

## Master List of Policies and Procedures at Carlow College, St. Patrick's

Name of Policy <sup>1</sup>	Associated Documentation	Version	Approving Body	Owner	Version / Date Approved (Review Date)	Reason(s) for Change
Academic Integrity and Plagiarism Policy	Promoting and Supporting Academic Integrity	5	Academic Council	Office of the Registrar	5 – 24 May 2023 (24 May 2028)	Policy revised to reflect changing definitions and guidelines produced by NAIN.
	Procedures for Detecting and Dealing with Plagiarism				4 – 31 March 2021 (31 March 2026)	Policy revised to include reference to take home exams.
	Cover Sheet for assessments				3 – 29 July 2020	Policy revised to include legislative changes in the area of academic integrity and the addition of referenced policies.
	Cover Sheet for take-home exams				2 – 27 September 2017	Policy reviewed to ensure compatibility with the Assessments and Standards (Revised 2013), alignment with CCSP Policy on Policies and defined procedures / guidelines.
	Plagiarism Report Form				1 – 6 December 2011 (Quality Assurance Handbook, pp. 40 – 43)	Initial Issue
	Guidelines for Using Turnitin at Carlow College, St. Patrick's					
Academic Workload Allocation Policy	Workload Allocation Schema List of Committees currently included under Service	4	Academic Council	Office of the Registrar	4 – 18 May 2022 (18 May 2027)	Policy reviewed to reflect: recommendations of the external review (February 2020); Athena SWAN Report Recommendations (2021); Carlow College Academic

<sup>1</sup> An 'A – Z' of policies can be found at: <https://www.carlowcollege.ie/policies-a-z/>. Please note that not every Carlow College policy is posted on the website.

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	<p>Process for Determining Individual Workload Allocation</p> <hr/> <p>Sample Teaching workloads</p> <hr/> <p>Indicative per Annum Allocation of Research time to Outputs</p>					<p>Framework Strategy (2020)</p>
					3 – 15 May 2019; re-approved 16 June 2021	Policy reviewed to update the processes for determining individual workload allocation and to update the workload allocation schema.
					2 – 27 April 2017	Policy reviewed to include industry best practice, establish the process for determining individual workload allocation and the creation of a detailed workload allocation schema.
					1 – 6 December 2011 ( <i>Quality Assurance Handbook</i> , pp. 110 – 111)	Initial Issue
Access Management Policy		1.2	Management Board	IT Services	1.2 – 3 May 2023 ( <i>30 September 2023</i> )	Policy re-approved until 30 September 2023 and will be reviewed as part of ISO standards.
					1.1 – 22 May 2022 ( <i>1 December 2022</i> )	Policy re-approved for six months and will be reviewed as part of ISO standards.
					1 – 10 April 2019	Initial Issue
Access Policy for Trust Partners		1	Board of Trustees, Delany Archive	Delany Archive Trust	1 – 2010	Initial Issue

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Annual Leave Policy	Annual Leave – Practices and Procedures	2.1	Management Board	Human Resources	2.1 – 1 September 2021 ( <i>1 September 2026</i> )	Policy updated to reflect new Bright HR system and HR personnel.
					2 – 18 December 2019	Policy revised to include changes to processes around booking annual leave and when annual leave can be taken.
					1 – 13 December 2017	Initial Issue
Appointment of External Examiners Policy	Guidelines on the Duties and Responsibilities of External Examiners	4	Academic Council	Office of the Registrar	4 – 4 October 2023 ( <i>4 October 2028</i> )	Policy reviewed and revised as part of its a cyclical review of the policy. The changes made to the policy were minor in scope (e.g. ensuring referenced documents are up-to-date regarding year of publication, gender neutral language included and more consistent use of title for Vice President for Academic Affairs and Registrar.
	Template for the External Examiner Report				3 – 30 September 2020	Policy re-approved by the Academic Council without any amendments.
					2 – 7 June 2017	Policy reviewed to ensure compatibility with the <i>Assessments and Standards</i> (Revised 2013), <i>Effective Practice Guidelines for External Examining</i> (Rev. February 2015), discipline-specific external examiner reports

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						in addition to programme external examiner reports, alignment with CCSP <i>Policy on Policies</i> and defined procedures / guidelines.
					1 – 6 December 2011 ( <i>Quality Assurance Handbook</i> , pp. 77 – 78)	Initial Issue
Assessment of Learners Policy	Regulations in Relation to Assessment and Standards	2.1	Academic Council	Office of the Registrar	2.1 – 11 November 2020 ( <i>11 November 2023</i> )	Reference to validating body updated to include IT Carlow and referenced policies updated.
					2 – 7 June 2017	Policy reviewed to align with principles outlined in <i>Core Statutory Quality Assurance Guidelines</i> (QQI, 2016) and amalgamate guidelines related to the assessment of learners within the College.
					1 – 6 December 2011 ( <i>Quality Assurance Handbook</i> , pp. 22 – 29)	Initial Issue
Assessment Re-Check, Review and Appeals Policy	Procedures for Academic Re-Checks, Reviews and Appeals	3	Academic Council	Office of the Registrar	3 – 15 November 2023 ( <i>15 November 2028</i> )	Policy revised as part of its cyclical review; the revised QQI assessment and standards document was referenced and gender neutral language included.
	Application Form for Re-Checks and Reviews				2.1 – 22 January 2020	Appendix 1.2 added to the Policy.

