



ICHAS

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

Subject:	Policy on Transfer and Progression		
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

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:

- Transfer and progression opportunities that facilitate learner mobility across HE.
- Providing access to an appeals mechanism (see Policy on Appeals and Procedures associated with Appeals) for applicants who do not gain access to programmes

POLICY STATEMENT

ICHAS is committed to identifying appropriate transfer and progression routes to and from all programmes leading to awards in the NFQ and providing current and prospective learners with all the information necessary to allow them to make informed decisions regarding their chosen programme of study and options for transfer. This includes clear information which will facilitate learners who wish to transfer to other programmes leading to recognised awards or to transfer between institutions or progress within their programme. Likewise, the college is committed to providing clear and unambiguous information of progression criteria and processes.

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

The distinctions between Transfer and Progression are set out below:

- Transfer – is the process by which learners may transfer from one programme of education and training to another programme having received recognition for knowledge, skill and competence acquired.
- Progression – refers to the process by which learners proceed from one stage of a programme to the next sequential stage of the same programme.

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

	Procedures associated with Supports available to International Learners Procedures associated with Appeals
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