

# Access Transfer and Progression Policy

Version 1.0

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March 2022



**etb**

Bord Oideachais agus  
Oiliúna Dhún na nGall  
*Donegal Education and  
Training Board*

## Policy Development Details

Policy Name	Access Transfer and Progression Policy
QQI Core Guideline	3. Programmes of Education and Training 5. Teaching and Learning 7. Supports for Learners 8. Information and Data Management 9. Public Information & Communications
Policy applies to	<input checked="" type="checkbox"/> All <input type="checkbox"/> Specific (outline organisational unit, etc.) <input type="checkbox"/> Staff only <input type="checkbox"/> Students Only <input checked="" type="checkbox"/> Staff and Students
Approved by	Donegal ETB FET Quality Council
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Reference Documents	<a href="#">Data Protection Act 2018</a> <a href="#">Disability Act 2005</a> <a href="#">Donegal ETB Strategy Statement 2022 - 2026</a> <a href="#">QQI's Core Statutory Quality Assurance Guidelines</a> <a href="#">Qualifications and Quality Assurance (Education and Training) Act 2012</a> <a href="#">Sector Specific Independent/Private Statutory Quality Assurance Guidelines (2016), QQI</a> <a href="#">Policy and Criteria for Access Transfer and Progression in Relation to Learners for Providers of Further and Higher Education and Training (QQI, 2003, restated in 2015)</a>

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## Abbreviation List

Acronym	Definition
ATP	Access, Transfer and Progression
ETB	Education and Training Board
ETBI	Education Training Board Ireland
FET	Further Education and Training
HET	Higher Education and Training
NFQ	National Framework and Qualifications
RPL	Recognition of Prior Learning
QASS	Quality Assurance Support Service
QQI	Quality and Qualifications Ireland
SCQF	Scottish Credit Qualifications Framework
VTCT	Vocational Training Charitable Trust



# 01

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## Policy

# 1. Policy

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Donegal ETB is committed to a fair, consistent and inclusive approach to Access, Transfer and Progression (ATP) for all students across the Further Education and Training (FET) Service and will consider all applications fairly and effectively in line with the published entry requirements and our procedures.

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## Purpose

## 2. Purpose

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The Purpose of this policy is to set out the Donegal ETB FET Service's approach to ATP for all students and prospective students provided by Donegal ETB and/or procured by Donegal ETB with varying access, transfer and progression routes. The policy also includes Donegal ETB FET Service's approach to the appeals process to ensure students who have not been offered a place on a course, have the opportunity to request feedback and to appeal a decision where appropriate. This policy enables Donegal ETB FET Service to deliver its education and training programmes to the highest standard, in a fair, equitable and transparent manner.

The development of this policy has been informed by statutory legislation, including: Qualifications and Quality Assurance (Education and Training) Act 2012, Disability Act 2005, Data Protection Act 2018 and Quality and Qualifications Ireland (QQI)'s Core statutory Guidelines 2016.



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## Scope/Application

### 3. Scope / Application

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This policy applies to all programmes of learning delivered by Donegal ETB and/or procured by Donegal ETB with varying access, transfer and progression routes depending on the nature of the programme.<sup>1</sup>

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<sup>1</sup> The scope of this policy does not extend to the national apprenticeship programmes unless the apprenticeship programme is one which is developed by Donegal ETB

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## Definitions

## 4. Definitions

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Access, Transfer and Progression is about promoting lifelong learning by ensuring equality of access to all programmes and courses, providing pathways that facilitate transfer between programmes and courses and clear progression routes. QQI provides the following definitions:

- **Access** - the process by which students may commence a programme of education and training having received recognition for the standard of knowledge, skill or competence required. This policy is complemented by Donegal ETB's Recognition of Prior Learning Policy which allows eligible students to gain access to a programme.
- **Transfer** - the process by which students may transfer from one programme of education and training to another programme having received recognition for knowledge, skill and competence acquired.
- **Progression** - the process by which students may progress from one programme of education and training to another programme.

