

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

Name of Policy ¹	Associated Documentation	Version	Approving Body	Owner	Version / Date Approved	Reason(s) for Change
Academic Workload Allocation Policy	<u>Workload Allocation Schema</u> Process for Determining Individual Workload Allocation	3	Academic Council	Office of the Registrar	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	Management Board	IT Services	1 – 10 April 2019	Initial Issue
Access Policy for Trust Partners		1	Board of Trustees, Delany Archive	Delany Archive Trust	1 – 2010	Initial Issue
Annual Leave Policy	<u>Annual Leave – Practices and Procedures</u> Annual Leave Request Form	2	Management Board	Human Resources	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

¹ 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.

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

Appointment of External Examiners Policy	Guidelines on the Duties and Responsibilities of External Examiners	2	Academic Council	Office of the Registrar	2 – 7 June 2017; reapproved 30 September 2020	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 in addition to programme external examiner reports, alignment with CCSP <i>Policy on Policies</i> and defined procedures / guidelines.
	Template for the External Examiner Report				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	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

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

Assessment Re-Check, Review and Appeals Policy	Procedures for Academic Re-Checks, Reviews and Appeals	2.1	Academic Council	Office of the Registrar	2.1 – 22 January 2020	Appendix 1.2 added to the Policy.
	Application Form for Re-Checks and Reviews				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 (Obsolete)	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	1	Management Board	Human Resources	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	The policy was revised to include the following changes: increase of Bereavement Leave days from 3 – 5 days (immediate family members; increase in

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

						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)	2	Academic Council	Office of the Registrar	2 – 15 May 2019	Policy reviewed to include best practice, alignment with CCSP <i>Policy on Policies</i> , alignment with CORU policy framework and defined procedures / guidelines.
	Social Care Workers Code of Professional Conduct and Ethics (CORU, 2019)				1 – 12 November 2013 (<i>Policy on Breach of Professional Conduct and Termination of Training (for Learners undertaking Professional Training programmes)</i>)	Initial Issue

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

Carer's Leave Policy	Carer's Leave Practices and Procedures	1	Management Board	Human Resources	1 – 20 March 2019	Initial Issue
	Notice to Employer of Intention to Take Carer's Leave					
	Confirmation of Carer's Leave					
	Carer's Leave FAQs					
CCTV Policy	Authorised Employees	1	Management Board	Data Protection Officer	1 – 6 February 2019	Initial Issue
	CCTV Subject Access Request Form			Facilities Manager		
Child Protection Policy	Code of Behaviour for Staff or Learners When Working with Children	3	Management Board	President's Office	3 – 2 June 2021	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					

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

Collecting Policy		1	Board of Trustees, Delany Archive	Delany Archive Trust	1 – 19 May 2010	Initial Issue
Communications Policy	Communications Guidelines	1	Management Board	Marketing	1 – 20 March 2019	Initial Issue
	Brand Guidelines					
	News & Events Document					
Critical Incident Policy	Critical Incident Management Process	3	Management Board	Office of the President	3 – 8 April 2020	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					
				1 – 13 January 2011 (<i>Quality Assurance Handbook</i> , pp. 225 – 229)	Initial Issue	
Data Backup Policy	Data Backup Guidelines	1	Management Board	IT Office	1 – 20 March 2019	Initial Issue
Data Protection Policy		3.1	Management Board	Data Protection Office	3.1 – 8 April 2020	Policy updated to reflect the finalised <i>Data Protection Act 2018</i> and

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

	Data Processing at Work: Mechanisms Affecting Employees					new guidance documentation.
	Sample Consent Form				3 – 23 May 2018	The Data Protection Framework at Carlow College was re-established to ensure compliance with the General Data Protection Regulation 2016/679, this included a new Data Protection Policy and its associated documents being approved.
	Data Subject Request Form				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.
	CCTV Subject Access Request Form				1 – 17 April 2014	Initial Issue
	Handling Learner Records					
	Guidelines for Employees: Marketing and Publicity					
	Personal Data Breach Response Plan					
	Rules for Employees: Safeguards to Protect Personal Data					
Dignity and Respect Policy	Dignity and Respect Policy Handbook	2	Management Board Academic Council	Human Resources Office of the Registrar	2 – 8 April 2020 (Management Board) / 6 May 2020 (Academic Council)	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

