

Rehab Group

Access, Transfer & Progression IRL


Applies Jurisdiction: IRELAND

Division: Learning & Employability

Reference Number: TAE-VOT-003

Version Number: V1

Author(s): Linda Coone
Title: Head of Quality Assurance & Improvement
Date: 21/05/2018

Approver(s): Pauline Newnham
Title: Director of Quality & Governance
Date: July 2018
Signature: 

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1.0 POLICY STATEMENT

It is the policy of the Rehab Group to ensure that all individuals are able to enter and successfully participate on a programme or series of programmes leading to an award, or series of awards, in pursuit of their learning objectives.

It is our policy to ensure:

1. Information on access, transfer and progression is provided to all individuals and fully explained in an appropriate manner
2. Arrangements for entering a programme are clear
3. Applicants are treated in a fair and consistent manner and in accordance with relevant equality legislation
4. Decisions made on the allocation of places on programmes are transparent
5. A copy of the local training specification is provided to all individuals outlining the programme content, structure, duration and including transfer and progression options.
6. The award offered on the programme is clearly explained to the individual and a statement of knowledge, skill and competence is provided as a basis for successful participation
7. Any risk to the health and safety of individuals with regard to access, transfer and progression is identified and addressed
8. Where access is denied information is provided to the individual on the appeals process
9. The transfer and progression procedures are explained to individuals as part of the in-take process

2.0 PURPOSE

The purpose of this policy is to outline the process for Access, Transfer and Progression.

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3.0 SCOPE

All training and education programmes providing nationally and internationally recognised qualifications.

4.0 DEFINITIONS

Access refers to entry arrangements onto a programme. Entry is understood to be entry onto an initial programme or by transfer or progression to another programme

Transfer refers to the transfer between programmes at the same level

Progression refers to progression to a programme at a higher level e.g. IST to SST or Level 3 to Level 4

5.0 GENERAL PROVISIONS / PROCEDURE

The following information must be made available to existing and potential Learners:

5.1 Entry Arrangements

A statement of eligibility and availability of places

Information about the selection process

A statement of the knowledge, skill and competence required to succeed on the programme

Appeals process available to an individual should they be refused a place

5.2 Programme Information

A copy of the local training specification (LTS) outlining the programme content, structure, duration as well as transfer and progression options

5.3 Award Information

Details of the awards on offer

Information about the National Framework of Qualifications

Information on particular attainments, for example, where the achievement of a distinction is required to facilitate access to a programme leading to an award at the next level

Information on the recognition of prior certified learning

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5.4 Transfer Arrangements

A statement outlining the transfer arrangements available between programmes at the same level.

5.5 Progression Arrangements

A statement outlining the progression arrangements available to the learner e.g. progression to employment or further/higher education and training

5.6 Health and Safety Safeguards

Appropriate safeguards must be put in place where a health and safety risk to an individual regarding access, transfer and progression has been identified

5.7 Individual Adaptations and Supports

Information on giving and receiving feedback on progress

The commitment to make the necessary adaptations to programmes to facilitate successful transitions

Access to initiatives to promote equality and combat discrimination

Information on rights and responsibilities including protection for Learners, Appeals and Complaints procedures

Support to take up occupational positions in the labour market, appropriate to the individual needs and abilities

Support to take up educational positions appropriate to the individual needs and abilities

5.8 Information and Guidance

Information will be provided on rights and responsibilities, complaints and appeals as well as relevant events taking place at local level

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6.0 ROLES & RESPONSIBILITIES

It is the responsibility of the Service Manager and all staff members involved in the delivery of programmes of training and education to implement this policy on Access, Transfer and Progression.

7.0 EVALUATION & AUDIT

This policy will be evaluated and audited through the Rehab Groups internal audit and review process. This policy will be reviewed in line with the Rehab Groups policy on policies.

8.0 REFERENCES

QQI Policy and Criteria for Access, Transfer and Progression
QQI Core Quality Assurance Guidelines
QQI Sector Specific Quality Assurance Guidelines
Education and Training Board (ETB) Standard Operating Guidelines

8.1 Related PPPGs

Outcomes Policy
Complaints Policy
Charter of Rights & Responsibilities

9.0 APPENDICES

Appendix 1 – List of Authors

Appendix 2 – Read & Understood

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Appendix 1 – List of Authors

Authors List for New/ Reviewed Policy Area

The following names individual authors/ reviewers to this policy area.

Division/Other	Name(s)
Quality & Governance	Linda Coone
SLT Team	

*Note that it is not obligatory for each division to be involved in a new policy/ review if the policy is not relevant; this should be decided by each division on a case-by-case basis.

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Appendix 2 – Read & Understood

I have read, understand and agree to adhere to the attached Access, Transfer and Progression Policy, Procedure, Protocol/ SOP or Guideline:

Print Name	Signature	Date