Document Title	**Access, Transfer & Progression**		
Doc. Number	TRA-PRO-005	Doc. Owner	Head of Training & Development
Author	Angela Byrne	Revision	Rev. 03
Reviewed by	John Kelly	Approved by	John Kelly
Next Review Date	25/07/2024	Approved Date	25/07/2023

1. <u>Policy Statement</u>

At Shorcontrol Safety we value the service we provide to our learners and are committed to the continuous delivery of a positive learning experience for all. We are committed to facilitate adequate training to which learners can gain useful insight, knowledge, certifications, and recognised qualifications. Our learners can reasonably expect that at Shorcontrol Safety we follow our published assessment procedures. Furthermore, these procedures are fair, consistent and fit-for-purpose and that we comply with our legal obligations in the conduct of our assessment processes.

The principles set out in our Code of Conducts & Ethics Policy, Equality, Diversity & Inclusion Policy, and Data Privacy & Protection Policy are foundational and inherent in the development and application to the contents of this policy.

2. <u>Purpose</u>

The purpose of this procedure and it associated documents outlines how Shorcontrol Safety governs course access, transfer and progression for learners and potential learners. This policy is consistent with, and designed to support our Mission, Vision, and Values, by ensuring the provision of quality educational programmes that support the achievement of learner outcomes and enable access, educational opportunities, and progression for a diverse learner population.

3. <u>Scope</u>

The scope of this policy covers all courses offered by Shorcontrol Safety and is applicable to all staff and personnel involved in the entirety of training provision activities.

4. <u>Definitions</u>

Term	Definition

5. <u>General Procedure Guidelines</u>

5.1 Academic Committee Oversight

- The Academic Committee of Shorcontrol is tasked with providing oversight to the Access, Transfer and Progression Policy and Procedure of the company.

- The Academic Committee is responsible for ensuring that this policy, and related procedure(s) adhere to and follow requirements placed upon the company in relation to National Governing Bodies (QQI, PHECC, IOSH, City & Guilds, etc.) of the training programs the company offers.

- The Academic Committee is responsible for determining what access, transfer or progression elements are required for training programs which do not explicitly state specific requirements from the affiliated NGO or in circumstances in which there is no NGO for the course.

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- These elements must be reasonably practical and should not jeopardise the academic integrity of the company or its programs.

5.2 Access

- Course information leaflets, brochures, Telesales staff direct calling, company website, journals and magazine advertisements, emails, face to face communication, health and safety conferences and travelling sales staff are means of company communication of its products and services.

- All potential learners can utilise these resources to choose an education package and/or program that fits their needs.

- Entry requirements are specified for each program and are appropriate to the program type and level.

- The booking form will communicate any course pre-requisites to clients/learners.

- All programs requiring prior learning must follow Shorcontrol Safety's policy on *Recognition of Prior Learning.*

- Entry arrangements are clear, decisions on the allocation of places on programs is transparent, and all applicants are treated fairly in an equal and consistent manner.

5.3 Transfer

- Tutors are required to communicate with learners for evaluation of transfer of learning.

- Evaluation sheets are used at the end of each course to check participant's response; theoretical and practical assessments are conducted, and the results filed and maintained for five years.

- Progression through the course will be with the aid of the course tutor, of whom will do all that is reasonably able of them, in order to help the participant to succeed.

- Shorcontrol Safety will do all that it is reasonably practicable to aid in providing evidence and support of qualifications, certifications and credit obtained by learners at or through Shorcontrol Safety when such requests are made by other companies and third parties.

- This is primarily designed for instances in which learners have decided to obtain further training at another company.

5.4 Progression

- Learners wishing to progress to a higher level of education with the present subject or related subject will receive advice from the tutor.

- Tutors will explain where the current or potential course fits into the National Framework of Qualifications (NFQ).

- Qualifications, certifications, or credit obtained by learners through Shorcontrol Safety programs will automatically be recognised by Shorcontrol Safety towards other relevant programs.

- This automatic recognition will only apply when it is acceptable by the accredited governing body which grants Shorcontrol Safety permission to award learners with qualifications, certifications, and credit towards an award.

- Where Shorcontrol Safety can, it will develop further educational programs to facilitate the needs of learners.

- These programs will award the learner with accredited qualifications to advance their education.

- Where these accredited programs don't exist, Shorcontrol Safety will satisfy the needs of the leaner with in-house programs until it gets approved accreditations.

- Shorcontrol Safety management team ensure that any actions pertaining to the contents of this procedure are monitored through our internal reporting process. Trends are identified and relevant actions put in place to negate reoccurrence.

6. <u>Responsibilities</u>

Employee Title/Classification	Responsibility
Directors, Top Management, Senior Management & Committee Members	To ensure the necessary resources are available within the organisation for the implementation of this policy. To ensure the contents of this policy are implemented effectively. To investigate and act upon any breaches or violations which may arise or be reported in relation to this policy.
Employees/ Staff/ Instructors/ Sub-contractors	To adhere to the requirements set out in this policy. To report any breaches or violation of this policy to top/senior management for investigation and resolution.
Internal Quality Assessor (IQA)	To ensure the documentation including assessment materials, produced for and from courses, adhere to the QA processes as required by the relevant awarding organisations, auditing companies, internally and various NGO accreditations.
Learners	To adhere to the requirements set out in this policy. To report any breaches or violation of this policy to instructor/employees/staff for investigation and resolution.

7. <u>Enforcement</u>

Employee Title/Classification	Responsibility
General Manager	Has the discretion of determining the repercussion on the discovery of any member of staff, tutors, managers, visitors, or subcontractor's breach or violation of this policy. Has the discretion of determining the repercussions on the discovery of a manager or assigned responsible personnel's failure to enforce or follow this policy or its procedures.

Head of Training & Development	Has the discretion of determining the repercussions on the discovery of any subordinate or learner's breach or violation of this policy.
Internal Quality Assessor (IQA)	Has the discretion of determining the respective repercussions on the discovery of any tutor/assessor in breach or violation of this policy.

8. Related Information and Documents

Document ID	Title
TRA-POL-017	Teaching & Learning Policy
TRA-POL-010	Recognition of Prior Learning
TRA-PRO-024	PHECC Pathway Progression for Learners

9. Procedure Review

This procedure shall be reviewed when:

- There is a change of General Manager at Shorcontrol Safety.
- There is a change in any of the related policies or procedures found in section 8. *'Related Information & Documentation'* of this document.
- As prescribed in Shorcontrol Safety's policy and procedure review schedule.
- As determined or requested by the General Manager at Shorcontrol Safety.

Revision Date	Author with Title	Description
	Adam Romans; Quality Coordinator	Initial release of procedure
25/07/2023	Angela Byrne; QHSM	Reformat of document and code update in section 8.