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

						Office of the Registrar and Human Resources.
					1 – 21 August 2017	Initial Issue
Disciplinary Policy (Staff)	Disciplinary Policy: General Information and Guidelines	2	Management Board	Human Resources	2 – 13 June 2018	Policy reviewed to include industry best practice, alignment with CCSP <i>Policy on Policies</i> and defined procedures / guidelines.
	Disciplinary Practices and Procedures					
	Disciplinary Appeal Procedure				1 – 6 December 2011 (<i>Quality Assurance Handbook</i> , pp. 127 – 129)	Initial Issue
Equality Policy	Supports Available to Learners and Staff	2	Management Board	Office of the President	2 – 21 April 2021	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
Exit Awards Policy	Exit Award Application Form	1	Academic Council	Office of the Registrar	1 – 20 May 2020	Initial Issue
Fees and Refunds Policy	Criteria for the Free Fees Initiative	5	Management Board	Director of Operations	5 – 26 August 2020	Policy revised to update the following sections of the Policy: 4.3, 4.4, 4.5 and 5.1.
	Carlow College Tuition Schedule				4 – 12 December 2018	Policy amended on page six to reflect procedural changes regarding learners paying / not paying their fees (late).

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

					3 – 21 November 2018	Policy amended on page five to reflect the policy of 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	<hr/> Note of Concern <hr/> Level 3 Response: Fitness to Continue in Study Panel Review <hr/> Temporary Suspension Procedures <hr/> Appeals Procedures <hr/> Return to Study Procedures	1	Academic Council	Office of the Registrar	1 – 6 March 2019	Initial Issue
Fitness to Practice Policy	Grounds for a Fitness to Practice Concern for Learners Enrolled on the B.A. in Applied Social Studies	1	Academic Council	Office of the Registrar	1.1 – 19 February 2020	Appendix 1 revised to include a reference to learners not meeting the programme attendance requirements.

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

	(Professional Social Care) Programme <hr/> Procedures for Fitness to Practice Concerns <hr/> Procedures for Fitness to Practice Concerns Flowchart <hr/> Appeals Procedures <hr/> Return to Study Procedures <hr/> Fitness to Practice Concern Form				1 – 6 March 2019	Initial Issue
Force Majeure Leave Policy	Force Majeure Leave: Practice & Procedures <hr/> Force Majeure Leave Notification Form	2	Management Board	Human Resources	2 – 23 June 2021	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	Instructions for Governors and Staff Members <hr/> Freedom of Information: Frequently Asked Questions	1	Management Board	Freedom of Information Officer	1 – 5 September 2018	Initial Issue

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

Garda Vetting Policy	Guidelines for the Handling of Vetting Disclosures – Learners	3	Management Board	Office of the President	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.
	Guidelines for the Handling of Vetting Disclosures – Staff		Academic Council		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	3	Management Board	Human Resources	3 – 29 April 2020	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.
	Role of Mediator				2 – 13 June 2018	Policy reviewed to include industry best practice, alignment with <i>CCSP Policy on Policies</i> and

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

						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	Policy was re-approved by the Management Board with no changes of merit, aside from the addition of referenced policies.
	Employee Safety Handbook					
	Risk Assessment Manuals				1 – 13 December 2017	Initial Issue
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	Information Security Guidelines	1	Management Board	IT Office	1 – 6 March 2019	Initial Issue
Internet and Email Usage Policy	Email Usage Guidelines	1	Management Board	IT Office	1 – 20 March 2019	Initial Issue
IT Policy		2	Management Board	IT Office	2 – 16 January 2019	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. 144 – 146)	Initial Issue

