



# ICHAS

## Section 5 - Policies and Procedures associated Access, Transfer & Progression

Subject:	Policy on Access, Applications and Admissions		
Applicable QQI Core Standard	Programmes of Education and Training		
Date Approved by Board of Directors:			February 2021
Policy Version	1/2021	Date due for Revision	February 2024

### CONTEXT

Access, transfer and progression policies at ICHAS are guided by the legal requirements set out in the Qualifications and Quality Assurance (Education and Training) Act 2012 and are further informed by QQI's Policy and Criteria Restatement for Access, Transfer and Progression in relation to Learners for Providers of Further and Higher Education and Training (2015) as well as the National Strategy for Higher Education to 2030 and the National Plan for Equity of Access to Higher Education (National Access Plan). The College therefore commits to:

- Fair and equitable access to all applicants.
- Provision of fair and balanced guidance to applicants and new learners to assist them to make informed choices in programme selection.
- Clearly communicated admissions procedures.
- Details on learning support.
- Providing accurate, reliable and current information on blended and online programmes including detail on pre-requisite and special requirements; required technical skills and technological equipment; the extent of technical supports
- Transfer and progression opportunities that facilitate learner mobility across HE.
- Timely communication of application status.
- Supporting inclusivity by ensuring accessibility for all students.
- Providing access to an appeals mechanism(see Policy on Appeals and Procedures associate with Appeals) for applicants who do not gain access to programmes

This policy deals with access, application and admissions and the transfer and progression are dealt with in a separate policy on Transfer and Progression.

## POLICY STATEMENT

The Access policy at ICHAS is based on the principle of ensuring equitable access, inclusivity and fairness delivered through adherence to consistent and transparent admission, transfer, progression and completion policies. Moreover, application policies are influenced by the need to provide applicants with all the information necessary to allow them to make informed decisions regarding their preferred programme of study. Applicants are selected on the basis of ability, achievement, merit and identifiable potential and suitability. In keeping with those principles, ICHAS will ensure that information made available to applicants through digital or print media or other means will be accurate and comprehensive, facilitating applicant decision making which is as fully informed as possible.

## SCOPE

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

## DEFINITIONS

**Access** - the process by which learners may commence a programme of education and training having received recognition for knowledge, skill or competence required.

## RELEVANT GUIDELINES/ POLICIES INFORMING THIS POLICY

- QQI (2014a) Re-engagement with QQI: Overarching Policy for all Providers.
- QQI (2014b) Re-Engagement with QQI; Policy and Criteria for Renewed Access to QQI Validation for Voluntary Providers of Higher Education and Training.
- Core Statutory Quality Assurance Guidelines (QQI, 2016)
- European Association for Quality Assurance in Higher Education (ENQA) et al (2015) Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG).
- Quality and Qualifications Ireland (2016) Sector Specific Statutory Quality Assurance Guidelines Developed By QQI For Independent/Private Providers Coming To QQI On A Voluntary Basis
- Government of Ireland (2012) Qualifications & Quality Assurance (Education and Training Act

## Linked Policies & Procedures

Linked Policies	Policy on Transfer and Progression Policy on Recognition of Prior Learning Policy on Learner Induction and Orientation Policy on Accessing General Student Services Policy on Supports available to International Learners Policy on Appeals
Linked Procedures	Procedures associated with Access, Applications and Admissions Procedures associated with Transfer and Progression Procedures associated with Recognition of Prior Learning Procedures associated with Learner Induction and Orientation Procedures associated with Supports available to International Learners Procedures associated with Accessing General Student Services Procedures associated with Appeals.