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					2 – 16 September 2019	Policy reviewed to revise procedures for academic re-checks, reviews and appeals along with a new application form.
					1 – 7 June 2017	Initial Issue
Assistive Technology and Supports Policy	Learner Agreement	2	Academic Council	Academic Resource Office	2 – 16 September 2019 <b>(Obsolete)</b>	Policies related to learner disability and learning differences reviewed and amalgamated to ensure that guidelines and procedures are fit-for-purpose. The <i>Learners with Disabilities and Specific Learning Needs Policy</i> (11 January 2011) and the <i>Assistive Technology and Supports Policy</i> (11 January 2011) were made obsolete by this policy.
					1 – 11 January 2011 ( <i>Quality Assurance Handbook</i> , pp. 178 – 179)	Initial Issue
Benefits Policy	Employee Benefits Handbook	2	Management Board	Human Resources	2 – 1 June 2022 ( <i>1 June 2027</i> )	The policy was re-approved with no amendments of substance.
					1 – 27 February 2019	Initial Issue
Bereavement and Compassionate Leave Policy	Bereavement Leave: Practices and Procedures	3	Management Board	Human Resources	3 – 2 June 2021 ( <i>2 June 2026</i> )	The policy was revised to include the following changes: increase of Bereavement Leave days from 3 – 5 days (immediate family members; increase in

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						Bereavement Leave days from 1 to 2 days for non-immediate family members; deletion of compassionate leave form; update of contact details; and addition of guardian to immediate family member (i.e. Foster Carer etc.).
					2 – 9 May 2018	Policy reviewed to include industry best practice, alignment with CCSP <i>Policy on Policies</i> and defined procedures / guidelines.
					1 – 6 December 2011 ( <i>Quality Assurance Handbook</i> , pp. 127 – 129)	Initial Issue
Breach of Professional Conduct (Professional Social Care) Policy	Disciplinary Procedures for Breach of Professional Conduct (Professional Social Care)	3	Academic Council	Office of the Registrar	3 – 14 December 2022 ( <i>14 December 2027</i> )	Policy reviewed as part of its three-year cyclical review. Only a minor change was made to one sentence and it was sent back to the Academic Council for approval.
	Social Care Workers Code of Professional Conduct and Ethics (CORU, 2019)				2 – 15 May 2019 ( <i>6 March 2022</i> )	Policy reviewed to include best practice, alignment with CCSP <i>Policy on Policies</i> , alignment with CORU policy framework and defined procedures / guidelines.

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					1 – 12 November 2013 ( <i>Policy on Breach of Professional Conduct and Termination of Training (for Learners undertaking Professional Training programmes)</i> )	Initial Issue
Carer's Leave Policy	Carer's Leave Practices and Procedures	2	Management Board	Human Resources	2 – 23 March 2022 ( <i>23 March 2027</i> )	Policy re-approved by the Management Board without any amendments.
	Notice to Employer of Intention to Take Carer's Leave				1 – 20 March 2019	Initial Issue
	Confirmation of Carer's Leave					
Carer's Leave FAQs						
CCTV Policy	Authorised Users (Not for publication online)	2.1	Management Board	Data Protection Officer	2.1 – 22 February 2023 ( <i>19 October 2027</i> )	IT Services was added as an identified role under section 5 of the policy.
	CCTV Access Log			Facilities Manager	2 – 19 October 2022 ( <i>19 October 2027</i> )	Changes to bring the Policy in line with current Data Protection Commission guidance; section on covert recording; changes to duties and identities of authorised users; minor changes and restructuring to provide further information and strengthen processes.
	CCTV Subject Access Request Form				1 – 6 February 2019	Initial Issue

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Child Protection Policy	Code of Behaviour for Staff or Learners When Working with Children	3	Management Board	President's Office	3 – 2 June 2021 ( <i>2 June 2026</i> )	Minor revisions to include links to national policy documents and references to Carlow College policies.
	Child Protection Incident Form				2 – 9 May 2018	Policy reviewed to reflect legislative changes and bring Child Protection practices under the auspices of the Carlow College Management.
	Procedures When a Child Protection Complaint is Made Against Staff Members				1 – August 2009 (Diocese of Kildare and Leighlin)	There were subsequent revisions to this Policy published by the Diocese of Kildare and Leighlin.
	Procedures When a Child Protection Complaint is Made Against Learners					
Collecting Policy		1	Board of Trustees, Delany Archive	Delany Archive Trust	1 – 19 May 2010	Initial Issue
Critical Incident Policy	Critical Incident Management Process	3	Management Board	Office of the President	3 – 8 April 2020 ( <i>8 April 2023</i> )	Policy revised to include alignment with CCSP <i>Policy on Policies</i> ; defined procedures / guidelines; and updated roles and responsibilities.
	Critical Incident Communication Register				2 – 20 April 2016	Policy significantly revised to provide: aims / objectives; definitions; clear roles and responsibilities for College personnel; clear communication channels and clear emergency protocols.
	Critical Incident Checklist					
	Critical Incident Review					



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					1 – 13 January 2011 ( <i>Quality Assurance Handbook</i> , pp. 225 – 229)	Initial Issue
Data Backup Policy	Data Backup Guidelines	1.2	Management Board	IT Office	1.2 – 3 May 2023 ( <i>30 September 2023</i> )	Policy re-approved until 30 September 2023 and will be reviewed as part of ISO standards.
					1.1 – 22 May 2022	Policy re-approved for six months and will be reviewed as part of ISO standards.
					1 – 20 March 2019	Initial Issue
Data Protection Policy	Data Use and Security Guidelines	4.3	Management Board	Data Protection Office	4.3 – 29 November 2023 ( <i>19 January 2023</i> )	Minor revision to add appendices for partnership and processor assessments.
	Records of Processing Activities (ROPA)				4.2 – 21 June 2023	Major revision to add guidelines relating to surveys.
	Supplier Assessment Form for Data Protection				4.1 – 22 February 2023	Addition of LIA template and associated text at 4.13.
	Template Data Processing Agreement				4 – 19 January 2022	Major revision to simplify Policy; add DPIA template and ROPA; learners added to scope; changes made due to regulatory change and advices.
	Collaborations with External Partners: Data Protection Assessment Form				3.1 – 8 April 2020	Policy updated to reflect the finalised <i>Data Protection Act 2018</i> and new guidance documentation.
	Template Data Protection Impact Assessment				3 – 23 May 2018	The Data Protection Framework at Carlow College was re-established

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	Personal Data Breach Response Plan <hr/> Online Meeting and Events <hr/> Privacy Notices <hr/> Template for Legitimate Interests Assessment <hr/> Guidelines on Surveys <hr/> Information / Documentation Flows to the DPO					to ensure compliance with the General Data Protection Regulation 2016/679, this included a new Data Protection Policy and its associated documents being approved.  2 – 22 April 2015  Policy revised to respond to the questions raised by employees and to provide further clarification on the content regarding the original policy.  1 – 17 April 2014  Initial Issue
Dignity and Respect Policy	Dignity and Respect Policy Handbook	3	Management Board <hr/> Academic Council	Human Resources <hr/> Office of the Registrar	3 – 2 March 2022 (Management Board) / 9 March 2022 (Academic Council) (9 March 2027)  2 – 8 April 2020 (Management Board) / 6 May 2020 (Academic Council)	Policy reviewed and revised to align with the updated Code of Practice in relation to Bullying and Harassment.  Policy reviewed and revised to align with legislation, specifically GDPR legislation and to better distinguish the practices and procedures for both learners and staff; the role of Contact Persons was better defined; Policy Owner changed from the President's Officer to the Office of the Registrar and Human Resources.