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

Jury Leave Policy	Jury Leave Practices and Procedures <hr/> Notice to Employer of Intention to Take Jury Leave Form	1	Management Board	Human Resources	1 – 20 March 2019	Initial Issue
Learner Admission, Progression and Recognition Policy	Admission Guidelines and Procedures for Dealing with Enquiries for Potential New Entrants <hr/> Admission Guidelines and Procedures for New Entrants <hr/> Admission Guidelines and Procedures for Mature Applicants <hr/> Admission Guidelines and Procedures for Part-Time Learners <hr/> Admission Guidelines and Procedures for Recognition of Prior Learning <hr/> Admission Guidelines and Procedures for Internal / External Transfers and Advanced Entry	4	Academic Council	Office of the Registrar	4 – 27 January 2021 <hr/> 3.3 – 26 August 2020 <hr/> 3.2 – 19 February 2020 <hr/> 3.1 – 28 August 2019	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. <hr/> Appendix 17 and 17.1 were added to the Policy. <hr/> 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).

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

	<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-EEA Degree Programme Applicants</p> <hr/> <p>English Language Requirements for Admission to Carlow College, St. Patrick's</p> <hr/> <p>Admission Guidelines and Procedures for Applicants with Disabilities and/or Learning Differences</p>				<hr/> <p>3 – 6 March 2019</p> <hr/> <p>2 – 5 April 2017</p> <hr/> <p>1 – 6 December 2011 (<i>Quality Assurance Handbook</i>, pp. 30 – 37, 175 – 177, 210 – 215; <i>Student Admissions Handbook</i>)</p>	<p>Appendix 16 and sub-appendices added to the policy.</p> <hr/> <p>Policy reviewed to ensure that guidelines / procedures are fit-for-purpose to align with introduction of the Student Record Management System.</p> <hr/> <p>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.</p> <hr/> <p>Initial Issue</p>
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Master List of Policies and Procedures at Carlow College, St. Patrick's

	<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 Direct Entry</p>					
Learner Code of Conduct and Disciplinary Policy	Learner Code of Conduct and Disciplinary Policy:	3	Academic Council	Office of the Registrar	3 – 13 November 2019	Policy revised to include reference to the Learner Information and Retention

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

	<p>General Information and Guidelines</p> <hr/> <p>Learner Code of Conduct and Disciplinary Policy: Procedures Flowchart</p> <hr/> <p>Learner Code of Conduct and Disciplinary Policy: Practices and Procedures</p> <hr/> <p>Learner Code of Conduct and Disciplinary Policy: Appeal Procedure</p>					<p>Officer, addition of referenced policies; addition of Appendix 1.4 and low-level stylistic amendments.</p>
					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.
					1 – 6 December 2011 (<i>Quality Assurance Handbook</i> , pp. 90 – 92)	Initial Issue
Learner Disability Policy	<p>Code of Practice for Learners with Disability, Learning Difference or Long-Term Health Condition</p> <hr/> <p>Evidence of Disability Guidelines and Form</p> <hr/> <p>Learner Guide to Providing Evidence of a Disability</p> <hr/> <p>Procedure for Individual Needs Assessment (Practice Placement) and Form</p>		Academic Council	Office of the Registrar	2 – 16 September 2019	<p>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.</p>
					1 – 6 December 2011 (<i>Quality Assurance Handbook</i> , pp. 172 – 209)	Initial Issue

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

	<p>Procedure for Personal Emergency Evacuation Plan (PEEP) and Form</p> <hr/> <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	3	Academic Council	Office of the Registrar	3 – 13 November 2019	Policy revised to include a clearer reference to the Learner Information and Retention Officer.
	<p>Appeals Procedure for Learner Grievances and Complaints</p> <hr/> <p>Learner Complaint Form</p>				2 – 3 April 2019	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.