**Appeals** - An appeal is a formal request for a decision relating to access, transfer or progression be reviewed, if it is believed that the decision was not considered in line with the published policy.



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## Implementation

## 5. Implementation

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This policy has been informed by the QQI policy restatement "Policy and Criteria for Access, Transfer and Progression in Relation to Students for Providers of Further and Higher Education and Training" (2003, restated in 2015). Donegal ETB FET Service commits to the following:

### 5.1 Access

Access (entry) to the initial stage of a programme is gained through:

- Meeting the minimum educational requirements
- Assessment of recognition of prior learning (RPL) which is specific to each programme
- If the applicant is a non-EU/EEA national, evidence of eligibility is required from the applicant

Donegal ETB's FET Service is committed to providing flexible learning opportunities by offering:

- fair and equitable access to all applicants
- provision that accommodates modularised study (where applicable)
- thematic provision for specific cohorts (employers, interest groups)
- full and part-time provision
- day and evening provision
- online learning opportunities as well as classroom delivery

Donegal ETB recognises both formal and non-formal learning for access to a programme.

Where applicable, documentation will be requested to evidence formal learning. An assessment or screening may be carried out to ensure

the required skills, knowledge and competencies are present for entry to a programme.

A particular module (bridging module) may be recommended to be completed by an applicant as a condition before they will be accepted for a particular course.

## **Induction**

Students accepted onto a programme of learning will be provided with an induction programme.

Induction is the process of welcoming a student when they start a course in a Donegal ETB Centre or venue. Induction will vary depending on the mode of delivery, duration of the course and whether it is full or part-time.

The purpose of induction is to:

- familiarise new students with all aspects of their learning environment
- build a learning community by establishing relationships with their peers and with staff
- provide an introduction to relevant staff
- provide students with an opportunity to have any concerns, or questions they may have addressed
- to distribute general information packs (handbooks, quality assurance handouts / manuals, list of student supports)
- distribute course specific materials
- outline available supports

## **5.2 Transfer and Progression**

Donegal ETB FET provision includes programmes that are validated on the National Framework of Qualifications (NFQ) from levels 1 to 6 as well as provision validated by other awarding bodies including, City and Guilds, Scottish Credit Qualifications Framework (SCQF), Microsoft,

Vocational Training Charitable Trust (VTCT) and other industry specific awarding bodies.

The wide range of provision provides opportunities for students to transfer to other awards, to progress between levels on the NFQ, to progress from FET to HET or to progress to employment. Modularised provision provides students with the opportunity to accumulate credits and work towards achieving a major award at a pace that suits them.

The progress of each student is monitored by using both formative and summative assessment. Data relating to achievements and progression is collected and is used to review and monitor the fair and equitable application of this policy.

### **5.3 Appeals**

An applicant has the right to appeal a decision or seek feedback in relation to Access, Transfer and Progression if they are unsatisfied with any element of the application process.

Feedback can be sought from the programme manager/coordinator directly either verbally or in writing.

A written appeal must be submitted to Quality Assurance Support Services (QASS) no later than 10 working days from receipt of the selection decision. The procedure outlined in section 7.2 of this policy outlines how appeals are processed.

The appeal outcome is final. The decision can be further investigated by the person making the appeal with the Office of the Ombudsman if necessary.



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## Responsibility

## 6. Responsibility

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The Manager<sup>2</sup> has responsibility for the management of entry to a programme, including the allocation of places. In some cases, the manager will be supported by either the Recruitment Officer or staff from Adult Education Guidance Service.

Teaching / tutoring / instructing / resource staff have a responsibility to liaise with the Manager in respect of transfer opportunities.

The Manager has a responsibility to liaise with tutors and, where applicable, Adult Education Guidance Service, to offer information and support to students in relation to transfer and progression to other FET courses or to HET courses.

The Manager has responsibility to ensure information relating to certification details is clear to applicants and information is shared in a timely manner relating to the certification approval board, to facilitate progression opportunities.