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					1 – 21 August 2017	Initial Issue
Disciplinary Policy (Staff)	Disciplinary Policy: General Information and Guidelines	3	Management Board	Human Resources	3 – 19 January 2022 ( <i>19 January 2027</i> )	Policy subject to review after three years. Reviewed to reflect any internal / external changes such as GDPR and codes of practice.
	Disciplinary Practices and Procedures				2 – 13 June 2018	Policy reviewed to include industry best practice, alignment with CCSP <i>Policy on Policies</i> and defined procedures / guidelines.
	Disciplinary Appeal Procedure				1 – 6 December 2011 ( <i>Quality Assurance Handbook</i> , pp. 127 – 129)	Initial Issue
English Language Policy	English Language Requirements for Admissions to Carlow College, St. Patrick's	1.1	Academic Council	Office of the Registrar	1.1 – 15 November 2023 ( <i>8 March 2028</i> )	Appendix 1 updated to include LanguageCert Academics as an approved test for English language proficiency.
	Supports for Learners Whose First Language is Not English				1 – 8 March 2023	Initial Issue
Equality Policy	Supports Available to Learners and Staff	2	Management Board	Office of the President	2 – 21 April 2021 ( <i>21 April 2026</i> )	The policy was revised to include links to websites and other policy documents, an update to content, reference to the College's Equality Action Plan and the addition of Appendix 1.
					1 – 17 January 2018	Initial Issue

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Exit Awards Policy	Exit Award Application Form	2	Academic Council	Office of the Registrar	2 – 24 May 2023 ( <i>24 May 2028</i> )	The policy was reviewed as part of a cyclical review; there were no changes of note made to the policy.
					1 – 20 May 2020	Initial Issue
Fees and Refunds Policy	Free Fees Scheme and Assessment Guide	6	Management Board	Director of Operations	6 – 8 March 2023 ( <i>8 March 2028</i> )	Policy significantly revised and restructured to make it more user friendly. In particular, the policy was broken into five fee categories and policy guidelines related to the Free Fees Scheme, learner contribution fee and grants were moved to appendices.
	HEA Free Fees Initiative Fee Declaration Form				5.1 – 25 August 2021 ( <i>25 August 2026</i> )	Policy revised to distinguish payment schedules for undergraduate and postgraduate programmes (see Section 4.4 and 4.4.1).
	Learner Contribution Fee				5 – 26 August 2020	Policy revised to update the following sections of the Policy: 4.3, 4.4, 4.5 and 5.1.
	Grants				4 – 12 December 2018	Policy amended on page six to reflect procedural changes regarding learners paying / not paying their fees (late).
					3 – 21 November 2018	Policy amended on page five to reflect the policy of

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						withholding examination results for unpaid fees, including academic fines.
					2 – 7 February 2018	Policy reviewed to align with principles outlined in legislation, amalgamate guidelines and procedures related to fees and the provision of refunds and alignment with CCSP <i>Policy on Policies</i> .
					1 – Unknown Publication Date ( <i>Learner Admission Handbook</i> )	Initial Issue
Fitness to Continue in Study Policy	Note of Concern	2	Academic Council	Office of the Registrar	2 – 6 April 2022 ( <i>6 April 2027</i> )	This policy was reviewed as part of its three-year cyclical review, there were no amendments required and it was re-approved for five years.
	Level 3 Response: Fitness to Continue in Study Panel Review				1 – 6 March 2019	Initial Issue
	Temporary Suspension Procedures					
	Appeals Procedures					
	Return to Study Procedures					
Fitness to Practice Policy	Grounds for a Fitness to Practice Concern for Learners Enrolled on the B.A. in Applied Social Studies	2	Academic Council	Office of the Registrar	2 – 8 March 2023 ( <i>8 March 2028</i> )	The policy was revised to use gender-neutral language and Appendix 2 was added.
					1.1 – 19 February 2020 ( <i>23 February 2023</i> )	Appendix 1 revised to include a reference to learners not meeting the

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	<p>(Professional Social Care) Programme</p> <hr/> <p>Grounds for a Fitness to Practice Concern for Learners Enrolled on the B.A. &amp; B.A. (Hons) Arts &amp; Humanities Teaching Placement Module</p> <hr/> <p>Procedures for Fitness to Practice Concerns</p> <hr/> <p>Procedures for Fitness to Practice Concerns Flowchart</p> <hr/> <p>Appeals Procedures</p> <hr/> <p>Return to Study Procedures</p> <hr/> <p>Fitness to Practice – Note Concern</p>				<p>1 – 6 March 2019</p>	<p>programme attendance requirements.</p> <hr/> <p>Initial Issue</p>
Flexitime Policy	<p>Flexitime – Practices and Procedures</p> <hr/> <p>Process Flowchart</p>	1.1	Management Board	Human Resources	1.1 – 28 September 2022 (28 September 2027)	This policy was updated as part of the <i>Flexi-Time Policy (Pilot Scheme)</i> which was trialled throughout the 2021 / 2022 Academic Year.