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

					1 – 6 December 2011 (<i>Quality Assurance Handbook</i> , pp. 90 – 92)	Initial Issue
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 (Obsolete)	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. 172 – 209)	Initial Issue
Library Admissions and User Services Policy	Library Regulations	2	Academic Council	Librarian	2 – 6 December 2017; re-approved 29 July 2020.	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
Maternity and Adoptive Leave Policy	Maternity Leave: Practices and Procedures	2	Management Board	Human Resources	2 – 29 April 2020	This Policy was updated to include new Maternity Leave Guidelines for employees going on maternity leave and returning from maternity

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

	<p>Adoptive Leave: Practices and Procedures</p> <hr/> <p>Maternity / Adoptive Leave Form</p> <hr/> <p>Notification of Intention to Attend Ante-Natal Classes Form</p> <hr/> <p>Guidelines and Checklists for Employees On / Returning from Maternity and Adoptive Leave</p> <hr/> <p>Checklists and Guidelines for Employees Ahead of Taking Maternity and Adoptive Leave</p> <hr/> <p>Checklists and Guidelines for Employees Returning from Maternity and Adoptive Leave</p>					<p>leave. This Policy was also cross-referenced with GPDR regarding new amendments to legislation.</p> <hr/> <p>1 – 13 December 2017</p> <p>Initial Issue</p>
Parental Leave and Parent's Leave Policy	<p>Parental Leave: Practices and Procedures</p> <hr/> <p>Parent's Leave and Benefit Bill 2019</p>	3	Management Board	Human Resources	3 – 23 June 2021	<p>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</i></p>

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

	Notification of Intention to Take Parental Leave Form					Act (2021). Further amendments were made to Appendix 1.1 and Appendices 1.4 and 1.5 were added to the policy.	
	Notification of Intention to Cancel Parental Leave					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 Parent's Leave Form					1 – 5 September 2018	Initial Issue
	Notification of Intention to Cancel Parent's Leave						
Paternity Leave Policy	Paternity Leave – Practices and Procedures <hr/> Paternity Leave Notification Form	1	Management Board	Human Resources	1 – 13 December 2017	Initial Issue	
Performance Management and Development Policy	Performance Management and Development Programme <hr/> Performance Management and	2	Management Board	Human Resources	2 – 2 June 2021	Policy updated to reflect changes to the PMDP Form. The stages of the PMDP were updated also to reflect the amendments to the form.	

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

	Development Review Form(s) <hr/> Performance Improvement Plan (PIP) Form				1 – 8 November 2017	Initial Issue
Plagiarism Policy	Procedures for Dealing with Plagiarism <hr/> Plagiarism Report Form <hr/> Guidelines for Using Turnitin at Carlow College, St. Patrick's <hr/> Take-Home Exam Cover Page	4	Academic Council	Office of the Registrar	4 – 31 March 2021	Policy revised to include reference to take home exams.
	3 – 29 July 2020				Policy revised to include legislative changes in the area of academic integrity and the addition of referenced policies.	
	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.	
	01 – 6 December 2011 (<i>Quality Assurance Handbook</i> , pp. 40 – 43)				Initial Issue	
Policy on Policies	Template for College Policies <hr/> Policy Consultation and Communication Plan <hr/> Policy Implementation / Action Document	4	Management Board	Quality Assurance Office	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

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

	Stages of Policy Development					revised to ensure that it is also an 'action plan'.
					3 – 13 June 2018	Policy revised to streamline policy development (combined policy development with policy implementation / preliminary approval), 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	<hr/> Probation Procedures <hr/> Probation Review Form <hr/> Performance Improvement Plan	1	Management Board	Human Resources	1 – 17 October 2018	Initial Issue

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

Procurement Policy	<p>Carlow College, St. Patrick's Procurement Guidelines</p> <hr/> <p>Public Procurement Process – Competitive Process</p> <hr/> <p>Tender for Goods and Services Form</p>	1	Management Board	Director of Operations	1 – 20 March 2019	Initial Issue
Protected Disclosures Policy	<p>Disclosure Procedure and Investigation</p> <hr/> <p>Reporting on Retaliatory Actions (Perceived / Actual)</p>	1	Management Board	President's Office	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	4	<p>Management Board</p> <hr/> <p>Academic Council</p>	Quality Assurance Office	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 website to assist with document control and the addition of Appendix 56.

