



# ICHAS

## Section 3 - Policies and Procedures associated with Quality in ICHAS

Subject:	Policy on the Protection of Enrolled Learners		
Date Approved by Board of Directors:	July 2019		
Applicable QQI Core Standard	Governance and Management of Quality		
Applicable Sector Specific Criteria	Establish and manage the arrangements for the protection of enrolled learners to comply with statutory obligations which are set out in <i>Protection of Enrolled Learners: Protocols for Implementation of Part 6 of the 2012 Act</i>		
Policy Version	1/2019	Date due for Revision	July 2020

### CONTEXT

The Qualifications & Quality Assurance (Education & Training) Act (2012) stipulates that a provider should put appropriate arrangements in place for the protection of enrolled learners on programmes of three months duration or more - where moneys have been paid by, or on behalf of the learner, to the provider for a programme of education and training.

This legal requirement is made of all independent/voluntary providers, and each provider is expected to have an appropriate PEL policy and set of procedures in place. Within that context, ICHAS has learner protection arrangements in place with respect to enrolled learners on all relevant QQI validated courses, ensuring their educational journey at ICHAS is protected in accordance with the requirements set out in the Qualifications and Quality Assurance (Education and Training) Act (2012). The current arrangements are with two other providers from the Higher Education Colleges Association (HECA) in respect of each QQI course, which is longer than 12 weeks in duration, whereby learners will either transfer to similar courses provided by the other providers or preferably, will continue their existing course, with responsibility for its completion transferred to one of the other providers in the unlikely instance of a trigger event. This is facilitated through membership of the HECA PEL Scheme.

### POLICY STATEMENT

ICHAS is and will continue to be fully compliant with Section 65 (of the Qualifications & Quality Assurance (Education & Training) Act 2012). The College is also and will continue to be fully compliant with the requirements and recommendations set out in the QQI document *Protection of Enrolled Learners (PEL) Protocols for the Implementation of Part 6*

of the 2012 Act: Guidelines for Providers. In the unlikely event of a PEL Activation Event, ICHAS will ensure that

- QQI and the named alternate providers can readily access learner and organisational information as stipulated in the relevant action Plan.
- a suitable timeframe for the transfer of learners and all relevant learner records data is agreed
- relevant institutional information is provided to the respective alternate providers and QQI alternate providers
- the process is undertaken ethically and in the best interests of enrolled learners

## SCOPE

Applies To	Staff	Students	Both	
			✓	
Responsible for Implementation	President			
Responsible for Monitoring & Review	Vice President (Corporate Affairs)	Vice President (Academic Affairs)	Registrar	Quality Assurance & Enhancement Officer
	✓			

## DEFINITIONS

In relation to programmes of education and training ,QQI requires that Voluntary providers must have quality assurance procedures in place to establish and manage the arrangements for the protection of enrolled learners to comply with statutory obligations which are set out in Protection of Enrolled Learners: Protocols for Implementation of Part 6 of the 2012 Act.

A PEL Activation Event may be understood as occurring if the College:

- ceases trading while learners are enrolled on programmes.
- ceases for any reason offering a specific programme while learners are enrolled on the programme.

or if

- QQI withdraws validation of the programme while learners are enrolled on the programme.

## RELEVANT GUIDELINES/ POLICIES INFORMING THIS POLICY

- Quality & Qualifications Ireland (2013) Protection of Enrolled Learners: Protocols for Implementation of Part 6 of the 2012 Act.
- QQI Core Validation Policy and Criteria for Education and Training Programmes.
- Statutory Quality Assurance Guidelines developed by QQI for use by all Providers (QQI, 2016).
- Statutory Quality Assurance Guidelines developed by QQI for Independent/Private Providers coming to QQI on a Voluntary Basis (QQI, 2016).

**Linked Policies & Procedures**

Linked Policies	Policy on Risk Management Policy on the Validation of New Programmes
Linked Procedures	Procedures associated with Protection of Enrolled Learners Procedures associated with Validation of New Programmes

