Section 3 – Policies and Procedures associated with Quality in ICHAS			
Subject:		Procedures associated with Protection of Enrolled Learners	
Date Approved by Board of Directors:			July 2019
Policy Version	1/2019	Date due for Revision	July 2024
Parent Policy		Policy for Risk Management	

INTRODUCTION

In compliance with relevant sections of the 2012 Act the college will submit details, in writing, of the arrangements it has in place for the protection of enrolled learners when making an application for validation. I or when the programme is validated, the written record of the details of the arrangements will be published.

Within that context, protection of enrolled learner (PEL) arrangements are in place with alternative providers to teach out programmes of study in the unlikely event of needing to effect Learner Protection Arrangements. Currently, such agreements are in place with the National College of Ireland, Dublin, IICP Education Ltd., Killenarden, Tallaght, Dublin for all Counselling and Psychotherapy as well as Childcare programmes and all master's Programmes.

In the event of Collaborative Programme Provision, any Consortium Agreement will have Protection of Enrolled Learners policies and procedures in place, showing how parties within the Consortium can fulfil their obligations to students, so that in the event that the programme cannot be continued, alternative arrangements are in place compliant with legislative requirements and the guidelines published by QQI.

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.

RESPONSIBILITIES

Within the agreed Action Plan with the HECA PEL Scheme there are responsibilities delegated to the HECA PEL Scheme Oversight Committee and to the Alternate Providers. The following table specifies the key responsibilities for PEL within the College.

ROLE/ PERSON	RESPONSIBILITY
President	Manage the PEL Process. Notify and make arrangements with QQI and PEL Protecting Colleges
Vice President (Academic Affairs)	Ensure access to relevant Resources and facilities to manage any PEL event. Ensure Data management and storage facilities are compliant with PEL Scheme commitments and that Action Plans are current and fit for purpose.
Vice President (Corporate Affairs)	Ensure that appropriate Learner Information on PEL is available to prospective learners and enrolled learners.

PROCEDURES

The College has appropriate Protection of Enrolled Learners (PEL) arrangements with at least two alternate providers, as set out in its Policy. ICHAS as well as the alternative providers are members of the Higher Education Colleges´ Protection of Enrolled Learners´ Scheme which is approved and monitored on an ongoing basis by QQI. The scheme was designed and developed to comply with the requirements set out in QQI's Protection of Enrolled Learners: Protocols for the Implementation of Part 6 of the 2012 Act.

In compliance with Section 67(1) of the Act, the college will, before commencing the Programme and before accepting any payment from or on behalf of an enrolled learner in respect of the Programme, notify the enrolled learner in writing of the following:

- the name of the awarding body or, where appropriate, awarding bodies making the award, the title of the programme and the award to which it leads, and
- whether the award is recognised within the NFQ, and if so:
  - the level of that recognition within the NFQ, and
  - whether the award is a Major, Minor, Special Purpose or Supplemental award as identified within the NFQ;
- the circumstances in which the College is required to have procedures for access, transfer and progression in place under section 56, a statement of how those procedures apply to that programme;
- the details of the arrangements for PEL that the College has in place in accordance with Section 65(4) of the Act.
- In accordance with Section 67(2) of the Act, the College shall notify the enrolled learner in writing of any change in the information notified to the learner under subsection (1) within 14 days after becoming aware of that change.

The activation of PEL arrangements occurs if the College President informs QQI and the

alternate providers that there is a need to activate the PEL arrangements. As set out in detail in its Action Plan, the President arranges for internal emergency activation meetings within the College to prepare the transfer of information to QQI and both alternate providers as soon as possible and will agree a suitable timeframe for the transfer of data.

Specifically, the President will:
- Attest to the fact that he/she has the capacity to confirm that all details being provided are in compliance with Part 6 of the 2012 Act, on behalf of the organisation.
- Provide confirmation of the Legal entity and full company name and address.
- Provide Programme details, including: Full programme title, Award title, NFQ Level, Joint Awards / Collaborative Provision, Number of Stages, ECTS per stage, Mode of Attendance (full time / part time), Number of Intakes per annum, Structured Work Placements, or any other special features.
- Furnish the original statement of the maximum enrolment number of learners agreed to be covered with the alternate providers on the programme, at any given time.
- Arrange for access (as set out in the Action Plan) to Learner records, including;
  - Learner Personal detail records (including personal reports and learning needs). Learner Academic records.
  - Learner fees records.
- Provide Details of Programme Organisation, including:
  - Full details of academic staff (full time, part time)
  - All administration support staff at all levels
  - Premises information (including lease and owner information of the premises where applicable)
  - Information on outreach or satellite centres in use, for programme delivery
  - Key interaction contacts for the programme (including government or state agencies, international agencies etc.)
  - All promotional information used to market the programme

The Details of Programme Information to be Provided include:

- Approved assessments, examination questions and marking schemes
- Any repeat assessments, examination questions and marking schemes
- Soft copies of any submissions, feedback issued to learners and resubmissions, hard copies of any previous examination scripts
- A copy of the most recent approved assessment schedule
- Copies of Programme Board meetings over the previous academic year
- Copies of minutes of Exam Board meeting minutes over the previous academic year
- Any programme related Quality Assurance meeting minutes
- Any applications for Reasonable Adjustment, issues of Plagiarism or other incidence of learner infringement on assessment and examinations over the previous academic year

- Details / copies of the validated programme submission document originally agreed with QQI, including programme schedule
- Copies of issued lecture notes and other materials distributed during the programme
- Copies of results transcripts (if applicable) and/or copies of results issued to learners up to the point of the activation of the PEL arrangements
- Collateral and Supporting Assets necessary to provide the Programme
- ICT Network Infrastructure
- Virtual Learning Environment access (for example Moodle)
- Library materials and assets (online and actual), and borrowing records
- Online Licenses and Software related to programme delivery
- Storage and security of assessment related materials
- QA policies and procedures of the Provider
- All equipment related to the programme (owned, leased)
- Location of assets
- All other Intellectual Property related to the programme, (other than what is mentioned in e and f above)

GRAPHICAL PRESENTATION OF PROCEDURE

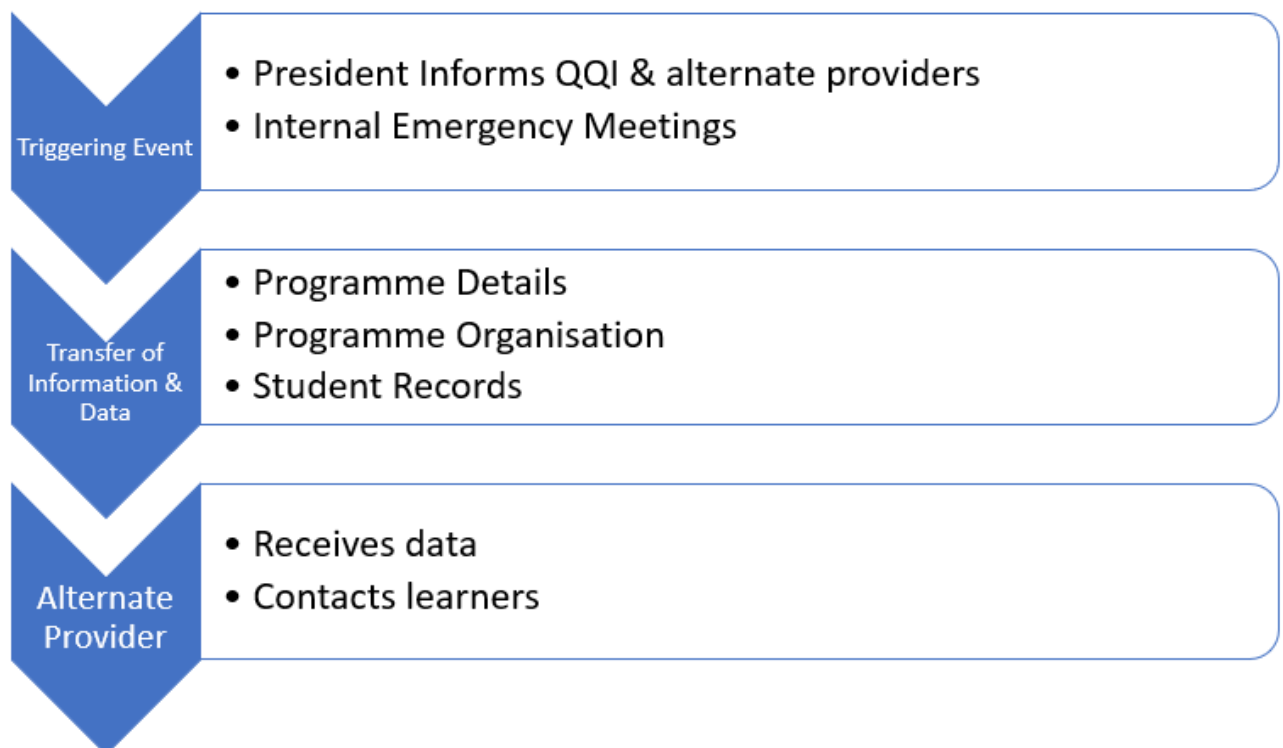The following Chart outlines the key phases involved in a Trigger Event.

Triggering Event
- President Informs QQI & alternate providers
- Internal Emergency Meetings

Transfer of Information & Data
- Programme Details
- Programme Organisation
- Student Records

Alternate Provider
- Receives data
- Contacts learners

Figure 1 - Phases of PEL Trigger Event

Linked Policies & Procedures

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