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	<p>How to Manage Flexitime Using Blip (Line Managers)</p> <hr/> <p><i>Flexitime Policy – Frequently Asked Questions (FAQs)</i></p>				1 – 13 October 2021 ( <i>Flexi-Time Policy (Pilot Scheme)</i> )	Initial Issue
Force Majeure Leave Policy	<p>Force Majeure Leave: Practice &amp; Procedures</p> <hr/> <p>Force Majeure Leave Notification Form</p>	2	Management Board	Human Resources	2 – 23 June 2021 ( <i>23 June 2026</i> )	The policy was updated to reflect updated legislation and College policies. Revisions also included amended procedures and contact information for staff.
					1 – 17 October 2018	Initial Issue
Freedom of Information Policy	<p>Instructions for Governors and Staff Members</p> <hr/> <p>Freedom of Information: Frequently Asked Questions</p>	2	Management Board	Freedom of Information Officer	2 – 30 November 2022 ( <i>30 November 2027</i> )	This policy was revised as part of its cyclical review cycle. There were no changes of significance and it was reviewed for another five years.
					1 – 5 September 2018	Initial Issue
Garda Vetting Policy	<p>Guidelines for the Handling of Vetting Disclosures – Learners</p>	3.2	<p>Management Board</p> <hr/> <p>Academic Council</p>	Office of the President	3.2 – 8 March 2023 (Academic Council) / 15 March 2023 (Management Board) ( <i>9 December 2025</i> )	Minor change related to Appendix 1 (under 'Minor Offence'): 'If a satisfactory explanation is received, the learner will be advised that they may proceed with their placement and continue with the programme.'

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	Guidelines for the Handling of Vetting Disclosures – Staff				3.1 – 6 April 2022 (Academic Council)	The following line was added under the policy statement: ‘Learners are required to complete Garda Vetting by 1 December otherwise they may not be allowed to sit their First Semester Examinations.’
					3 – 9 December 2020 (Academic Council) / 16 December 2020 (Management Board)	Policy revised to included legislative changes since the Policy was last passed (i.e. <i>Data Protection Act 2018</i> ) and that Garda Vetting Results cannot be shared with placement providers; Appendix 1.1 was removed from the Policy.
					2 – 22 November 2017 (Management Board) / 6 December 2017 (Academic Council)	Policy reviewed to align with principles outlined in legislation, amalgamate guidelines and procedures related to Garda vetting for both learners and staff members and alignment with <i>CCSP Policy on Policies</i> .
					1 – 6 December 2011 ( <i>Quality Assurance Handbook</i> , pp. 60 – 63)	Initial Issue
Grievance Policy (Staff)	Grievance Policy: Practices and Procedures	4	Management Board	Human Resources	4 – 13 September 2023 ( <i>13 September 2028</i> )	Policy reviewed by the HR Office and received only minor changes; namely, the inclusion of gender neutral language.



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	Role of Mediator				3 – 29 April 2020 ( <i>29 April 2023</i> )	Policy revised to include a statement that Line Managers must adhere to stated timeframes and procedures amended to include the principles and natural rules of justice / mediation; Appendix 1.1 added.
					2 – 13 June 2018	Policy reviewed to include industry best practice, alignment with CCSP <i>Policy on Policies</i> and defined procedures / guidelines.
					1 – 6 December 2011 ( <i>Quality Assurance Handbook</i> , pp. 127 – 129)	Initial Issue
Health and Safety Policy	Health and Safety General Policy Statement	1.1	Management Board	Director of Operations	1.1 – 12 May 2021 ( <i>12 May 2026</i> )	Policy was re-approved by the Management Board with no changes of merit, aside from the addition of referenced policies.
	Employee Safety Handbook					1 – 13 December 2017
	Risk Assessment Manuals					
Health Service Executive and the Delany Archive: Loan Agreement		1	Board of Trustees, Delany Archive	Delany Archive Trust	1 – 2014	Initial Issue
Information and Security Policy		1.2	Management Board	IT Office	1.2 – 3 May 2023 ( <i>30 September 2023</i> )	Policy re-approved until 30 September 2023 and

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	Information Security Guidelines					will be reviewed as part of ISO standards.
					1.1 – 11 May 2022	Policy re-approved for six months and will be reviewed as part of ISO standards.
					1 – 6 March 2019	Initial Issue
Internet and Email Usage Policy	Email Usage Guidelines	1.2	Management Board	IT Office	1.2 – 3 May 2023 ( <i>30 September 2023</i> )	Policy re-approved until 30 September 2023 and will be reviewed as part of ISO standards.
					1.1 – 11 May 2022 ( <i>1 December 2022</i> )	Policy re-approved for six months and will be reviewed as part of ISO standards.
					1 – 20 March 2019	Initial Issue
IT Policy		2.2	Management Board	IT Office	2.2 – 3 May 2023 ( <i>30 September 2023</i> )	Policy re-approved until 30 September and will be reviewed as part of ISO standards.
					2.1 – 11 May 2022	Policy re-approved for six months and will be reviewed as part of ISO standards.
					2 – 16 January 2019	Policy reviewed to include industry best practice, updated high-level policy principles and alignment with CCSP <i>Policy on Policies</i> .
					1 – 6 December 2011 ( <i>Quality Assurance Handbook</i> , pp. 144 – 146)	Initial Issue

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Jury Leave Policy	Jury Leave Practices and Procedures	2	Management Board	Human Resources	2 – 23 March 2022 ( <i>23 March 2027</i> )	Policy re-approved by the Management Board without any amendments.
	Notice to Employer of Intention to Take Jury Leave Form				1 – 20 March 2019; re-approved 23 March 2022 ( <i>23 March 2027</i> )	Initial Issue
Learner Admission, Progression and Recognition Policy	Admission Guidelines and Procedures for Dealing with Enquiries for Potential New Entrants	5	Academic Council	Office of the Registrar	5 – 8 March 2023 ( <i>8 March 2028</i> )	The policy was revised to ensure that it complied with the <i>Code of Practice for International Learners</i> (2023). The following appendices were added / removed or significantly modified: Appendix 18 (Admission Guidelines and Procedures for Non-Standard EU Applicants) was added; the appendix titled 'English Language Requirements' was removed and added as an appendix to the new <i>English Language Policy</i> ; and the Admission Guidelines and Procedures for Part-Time learner cohorts (i.e. part-time undergraduate, postgraduate and certificate programmes) was significantly revised. Where possible, forms were removed and added as links to the online forms.
	Admission Guidelines and Procedures for New Entrants					
	Admission Guidelines and Procedures for Mature Applicants					
	Admission Guidelines and Procedures for Part-Time Enrolment for Undergraduate, Postgraduate and Certification Programmes					
	Admission Guidelines and Procedures for Recognition of Prior Learning					

