

Programme Access, Admissions, Transfer and Progression Policy

Version 2 – May 2022

The D8CEC CLG policy on Programme Access, Admissions, Transfer and Progression Policy sets out our commitment to ensuring fair and transparent procedures concerning access to all our training programmes in line with QQI Statutory Quality Assurance Guidelines (April 2016/QG1-V2 © QQI). This Policy is also intended to establish the criteria underpinning learner admission to courses, available transfer and progression opportunities from courses delivered by D8CEC.

D8CEC welcomes the opportunity to facilitate learners from a diverse range of backgrounds and will put in place measures to ensure fair and equal access to training in line with current equality legislation. This policy complies with the Equal Status Act 2004. Our course information sheets all state clearly the preferred entry level and also the progression from all programmes. D8CEC has a Recognition of Prior Learning policy and procedure in place to facilitate learners who may not have formal education qualifications – a circumstance which affects many of our learners. By supplying detailed information regarding access requirements and recognition of prior learning where applicable, D8CEC hopes to ensure maximum participation on its programmes.

Information regarding possible Transfer and Progression routes will be available to all learners to ensure participants gain maximum value from training programmes and are given the knowledge and the opportunity to fulfil their learning potential.

With second chance learning, encouraging a learner to engage with learning is a significant step and D8CEC delivers a range of courses at levels 3 and 4 on the National Framework of Qualifications (NFQ) to ensure that a suitable course is available for the majority of our learners.

Our procedure covers the following areas:

- Information Provision
- Specific Learner Entry Requirements for QQI Programmes
- English Language Competency for Learners
- Recognition of Prior Learning QQI Courses
- Facilitating Diversity
- Exemptions QQI Courses

This policy has been developed in line with the Statutory Quality Assurance Guidelines developed by QQI for use by all Providers, Core, April 2016/QG1-V2 © QQI.

Programme Admissions, Access, Transfer and Progression Procedure

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| Staff Involved | D8CEC Manager, D8CEC Assistant Manager, D8CEC Receptionist and D8CEC Tutors |
| Others | D8CEC Learners and D8CEC Voluntary Tutors |
| Purpose | The aim of this policy is to support D8CEC learners in ensuring the development and implementation of the access, transfer and progression process. This policy will ensure a fair and transparent application process of admissions, transfers and progression. |
| Monitoring and Review | This procedure will be reviewed every three years by the D8CEC Manager and Assistant Manager. Recommendations will be reviewed and approved by the AQAC. |
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| Information Provision | <ul style="list-style-type: none"> D8CEC will make available information leaflets on all QQI, programmes detailing. <ul style="list-style-type: none"> Course name and content Details of award type, awarding body and level within National Framework of Qualifications and credit value Available progression routes Assessments methods used. Specific entry requirements if relevant D8CEC will provide all learners with a Learner Handbook Details of all programmes are also available on our website and information can be provided in person, by phone and by email. |
| Specific QQI Learner Entry Requirements | <p>Learners must complete and application form</p> <p>If minimum entry requirements are required for a training programme, then they must be clearly listed in the programme descriptor.</p> <p>Any Learner wanting to attend an ESOL QQI Level 3 & 4 will sit a short reading & writing assessment to assess their suitability and any additional requirements they may have.</p> <p>Any Learners wanting to attend ICT QQI Level 4 courses will have to either show their ICT QQI Level 3 certificate from a previous provider or sit a short ICT assessment to assess their suitability and any addition requirements they may have.</p> <p>Any learner wanting to attend Mathematics QQI Level 3 & 4 will have to either show their Mathematics QQI Level 3 certificate from a previous provider or sit a short Mathematics assessment to assess their suitability and any addition requirements they may have.</p> <p>As many of our learners do not have formal education qualifications, the D8CEC Manager will meet with new applicants to ascertain if they need additional language, supports (One to One Literacy) in order to gain maximise benefit from a course/programme. Learners must have proficiency in English in order to partake in some of the QQI accredited courses in the centre.</p> |
| Recognition of Prior Learning (QQI Courses) | <ul style="list-style-type: none"> D8CEC has an approved Policy and Procedure for RPL for admission to courses leading to a QQI award. |

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| | <ul style="list-style-type: none"> • Learners will be advised of the D8CEC procedure for recognition of Prior Learning in the Learner Handbook and on the D8CEC website. • Where prospective learners do not meet entry requirements for a QQI course but can demonstrate relevant prior experience, D8CEC will consider each case on an individual basis. |
| Facilitating Diversity | <ul style="list-style-type: none"> • The Manager will meet applicants to offer advice on courses and available additional supports. • A course scheduled providing details of course timings etc. will be published on the D8CEC website. • A Learner Laptop loan scheme is available to all D8CEC Learners. • A training room with PC and Internet access will be made available at set times to facilitate learners studying at the D8CEC. There is also a library available to learners. • D8CEC can provide access to the CDET B Guidance Service, if a learner wants to avail of this service, the D8CEC Manager can arrange for an appointment to be made with CDET B Guidance Service, which will take place here at D8CEC. |
| Appeals for non-admission. | <p>D8CEC welcomes all prospective learners to the centre, and it is very unlikely that a learner would be denied a place on a training course as long as the Manager feels they would be in a position to engage fully with the course and assessment, however, in the unlikely event that a learner was denied access to a course, D8CEC has developed the following procedure for appealing this.</p> <p>Where a learner is denied access to a training programme, D8CEC has an Appeals process where the learner can appeal such a decision using the following procedure-</p> <ol style="list-style-type: none"> 1. Appeal by learner must be made in writing to the D8CEC Centre Manager. 2. The Centre Manager will discuss this with the Assistant Manager to ensure transparency and fairness. 3. The reason for non-admission will be provided to the learner in writing by the D8CEC Centre Manager within 5 working days of receiving the Appeal letter from the Learner. |
| Transfer | <ul style="list-style-type: none"> • Should a learner begin a level 3 course and find that it is not advanced enough for their learning needs, they can transfer to a level 4 course as soon as a place becomes available. • Should a learner begin a level 4 course and find that it is too advanced for their learning needs, they can transfer to a level 3 course as soon as a place becomes available. • Where learners find a course too challenging, we will advise them which level would be best suited to their current needs. • Any learner wishing to transfer to another course, they should discuss this with their tutor. |
| Progression | <ul style="list-style-type: none"> • The D8CEC Manager and Assistant Manager are available to discuss progression to other training courses available at D8CEC with learners and can also provide them with suggestions for appropriate progression courses available at CDET B. • The D8CEC Manager operates an open-door policy for learners at all times to discuss their progression route & supports if needed. |