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

					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</i> (2015) and the <i>Core Statutory Quality Assurance Guidelines</i> (2016).
					1 – 6 December 2011 (<i>Quality Assurance Handbook</i>)	Initial Issue

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

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	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	
	Records Retention Schedules					

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

Recruitment and Selection Policy	Recruitment and Selection: Practices and Procedures	2	Management Board	Human Resources	2 – 20 November 2020	<p>Policy updated to reflect College practices, introduction of new policies such as DP, D&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>	
	Strategic Human Resource Planning Process						
	Recruitment Guidelines for Managers						
	Recruitment Request Form (RRF)						
	Example of Criteria / Ranking Form				1 – 22 November 2017		Initial Issue
	Example of Shortlisting Form						
	Sample Job Description						
	Exit Interview Form						
Double Employment Form							
Remote Working Policy	Remote Working Procedures and Guidelines	1	Management Board	Human Resources	1 – 16 January 2019	Initial Issue	
	Remote Working Request Form						

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

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	4	Academic Council	Office of the Registrar	4 – 30 September 2020	Appendix 1 was amended to focus exclusively on undergraduate research and Appendices 11, 12 and 13 were developed.
	Ethics Checklist for Learners and Researchers				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).
	Data Management Guidelines				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 defined procedures / guidelines.
	Participant Information Sheet Template				1 – 6 December 2011 (<i>Research Ethics Advisory Committee—Policy and Procedures, Quality Assurance Handbook</i>)	Initial Issue
	Participant Consent Form Template					
	Proposal Summary Form					
	Gatekeeper / Agency Information Sheet and Consent Form					
Lone Researcher Guidelines						
Guidelines for Reporting an Adverse Incident during Research Projects						

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

	<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>					
Risk Management Policy	Guidelines to Risk Management	1	Management Board	Director of Operations	1 – 6 February 2019	Initial Issue
Sickness Absence Management Policy	Sick Leave: Practices and Procedures	2	Management Board	Human Resources	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.
	Return to Work Form					
	FAQs for Employees				1 – 13 December 2017	Initial Issue

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

Smoking Policy	Practices and Procedures	1	Management Board	Human Resources <hr/> Facilities Manager <hr/> Building Services	1 – 20 March 2019	Initial Issue
Social Networking and Social Media Policy (Staff)	General Data Protection Regulation <hr/> Social Media Usage (Including Personal Use) <hr/> Social Media Best Practice Guidelines <hr/> Social Media Threats and Risks <hr/> Social Media Account Registration Form	1	Management Board	Marketing Office	1 – 5 September 2018	Initial Issue

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

Social Networking and Social Media Policy for Learners	Social Media Best Practice Guidelines	1	Academic Council	Marketing Office	1 – 6 March 2019	Initial Issue
	Social Media Consent and Release Form for CCSU Officers and Learner Representatives					
	Social Media Account Registration Form for CCSU Officers and Learner Representatives					
Teaching and Learning Policy	Teaching Code of Conduct	3	Academic Council	Office of the Registrar	3 – 29 July 2020	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 CCSP <i>Policy on Policies</i> and European / national quality assurance guidelines and procedures.
					1 – 6 December 2011 (Quality Assurance Handbook)	Initial Issue

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

Time Off in Lieu (TOIL) Policy	TOIL Practices and Procedures	1	Management Board	Human Resources	1 – 7 November 2018	Initial Issue
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Updated 28 June 2021