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<p>Admission Guidelines and Procedures for Internal / External Transfers and Advanced Entry</p> <hr/> <p>Admission Guidelines and Procedures for Deferred Entry or Deferred Continuation of Studies</p> <hr/> <p>Admission Guidelines and Procedures for U.S. Semester Study Abroad Applicants</p> <hr/> <p>Admission Guidelines and Procedures for Non-EU Degree Programme Applicants</p> <hr/> <p>Appeals Procedures for Admissions Decision</p> <hr/> <p>Admission Guidelines and Procedures for Applicants with Disabilities, Learning Differences and Long-</p>					<p>4.1 – 8 December 2021 (8 December 2026)</p>	<p>The English Language Requirements for Admissions (Appendix 10) was updated to include the ESOL exam for EEA applicants.</p>
					<p>4 – 27 January 2021</p>	<p>The following changes were made: section 6 of policy added (i.e. list of referenced policies); policy links inserted; forms updated; Evidence of Disability Form deleted as it is now part of the Learner Disability Policy; RPL guidelines updated; Non-EEA application process updated and appendix 17 added.</p>
					<p>3.3 – 26 August 2020</p>	<p>Appendix 17 and 17.1 were added to the Policy.</p>

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<p>Term Health Conditions</p> <hr/> <p>Guidelines and Procedures for Orientation and Induction of New and Continuing Learners</p> <hr/> <p>Guidelines and Procedures for Withdrawal from Academic Programmes of Study</p> <hr/> <p>Carlow College, St. Patrick's European Diploma Supplement Template</p> <hr/> <p>Undergraduate Scholarship Awards</p> <hr/> <p>Guidelines and Procedures for Return to Studies</p> <hr/> <p>Admissions Guidelines and Procedures for Non-Standard EU Applicants</p>					3.2 – 19 February 2020	The following changes were made: the addition of references to CAO application fees (Appendix 1); revision to application process (Appendix 2); scope of RPL added (Appendix 5); terminology updated (Appendix 9) and list of approved tests updated (Appendix 10).
					3.1 – 28 August 2019	Appendix 16 and sub-appendices added to the policy.
					3 – 6 March 2019	Policy reviewed to ensure that guidelines / procedures are fit-for-purpose to align with introduction of the Student Record Management System.
					2 – 5 April 2017	Policy reviewed to align with principles outlined in Core Statutory Quality Assurance Guidelines (QQI, 2016) and amalgamate guidelines related to learner admission, progression and recognition within the College.

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					1 – 6 December 2011 ( <i>Quality Assurance Handbook</i> , pp. 30 – 37, 175 – 177, 210 – 215; <i>Student Admissions Handbook</i> )	Initial Issue
Learner Code of Conduct and Disciplinary Policy	Learner Code of Conduct and Disciplinary Policy: General Information and Guidelines	4	Academic Council	Office of the Registrar	4 – 24 May 2023 ( <i>24 May 2028</i> )	Policy reviewed as part of its cyclical review cycle. Minor changes made related to the revised <i>Academic Integrity and Plagiarism Policy</i> .
	Learner Code of Conduct and Disciplinary Policy: Procedures Flowchart				3 – 13 November 2019	Policy revised to include reference to the Learner Information and Retention Officer, addition of referenced policies; addition of Appendix 1.4 and low-level stylistic amendments.
	Learner Code of Conduct and Disciplinary Policy: Practices and Procedures				2 – 21 November 2018	Policy reviewed and significantly revised to include an updated high-level policy statement, alignment with the CCSP <i>Policy on Policies</i> and reflect current institutional structures.
	Learner Code of Conduct and Disciplinary Policy: Appeal Procedure				1 – 6 December 2011 ( <i>Quality Assurance Handbook</i> , pp. 90 – 92)	Initial Issue
Learner Disability Policy	Code of Practice for Learners with Disability, Learning	3	Academic Council	Office of the Registrar	3 – 8 March 2023 ( <i>8 March 2028</i> )	The policy was reviewed as part of its cyclical review and updates were made to ensure that it

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	Difference or Long-Term Health Condition					remained fit-for-purpose; only minor amendments were made to the policy.
	Evidence of Disability Guidelines and Form				2 – 16 September 2019	Policies related to learner disability and learning differences reviewed and amalgamated to ensure that guidelines and procedures are fit-for-purpose. The <i>Learners with Disabilities and Specific Learning Needs Policy (11 January 2011)</i> and the <i>Assistive Technology and Supports Policy (11 January 2011)</i> were made obsolete by this policy.
	Learner Guide to Providing Evidence of a Disability					
	Guidelines for General Practitioners (GPs) or Other Health Professionals for Completing Evidence of Disability Form					
	Procedure for Individual Needs Assessment and Form				1 – 6 December 2011 ( <i>Quality Assurance Handbook</i> , pp. 172 – 209)	Initial Issue
	Procedure for Individual Needs Assessment (Practice Placement) and Form					
Procedure for Personal Emergency Evacuation Plan (PEEP) and Form						

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	<p>Guidelines on the Modification of Examination and Assessment Arrangements for Learners with Disabilities, Learning Differences or Long-Term Health Conditions</p> <hr/> <p>Guidelines for Learners on the Use of Assistive Technology Equipment and Supports</p> <hr/> <p>Information Regarding Data Protection</p>					
Learner Grievances and Complaints Policy	Learner Grievance and Complaints Procedure	4	Academic Council	Office of the Registrar	4 – 24 May 2023 ( <i>24 May 2028</i> )	The policy was revised as part of its cyclical three-year review. There were very minor changes made to reflect a complaint made against multiple individuals and having a relative attend a meeting.
	Appeals Procedure for Learner Grievances and Complaints				3 – 13 November 2019	Policy revised to include a clearer reference to the Learner Information and Retention Officer.
	Learner Complaint Form				2 – 3 April 2019	Policy reviewed and significantly revised to include an updated high-level policy statement, alignment with the CCSP



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						Policy on Policies and reflect current institutional structures.
					1 – 6 December 2011 ( <i>Quality Assurance Handbook</i> , pp. 90 – 92)	Initial Issue
Learner Vetting Policy	Guidelines for Completing Vetting Invitation Form (NVB1 Form)	4	Academic Council	Office of the Registrar	4 – 15 November 2023 ( <i>15 November 2028</i> ) * For previous versions, see <u>Garda Vetting Policy</u> .	The <i>Garda Vetting Policy</i> was reviewed and it was determined to create separate staff and learner vetting policies; change policy owner; implement timelines for learner engagement in the process; and introduce additional criteria for assessing vetting disclosures, and administering appeals.
	Parent / Guardian Consent to Vet a Learner Who is Under 18 Years (NVB3)					
	Information for Staff					
Learners with Disabilities and Specific Learning Needs Policy	Guidelines on the Modification of Examination and Assessment Arrangements for Students with Disabilities and / or Additional / Specific Learning Needs	2	Academic Council	Academic Resource Office	2 – 16 September 2019 <b>(Obsolete)</b>	Policies related to learner disability and learning differences reviewed and amalgamated to ensure that guidelines and procedures are fit-for-purpose. The <i>Learners with Disabilities and Specific Learning Needs Policy</i> (11 January 2011) and the <i>Assistive Technology and Supports Policy</i> (11 January 2011) were made obsolete by this policy.

