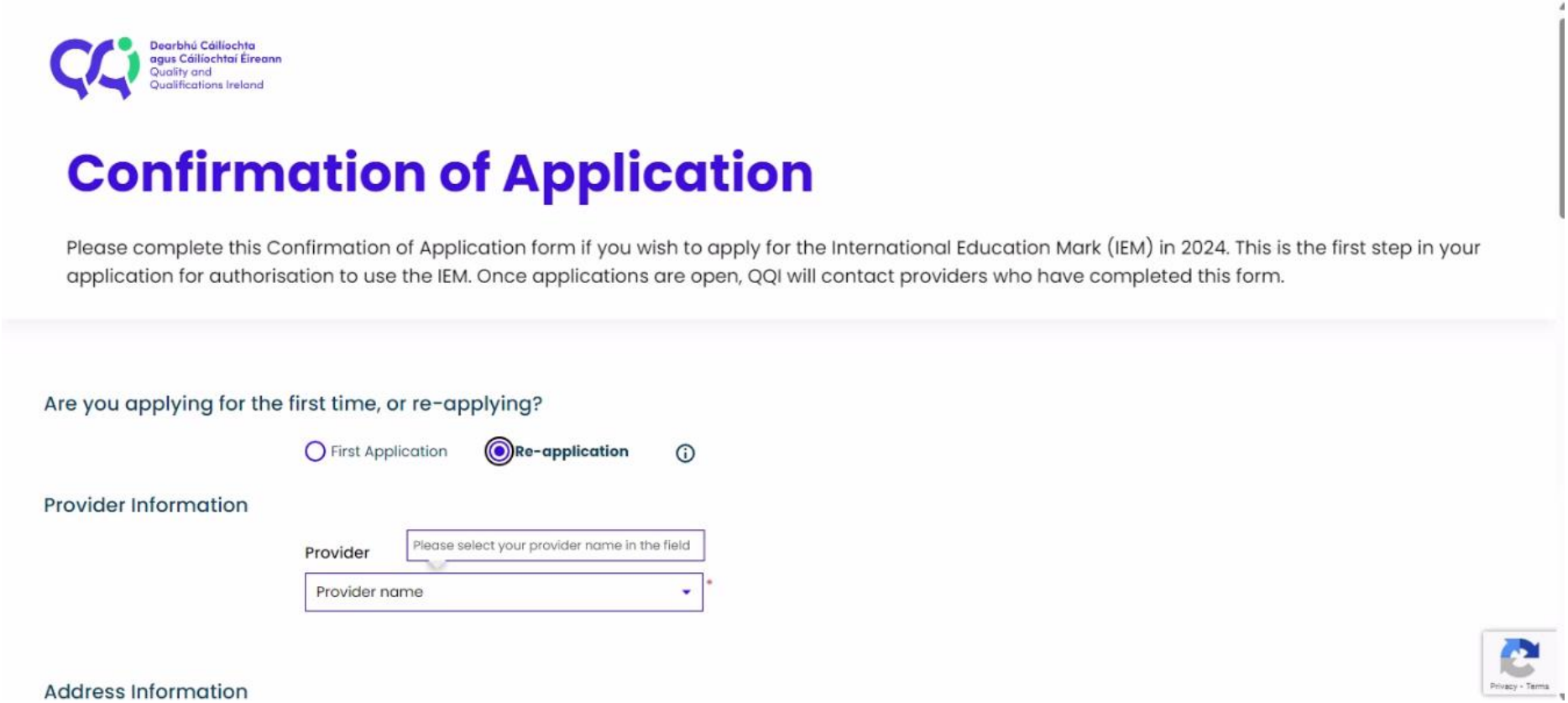
If a provider does not have any other applications on QHub, their QHub account and QQI outlook account with be disabled, and they will see the following if they try to log into QHub or outlook:



If a provider uses QHub for other QQI services, they will still have access, however the IEM section will be disabled.

Section Twelve: Re-application after Withdrawal

If a provider who has withdrawn wishes to reapply for the IEM, they will need to go to the Confirmation of Application form and click ‘re-application’.



They should then choose their provider name from the list of providers listed.

The provider may reapply in the next application window in 2025.