

The Rehab Group Information for Learners

Applies Jurisdiction: IRELAND

Division: Learning & Employability

Reference Number: TAE-ICS-001

Version Number: v1

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Title: Information for Learners
Date: May 2018

Approver(s): Pauline Newnham
Title: Director Quality & Governance
Date: July 2018

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Review Date: May 2021

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1.0 POLICY STATEMENT

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It is the policy of the Rehab Group to ensure learners are provided with clear and accurate information about the awards they wish to achieve.

Under the terms of the 2012 Education and Training Act all learners will be provided with information on:

- Awards
- Access, Transfer & Progression Options
- Protection for Learners should a programme cease

2.0 PURPOSE

The purpose of this policy is to outline the information learners must receive when they access a programme offering qualifications.

3.0 SCOPE

This policy applies to all Rehab Group programmes of education and training.

4.0 DEFINITIONS

Information: facts provided or learned about something or someone - what is conveyed or represented by a particular arrangement or sequence of things.

5.0 GENERAL PROVISIONS / PROCEDURE

Essential Steps

5.1 All learners accessing programmes offering qualifications must receive the following information:

Details of the Award including:

- The name of the awarding body
- The title of the Award
- Whether the award is recognised within the National Framework of Qualifications (NFQ)
- The level of that recognition with the framework

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- The type of award e.g. Major, Minor, Special Purpose or Supplemental
- Information as to why a programme/module might not offer an award e.g. non accredited programmes/modules

5.2 Details about Access, Transfer and Progression Options

- A statement outlining the procedures for access, transfer and progression that apply to the programme

5.3 Protection for Learners

- Arrangements in place in the event of a programme ceasing

All information published including website information must be kept up to date. All programme information must be current. The current version of the National Framework of Qualifications must be included in all publications as well as the relevant award brands e.g. QQI logo.

6 .0 ROLES & RESPONSILBITIES

It is the responsibility of each Service Manager to implement this policy on information to learners at local level. It is the responsibility of the Quality & Governance Directorate to highlight the requirements related to information for learners.

7.0 EVALUATION & AUDIT

Compliance with this policy will be evaluated and audited through Rehab Group internal audit and review processes.

8.0 REFERENCES

Quality & Qualifications (Education and Training) Act 2012

8.1 Related PPPGs

QQI Core QA Guidelines

ETB Standard Operating Guidelines

9.0 APPENDICES

Appendix 1 – List of Authors

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Appendix 2 – Read & Understood

Authors List for New/ Reviewed Policy Area

The following names individual authors/ reviewers to this policy area.

| Division/Other | Name(s) |
|-----------------------|----------------|
| Quality & Governance | Linda Coone |
| SLT Team | |
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*Note that it is not obligatory for each division to be involved in a new policy/ review if the policy is not relevant; this should be decided by each division on a case-by-case basis.

Appendix 2 – Read & Understood

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I have read, understand and agree to adhere to the attached Information for Learners Policy, Procedure, Protocol/ SOP or Guideline:

| Print Name | Signature | Date |
|-------------------|------------------|-------------|
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