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					1 – 11 January 2011 ( <i>Quality Assurance Handbook</i> , pp. 172 – 209)	Initial Issue
Library Admissions and User Services Policy	Library Regulations	4	Academic Council	Librarian	4 – 4 October 2023 ( <i>4 October 2028</i> )	Policy reviewed as part of its cyclical review. The policy received only two minor changes: reference to the <i>Smoking Policy</i> and addition to regulation 4.9 referencing the prohibition of vaping or the use of e-cigarettes in the library.
					3 – 29 July 2020	Policy re-approved by the Academic Council without any amendments.
					2 – 6 December 2017	Policy reviewed to include industry best practice, updated high-level policy principles and alignment with <i>CCSP Policy on Policies</i> .
					1 – 6 December 2011 ( <i>Quality Assurance Handbook</i> , pp. 141 – 143)	Initial Issue
Marketing and Communications Policy	Marketing and Communications Guidelines	2	Management Board	Digital Marketing and Communications Office	2 – 18 January 2023 ( <i>18 January 2028</i> )	The title for this policy was modified and significantly revised to his policy was significantly revised throughout. Appendix 2 (Website Management Guidelines) were added to the policy.
	Website Management Guidelines				1 – 20 March 2019 ( <i>Communications Policy</i> )	Initial Issue
	Brand Guidelines					
	News & Events Document					

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Maternity and Adoptive Leave Policy	Maternity Leave: Practices and Procedures	3	Management Board	Human Resources	3 – 8 November 2023 ( <i>8 November 2028</i> )	This policy was updated to include gender neutral language, new rights under the <i>Work Life Balance and Miscellaneous Provisions Act 2023</i> and removal of allowances as they will be provided in an information form.
	Adoptive Leave: Practices and Procedures				2 – 29 April 2020 ( <i>29 April 2023</i> )	This Policy was updated to include new Maternity Leave Guidelines for employees going on maternity leave and returning from maternity leave. This Policy was also cross-referenced with GPDR regarding new amendments to legislation.
	Maternity / Adoptive Leave Form				1 – 13 December 2017	Initial Issue
	Notification of Intention to Attend Ante-Natal Classes Form					
	Guidelines and Checklists for Employees On / Returning from Maternity and Adoptive Leave					
	Checklists and Guidelines for Employees Ahead of Taking Maternity and Adoptive Leave					
	Checklists and Guidelines for Employees Returning from Maternity and Adoptive Leave					
Menopause Policy	News & Events Document	1	Management Board	Human Resources	1 – 23 March 2022 ( <i>23 March 2027</i> )	Initial Issue

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Parental Leave and Parent's Leave Policy	Parental Leave: Practices and Procedures	3	Management Board	Human Resources	3 – 23 June 2021 ( <i>23 June 2026</i> )	Policy revised to reflect legislative changes brought in by the <i>Parent's Leave and Benefits Act (2019)</i> , amended by the <i>Family Leave and Miscellaneous Provisions Act (2021)</i> . Further amendments were made to Appendix 1.1 and Appendices 1.4 and 1.5 were added to the policy.
	Parent's Leave and Benefit Bill 2019				2 – 16 October 2019	Policy revised to reflect legislative changes brought in by the Parental Leave and Benefits Bill (2019); Appendix 1.1 added to the policy.
	Notification of Intention to Take Parental Leave Form				1 – 5 September 2018	Initial Issue
	Notification of Intention to Cancel Parental Leave					
	Notification of Intention to Take Parent's Leave Form					
	Notification of Intention to Cancel Parent's Leave					
Paternity Leave Policy	Paternity Leave – Practices and Procedures	2	Management Board	Human Resources	2 – 1 September 2021 ( <i>1 September 2026</i> )	Policy revised as part of its cyclical review. Changes to processes for applying for leave and rates.
	Paternity Leave Notification Form				1 – 13 December 2017	Initial Issue

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Performance Management and Development Policy	Performance Management and Development Programme	2	Management Board	Human Resources	2 – 2 June 2021 ( <i>2 June 2026</i> )	Policy updated to reflect changes to the PMDP Form. The stages of the PMDP were updated also to reflect the amendments to the form.
	Performance Management and Development Review Form(s)				1 – 8 November 2017	Initial Issue
	Performance Improvement Plan (PIP) Form					
Policy on Policies	Template for College Policies	4.1	Management Board	Quality Assurance Office	4.1 – 29 November 2023 ( <i>23 June 2026</i> )	Policy revised to include a new document control page at the front of the policy.
	Policy Consultation and Communication Plan				4 – 23 June 2021	The policy revised to include the definition of Designated Offices and the role these offices have in the policy approval process and the instruction that policies should use gender-inclusive language. Moreover, the Policy Implementation Document revised to ensure that it is also an 'action plan'.
	Policy Implementation / Action Document				3 – 13 June 2018	Policy revised to streamline policy development (combined policy development with policy implementation / preliminary approval),
	Stages of Policy Development					

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						included mention of designated offices, revised numbering of appendices and simplified Policy Implementation Document.
					2 – 21 June 2017	Policy revised to include a section for referenced policies.
					1 – 23 November 2016	Initial Issue
Probation Policy	Probation Procedures	2.1	Management Board	Human Resources	2.1 – 8 November 2023 (8 November 2028)	Policy received a minor revision to include the legislative changes related to the EU Directive on Transparent and Predictable Working Conditions; the changes relate to the final review timeframe.
	Probation Review Form					
	Performance Improvement Plan					
					2 – 2 March 2022	Policy was reviewed as part of its review cycle. The primary changes to this policy include the addition of inclusive language and dates related to the final probation reviews.
					1 – 17 October 2018	Initial Issue
Procurement Policy	Carlow College, St. Patrick's Procurement Guidelines	2	Management Board	Director of Operations and Strategy	2 – 18 January 2023 (18 January 2028)	This policy was reviewed as part of the three-year cyclical review of policies, there were no changes of note.