Where a request for feedback relating to the application process is raised, the relevant Manager will provide feedback as appropriate.

Where an Appeal is submitted, the Quality Assurance Support Services team, independent of the relevant application process, will facilitate the appeals procedure.

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<sup>2</sup> The term Manager in this policy and related procedures refers to Coordinator/ Facilitator/ Organiser/ Training Standards Officer.

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## Procedures

## 7. Procedures

Procedure Name	Access Transfer and Progression
Version Number	Version 1
Policy Areas	Access Transfer and Progression
Approved By	Donegal ETB FET Quality Council
Approval Date	March 2022
Effective Date	March 2022

Item No.	Procedures and Processes	Responsibility
7.1.1	<b>Access</b>	
	<p><b>Programmes of learning</b></p> <p>All programmes should:</p> <ul style="list-style-type: none"> <li>Clearly state entry criteria/course eligibility criteria</li> <li>Provide details of arrangements for the Recognition of Prior Learning</li> <li>Provide information on the skills, knowledge and competencies required to succeed on the programme</li> <li>Provide details of the relevant awarding body, award type, and framework designation of the award associated with the programme</li> <li>Use skills checker / screening tools to determine the correct entry level for applicants (where applicable)</li> </ul>	Manager

	<p><b>Promotion of courses</b></p> <p>A range of relevant promotional methods should be used to promote course details. Information should be current, accurate and provided in an easily accessible format.</p> <p>All programmes offered may include the following information:</p> <ul style="list-style-type: none"> <li>• Entry criteria/course eligibility criteria</li> <li>• A statement of the knowledge, skills and competences needed for successful participation on the programme; Donegal ETB reserves the right to request additional entry criteria other than those listed on <a href="http://fetchcourses.ie">fetchcourses.ie</a></li> <li>• Arrangements for assessing a student's eligibility to enter</li> <li>• Details of the standard of English required and recommendations for a bridging module where relevant</li> <li>• Arrangements for aptitude tests, skills demonstrations and interviews, where applicable</li> <li>• A statement of arrangements available for the Recognition of Prior Learning (RPL)</li> <li>• Details of transfer and/or progression associated with the programme, including any relevant specific progression linkages</li> <li>• Details of student supports available. Depending on the type of provision, supports can include some or all of the following:             <ul style="list-style-type: none"> <li>• Resources (learning packs, books, IT equipment)</li> <li>• Induction information and, for some provision, handbooks or toolkits</li> </ul> </li> </ul>	Manager
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	<ul style="list-style-type: none"> <li>• Universal Design for Learning</li> <li>• Return to learning (grammar, spelling and writing skills, note taking)</li> <li>• English language bridging course</li> <li>• Referencing handbook</li> <li>• Adult Education Guidance support</li> <li>• Organisational Skills / Time Management skills</li> <li>• Exam preparation skills</li> <li>• Reasonable accommodation for exams will be provided and will need to be supported by evidence.</li> <li>• An opportunity to provide feedback</li> <li>• Full-time provision will provide students with canteen facilities / subsidised meals.</li> </ul>	
	<p><b>Applications</b></p> <ul style="list-style-type: none"> <li>• All applicants should be treated in a fair, consistent and equal manner</li> <li>• Applications should be reviewed against entry requirements</li> <li>• Interview should be scheduled and where applicable, co-facilitated</li> <li>• Screening / assessment tools (e.g., skills checker) should be used to determine the correct entry level for applicants (where applicable)</li> <li>• All applicants are to be notified of the outcome of their application</li> <li>• Where an application has not been successful, information on the Donegal ETB appeal's procedure should be provided with a link to the relevant appeal application form</li> </ul>	<p>Manager, and where applicable, supported by Tutors and/or member of the Adult Education Guidance Service</p>

