



TITLE: LEARNER ADMISSION, PROGRESSION AND RECOGNITION POLICY

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| Effective Date | 5 April 2017 | Version | 02 |
| Approved By | Academic Council | Date Approved | 5 April 2017 |
| | | Review Date | 5 April 2020 <i>or</i> As Required |
| Superseded or Obsolete Policy / Procedure(s) | | Owner | |
| Relevant Sections of the Quality Assurance Handbook (2011) | | Office of the Registrar | |

1. Purpose of Policy

The purpose of the *Learner Admission, Progression and Recognition Policy* is to ensure clarity, transparency, accountability, efficacy and equity in relation to learner admission, progression and recognition at Carlow College, St. Patrick's (hereafter Carlow College).

Carlow College is committed to ensuring that pre-defined and published regulations are consistently applied covering all phases of the student 'life cycle', e.g. student admission, progression, recognition and certification.¹ Moreover, the approved quality assurance policies and procedures related to Learner Admission, Progression and Recognition conform to the *Policies and Criteria for the Validation of Programmes of Education and Training*.²

2. Scope of Policy

This Policy is applicable to all learners seeking admission to programmes of education at Carlow College leading to certified awards recognised under the National Framework of Qualifications. Carlow College provides programmes of education leading to certified awards at levels 7, 8 and 9 on the National Framework of Qualifications.

3. Policy Statement

The principles and goals underlying the *Learner Admission, Progression and Recognition Policy* are:

¹ *Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG)* (Yerevan: Ministerial Conference, May 2015), p. 10.

² *Policies and Criteria for the Validation of Programmes of Education and Training* (Dublin: QQI, April 2016), pp. 32-3.

Admissions:

- to ensure that prospective learners are informed of the purpose, award level, structure, curriculum, access, transfer, progression and related details of courses offered;
- to provide clarity, transparency, accountability, efficacy and equity in relation to learner admission at Carlow College;
- to facilitate access to third level education by learners from a range of formal and informal educational backgrounds;

and, to ensure that admitted learners:

- are at an appropriate stage in their learning development to be admitted to their specified programmes of education;
- have appropriate recognition of education and training qualifications, periods of study and prior learning, including the recognition of non-formal and informal learning;
- are assisted and supported in their introduction and transition to third level education;
- are sufficiently proficient in the English language to undertake the programme applied for (see *English Language Requirements for Admission to Carlow College, St. Patrick's*).

Progression:

- to provide clarity, transparency, accountability, efficacy and equity in relation to learner progression;
- to support progression and to facilitate mobility in third level education by learners.

Recognition:

- to provide clarity and equity in learner recognition;
- to provide all graduating, or otherwise leaving, students with a European Diploma Supplement.

The College views the effective support of students in the transition to third level education as an important aspect of the College's duty of care to students and as key to student learning and progression, particularly in their first year of studies. The academic support of students during their time in College is held by the Office of the Registrar and is conducted by the Student Services and Support Office in co-ordination with the Programme Board Chairs.

4. Roles and Responsibilities

The Office of the Registrar and Vice President for Academic Affairs holds responsibility for all matters, including Quality Assurance, in relation to Admissions, Progression and Recognition. In this role, it is supported and the relevant College Committees. The Office reports to the President, the Academic Council and the Board of Governors.

The admissions function and process of the College is held by the Office of the Registrar and is conducted through the Admissions Office. This include policies and procedures in relation to the recognition of prior and experiential learning.

The assessment and progression function and process of the College is held by the Office of the Registrar and is conducted through the Examinations and Results Office in collaboration with the responsible Programme Boards.

The Award Function of the College is held by the Academic Council and validated by Quality and Qualification Ireland (QQI). The operation of the function is held by the Office of the Registrar.

5. Associated Documentation

1. Admission Guidelines and Procedures for Dealing with Enquiries for Potential New Entrants
2. Admission Guidelines and Procedures for New Entrants
3. Admission Guidelines and Procedures for Mature Applicants
4. Admission Guidelines and Procedures for ACCS Applicants
5. Admission Guidelines and Procedures for Recognition of Prior Learning
6. Admission Guidelines and Procedures for Internal / External Transfers and Advanced Entry
7. Admission Guidelines and Procedures for Deferred Entry
8. Admission Guidelines and Procedures for U.S. Semester Study Abroad Applicants
9. Admission Guidelines and Procedures for Non-EEA Degree Programme Applicants
10. English Language Requirements for Admission to Carlow College, St. Patrick's
11. Admission Guidelines and Procedures for Applicants with Disabilities / Learning Differences
12. Evidence of a Disability Form
13. Guidelines and Procedures for Orientation and Induction of New and Continuing Learners
14. Guidelines and Procedures for Withdrawal from Academic Programmes of Study
15. Carlow College, St. Patrick's European Diploma Supplement Template

6. Monitoring and Review

The *Learner Admission, Progression and Recognition Policy* is approved by the Academic Council. The Teaching, Learning and Assessment Committee will monitor annually the implementation of the *Learner Admission, Progression, and Recognition Policy* and provide a report to the Vice President for Academic Affairs / Registrar. It will review the *Learner, Admission, Progression, and Recognition Policy* at the direction of the Vice President for Academic Affairs / Registrar, but at a minimum of every three years and provide a report with recommendations to the Vice President for Academic Affairs / Registrar and the Academic Council.