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	Public Procurement Process – Competitive Process <hr/> Tender for Goods and Services Form				1 – 20 March 2019	Initial Issue
Protected Disclosures Policy	Disclosure Procedure and Investigation <hr/> Reporting on Retaliatory Actions (Perceived / Actual)	1.1	Management Board	President's Office	1.1 – 13 April 2022 ( <i>19 December 2022</i> )	Policy re-approved by the Management Board until the end of the calendar year to allow time for the Protected Disclosure (Amendment) Bill 2022 to be approved.
					1 – 17 October 2018	Initial Issue
Public Access Policy		1	Board of Trustees, Delany Archive	Delany Archive Trust	2010	Initial Issue
Quality Assurance Policy	Quality Assurance Policy: Appendices	7	Management Board <hr/> Academic Council	Quality Assurance Office	7 – 15 November 2023 (Academic Council); 29 November 2023 (Management Board) ( <i>Annually</i> )	Updates to this policy include: revisions to reflect changes of College personnel; review and revision of reporting dates and report titles; revision to Chaplaincy and LIRO Statement of Purpose and general updating of links and report titles.

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					6 – 16 November 2022 (Academic Council); 30 November 2022 (Management Board) ( <i>Annually</i> )	Revisions to this policy include the: updating of high-level functions (Appendix 8); updating of programme development process to reflect current practice and allow for more than one validating body (Appendices 13-13.6); updating of academic monitoring and evaluation reports (Appendix 46); inclusion of Section 4.12 of the <i>Quality Assurance Policy</i> and Appendix 60.
					5 – 22 September 2021 (Management Board) / 29 September 2021 (Academic Council)	The high-level policy revisions include: the re-ordering of appendices to reflect changes to the policy; the addition of the following appendices 1, 2, 9, 10, 17, 25 and 40.1; an update to institutional reports (see Appendix 45) and the removal of all committee terms of reference.
					4 – 26 August 2020 (Academic Council) / 23 September 2020 (Management Board)	The following revisions include: a revised high-level statements related to Section 4.11; updates to the following appendices – 5, 6, 8, 9, 10, 11, 13, 15, 38, 41, 53 and 55; the inclusion of direct links to all policies on the CCSP



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						website to assist with document control and the addition of Appendix 56.
					3 – 20 March 2019 (Management Board) / 3 April 2019 (Academic Council)	Following an internal gap analysis study of the Carlow College Quality Assurance Framework, the <i>Quality Assurance Policy</i> was revised further to include: organisational reports; academic monitoring and evaluation reports; data and information management policies; templates for inter-institutional agreements and implementation tasks and plans resulting from external panel recommendations.
					2 – 31 January 2018 (Management Board) / 7 February 2019 (Academic Council)	The Quality Assurance Framework at Carlow College was re-established to ensure alignment with European and national best practice, namely the <i>Standards and Guidelines for Quality Assurance in the European Higher Education Area (2015)</i> and the <i>Core Statutory Quality Assurance Guidelines (2016)</i> .

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					1 – 6 December 2011 ( <i>Quality Assurance Handbook</i> )	Initial Issue
Recording of Lectures, Tutorials and Other Teaching Sessions Policy	Learner Agreement	1	Academic Council	Academic Resource Office	1 – 12 November 2014	Initial Issue
Records Management Policy	Records Management Manual	4	Management Board	Archivist	4 – 12 May 2021 ( <i>12 May 2026</i> )	The policy was updated to include the addition of the Records Retention Schedules.
					3 – 5 September 2018	Policy revised with the inclusion of a Records Management Manual.
	2 – 17 January 2018				Interim policy replaced with the addition of high-level policy principles aligned with the CCSP <i>Policy on Policies</i> . The policy notes areas of further development required.	
	1 – 29 June 2016 ( <i>Interim Records Management Policy</i> )				Initial Issue	
Recruitment and Selection Policy	Recruitment and Selection: Practices and Procedures	3	Management Board	Human Resources	3 – 8 November 2023 ( <i>8 November 2028</i> )	The policy was updated to include the following changes: clarity provided in terms of 'Interview Panel' and 'Selection Committee'; Privacy Notice hyperlink updated throughout policy; Job Description example with title, role etc. removed and
	Strategic Human Resource Planning Flowchart					
	Strategic Resource Planning Process					

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	<p>Recruitment and Selection Lifecycle</p> <hr/> <p>Recruitment Guidelines for Managers</p> <hr/> <p>Unconscious Bias – Guidelines for Managers and Staff</p> <hr/> <p>Recruitment Request Form (RRF)</p> <hr/> <p>Composition of Selection Committee</p> <hr/> <p>Example of Criteria / Ranking Form</p> <hr/> <p>Example of Shortlisting Form</p> <hr/> <p>Sample Job Description</p> <hr/> <p>Exit Interview Form</p> <hr/> <p>Double Employment Guide and Form</p>				<p>2 – 20 November 2020</p> <hr/> <p>1 – 22 November 2017</p>	<p>replaced with key words; HR and Line Manager roles and responsibilities updated as required; appendices removed where deemed unnecessary and gender neutral language included throughout the policy.</p> <hr/> <p>Policy updated to reflect College practices, introduction of new policies such as DP, D&amp;R, FOI policies etc.</p> <p>Other updates came from action points related to Athena Swan, which were deemed eligible to be updated at this review (i.e. exit interviews).</p> <hr/> <p>Initial Issue</p>
Remote Working Policy	<p>Remote Working Procedures and Guidelines</p> <hr/> <p>Remote Working Request Form</p>	1	Management Board	Human Resources	1 – 16 January 2019	Initial Issue

