

	Document Title	Access, Transfer & Progression		
	Doc. Number	TRA-PRO-005	Doc. Owner	Head of Training & Development
	Author	Angela Byrne	Revision	Rev. 05
	Reviewed by	John Kelly	Approved by	John Kelly
	Next Review Date	11/12/2026	Approved Date	11/12/2025

1. Policy Statement

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. Purpose

The purpose of this procedure and its 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. Scope

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. Definitions

Term	Definition
ATP	Access Transfer Progression
RPL	Recognition of Prior Learning

5. General Procedure Guidelines

5.1 *Academic Committee Oversight*

Role of Academic Committee:

- The Academic Committee provides oversight for the Access, Transfer, and Progression (ATP) policy and procedures. It ensures compliance with the standards set by National Governing Bodies (e.g., QQI, PHECC, IOSH, City & Guilds) and reviews updates annually.

Decision-Making Process:

- The Academic Committee will maintain a formal record of decisions regarding access, transfer, and progression. Any new or updated procedures, especially those related to programmes without explicit governing body standards, must follow a defined consultation and approval process.

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Ongoing Review:

- An annual review will be conducted to ensure that the ATP policy remains in compliance with updated QQI and other National Governing Body standards. Feedback from learners and tutors will also be reviewed to improve the process.

5.2 Access

Transparent Communication:

- Course information, including entry requirements, will continue to be made available through various channels (brochures, website, emails, conferences, etc.). These resources will be regularly updated, with the latest entry criteria and details on Recognition of Prior Learning (RPL) clearly presented.

Clear Entry Requirements:

- Each programme’s entry requirements will be reviewed and updated annually to ensure they align with QQI standards. For courses without external accreditation, the Academic Committee will establish appropriate entry requirements based on the National Framework of Qualifications (NFQ) and internal quality assurance processes.

Recognition of Prior Learning (RPL):

- The RPL policy will be made easily accessible to learners via the Shorcontrol Safety website and all communication materials. A dedicated RPL officer will be appointed to assist learners with RPL queries and applications. This officer will ensure that RPL decisions are transparent, fair, and in line with QQI standards.

Fair and Equal Access:

- Entry arrangements will continue to be fair, transparent, and consistently applied. A dedicated tracking system will ensure that all applicants are treated fairly, with equal consideration for those using RPL or other alternative routes of entry.

5.3 Transfer

Formal Transfer Policy:

- Shorcontrol Safety will develop a formal policy for the transfer of learning that aligns with the National Framework of Qualifications (NFQ). This policy will outline the process for transferring credits or qualifications to other educational institutions or training providers.

Transfer Evaluation:

- Tutors will evaluate each learner’s transferability of learning through regular assessments. A transfer checklist will be included in the evaluation sheet at the end of each course, providing both the learner and Shorcontrol with a clear record of how much learning can be transferred and where it fits within the NFQ.

Retention of Records:

- All assessment records and evaluation sheets will continue to be maintained for five years, ensuring that the records of learning are easily accessible when needed for transfer requests. A

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dedicated team will handle requests for evidence and support related to credit transfers from other companies or third parties.

External Collaboration for Transfer:

- Shorcontrol Safety will pursue articulation agreements with other training providers and educational institutions to ensure that learners have clear pathways for transferring qualifications and credits between programmes.

5.4 Progression

Advice on Progression:

- Tutors will continue to provide learners with detailed advice on progression opportunities, including guidance on how their current course fits into the NFQ. Shorcontrol Safety will develop progression pathways documents for each course, showing how learners can advance their education within the company or externally.

Automatic Recognition of Qualifications:

- Qualifications earned through Shorcontrol Safety will be automatically recognised for progression to other relevant programmes within the organization, provided they meet the requirements of the affiliated national governing bodies.

External Progression Pathways:

- Shorcontrol Safety will formalise external progression routes with partner institutions or other training providers. These pathways will be documented and shared with learners during their programme, giving them a clear understanding of how they can advance their education after completing their current course.

New Programme Development:

- In response to learner needs, Shorcontrol Safety will continue to develop further educational programmes. New programmes will be accredited as soon as practicable, ensuring that learners gain recognised qualifications. In cases where accredited programmes are not immediately available, in-house programmes will be provided to support learner progression until the necessary accreditations are obtained.

Monitoring and Reporting:

- The management team will monitor all actions related to progression, particularly how learners move through programmes and into higher levels of education.
- Progression metrics will be established to track learner success rates and identify trends. This data will be reviewed quarterly to inform decisions and ensure continuous improvement.

6. Responsibilities

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.

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	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. Enforcement

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.

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- 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.
25/09/2024	Angela Byrne; QHSM	Update of General ATP procedure based on recommendations from review (QQI TTT submission).