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Reprographics Policy		1	Board of Trustees, Delany Archive	Delany Archive Trust	2010	Initial Issue
Research Ethics Advisory Policy	Undergraduate and Taught MA Applications to the Research Ethics Advisory Committee	5	Academic Council	Office of the Registrar	5 – 15 November 2023 ( <i>10 April 2024</i> )	Policy reviewed and revised by the Research Ethics Advisory Committee. The most significant changes are the inclusion of a new section in the policy titled 'research with vulnerable groups', the inclusion of penalties for misconduct (appendix 10) and the inclusion of appendices 12 and 13.
	Ethics Checklist for Learners and Researchers					
	Data Management Guidelines					
	Participant Information Sheet Template					
	Participant Consent Form Template				4 – 30 September 2020 ( <i>30 September 2023</i> )	Appendix 1 was amended to focus exclusively on undergraduate research and Appendices 11, 12 and 13 were developed.
	Proposal Summary Form				3 – 16 September 2019	The appendices were revised, namely: the process for applying to the Research Ethics Advisory Committee was clarified (Appendix 1); Ethics Checklist revised (Appendix 2) and Data Management Guidelines added (Appendix 3).
	Gatekeeper / Agency Information Sheet and Consent Form				2 – 1 November 2017	Policy reviewed to include academic best practice in the area of research ethics, alignment with CCSP <i>Policy on Policies</i> and
	Lone Researcher Guidelines					
Guidelines for Reporting an Adverse Incident during Research Projects						

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	<p>Handling Complaints Regarding 'Research Misconduct'</p> <hr/> <p>Carlow College Staff and Postgraduate Learners (Levels 9 and 10 by Research) Applications to the Research Ethics Advisory Committee</p> <hr/> <p>External Research Applications to Carlow College</p> <hr/> <p>Approval Form for Dissertation Supervisors</p> <hr/> <p>Research Misconduct Form</p>					<p>defined procedures / guidelines.</p> <hr/> <p>1 – 6 December 2011 <i>(Research Ethics Advisory Committee—Policy and Procedures, Quality Assurance Handbook)</i></p>	<p>Initial Issue</p>
Retirement Policy	Planning for Retirement: Practices and Procedures	1.1	Management Board	Human Resources	<p>1.1 – 28 September 2022 (28 September 2027)</p> <hr/> <p>1 – 2 March 2022</p>	<p>There was a minor change made to the policy: definition and footnote one were added to the policy.</p> <hr/> <p>Initial Issue</p>	
Right to Disconnect Policy	<p>Right to Disconnect: Practices and Procedures</p> <hr/> <p>Raising Right to Disconnect Concerns</p>	1	Management Board	Human Resources	1 – 1 September 2021 ( <i>1 September 2024</i> )	Initial Issue	

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Risk Management Policy	Guidelines to Risk Management	2	Management Board	Director of Strategy and Operations	2 – 1 February 2023 ( <i>1 February 2028</i> )	This policy was reviewed and received minor revisions related to the reporting of commercial and academic risks at Carlow College, St. Patrick's.
					1 – 6 February 2019 ( <i>6 February 2022</i> )	Initial Issue
Sickness Absence Management Policy	Sick Leave: Practices and Procedures	3.1	Management Board	Human Resources	3.1 – 29 November 2023 ( <i>1 February 2028</i> )	The policy was revised to better articulate the process for staff members notifying the College of an absence (see Appendix 1, sections 20 and 21). The policy was also updated to include gender neutral language by removing 'him / her' and adding 'their'.
	Return to Work Form				3 – 1 February 2023	Policy revised to include new legislation brought into law by the <i>Sick Leave Act 2022</i> .
	FAQs for Employees				2.1 – 19 January 2022	Policy revised to include changes made to the 2021 Budget.
					2 – 12 February 2020	Policy revised to reflect amendments to processes around sickness absence management. Amendments were also made to reflect GDPR, records management and payroll requirements.

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					1 – 13 December 2017	Initial Issue
Smoking Policy	Practices and Procedures	2	Management Board	Human Resources	2 – 18 January 2023 ( <i>18 January 2028</i> )	This policy was reviewed as part of the three-year cyclical review of policies; the only change of note was that Human Resources is no longer an owner of this policy.
				Facilities Manager		
				Building Services	1 – 20 March 2019	Initial Issue
Social Networking and Social Media Policy (Staff)	Social Media Usage (Including Personal Use)	2	Management Board	Marketing Office	2 – 2 March 2022 ( <i>5 September 2027</i> )	Policy revised as part of the policy review cycle. Revisions include future - proofing associated documents and to include the addition of social media procedures and social media accounts register.
	Social Media Threats and Risks					
	Social Media Procedures					
	Approved Social Media Account Register					
	Social Media Account Registration Form				1 – 5 September 2018	Initial Issue

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Social Networking and Social Media Policy for Learners	Social Media Best Practice Guidelines	2	Academic Council	Digital Communications and Marketing Office	2 – 25 January 2023 ( <i>25 January 2028</i> )	This policy was revised as part of its three-year cyclical review. The most significant changes were related to the definitions section of the policy.
	Social Media Account Registration Form for CCSU Officers and Learner Representatives				1 – 6 March 2019	Initial Issue
	Social Media Consent and Release Form for CCSU Officers and Learner Representatives					
Staff Code of Conduct Policy		1	Management Board	Human Resources	1 – 1 September 2021 ( <i>1 September 2024</i> )	Initial Issue
Teaching and Learning Policy	Teaching Code of Conduct	3	Academic Council	Office of the Registrar	3 – 29 July 2020 ( <i>29 July 2023</i> )	The following updates were made to this policy: developments to the area of teaching and learning were added to the policy; hyperlinks to the appendices were added for document control purposes and a list of referenced policies were added.
	Terms of Reference of the Teaching, Learning and Assessment Committee				2 – 5 April 2017	Policy reviewed to include academic best practice in the area of teaching and learning, alignment with the <i>CCSP Policy on Policies</i> and European / national quality assurance guidelines and procedures.



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					1 – 6 December 2011 (Quality Assurance Handbook)	Initial Issue
Time Off in Lieu (TOIL) Policy	TOIL Practices and Procedures	2	Management Board	Human Resources	2 – 19 January 2022 ( <i>19 January 2027</i> )	This policy was updated to reflect the new HR Information System 'Bright HR', amendments based on the Flexi-Time Policy (Pilot Scheme) and the removal of 'Leave Administration'.
					1 – 7 November 2018	Initial Issue

*Updated 30 November 2023*