	<ul style="list-style-type: none"> <li>• Applicants not accepted should be given the option of meeting with an adult guidance counsellor</li> <li>• A record of all applications should be maintained in a secure way, in accordance with data management policy</li> <li>• Records should be maintained in a secure manner and in line with data protection policies</li> </ul> <p>On acceptance of a place on a course of study, students will be required to provide all relevant documentation before they can be registered as a student with Donegal ETB.</p>	
	<p><b>Provision of Information</b></p> <p>When applicants are accepted to a course, they should be provided with clear information about course delivery, assessment, progression options and skills, knowledge and competencies needed to succeed.</p> <p>It is the responsibility of the student to ensure their registration is up-to-date and complete.</p>	Manager
	<p><b>Induction</b></p> <p>At induction, students will be provided with information, verbally and in writing, of some or all of the following as relevant:</p> <ul style="list-style-type: none"> <li>• information on policies and procedures and expected behaviour</li> <li>• information on FET Centre, including health &amp; safety regulations</li> </ul>	Tutor / facilitator / instructor / teacher / resource worker

	<ul style="list-style-type: none"> <li>● course timetable</li> <li>● student handbook (where applicable)</li> <li>● information on protections in place should a course cease, in the case of enrolled students who have paid for courses</li> <li>● an introduction to relevant staff in the FET Centre</li> <li>● an introduction to other students on the course</li> <li>● details of course content</li> <li>● details of assessment techniques, assessment schedule, assessment feedback methods and the assessment appeals process</li> <li>● details of the relevant supports available which may include: <ul style="list-style-type: none"> <li>○ Organisational Skills / Time Management skills</li> <li>○ Exam preparation Skills</li> <li>○ Reasonable accommodation for exams which will be provided where the required is evidenced by the student</li> <li>○ Opportunity to provide feedback</li> <li>○ Canteen facilities / subsidised meals</li> <li>○ Study Skills</li> <li>○ Adult Education and Guidance Service</li> <li>○ Student Support Service</li> </ul> </li> </ul>	
<b>7.1.2</b>	<b>Transfer</b>	
	Transfer to another course may be facilitated in circumstances where a student finds their first choice is unsuitable.	Manager



7.1.3	Progression
	<p data-bbox="512 320 1117 479">Upon successful completion of a module, students will be facilitated to progress to another module and continue their learning journey.</p> <p data-bbox="512 526 1093 640">Progression to another programme of education and training is on the basis of successful completion of an award.</p> <ul data-bbox="512 647 1086 846" style="list-style-type: none"><li>• Progression options are clear at the time of entry to the programme.</li><li>• Students are supported to progress when a course is successfully completed.</li></ul> <p data-bbox="1157 320 1287 356">Manager</p>

Procedure Name	Appeals
Version Number	Version 1
Policy Areas	Access Transfer and Progression
Approved By	Donegal ETB FET Quality Council
Approval Date	March 2022
Effective Date	March 2022

7.2.1	Feedback	
	<p>All Applicants have the right to request feedback relating to access, transfer or progression.</p> <p>Feedback can be requested verbally or in written form from the Manager directly responsible for the recruitment.</p>	Manager
7.2.2	Appeals	
	<p>Donegal ETB FET Service will treat each applicant's appeal fairly, transparently and impartially. Submitting an appeal will not have any impact on any future interaction with Donegal ETB's FET Service.</p> <p>The procedure for making an appeal is:</p> <ol style="list-style-type: none"> <li>1. The appeal must be submitted in writing to the Quality Assurance Support Services (QASS) team within 10 working days of receipt of the application decision.</li> </ol>	QASS

	<ol style="list-style-type: none"> <li>2. The notification of appeal must be made by the Applicant on the Applicant Appeal for Access (Appendix 1)</li> <li>3. An acknowledgement of your appeal will be issued by QASS within 5 working days of receipt of the appeal request. (Appendix 2)</li> <li>4. The appeal investigation will be carried out by a person(s) appointed by QASS and who is independent of the persons involved in the original application process. This investigation may require that internal interviews be carried out. The outcome of the Appeal is to be recorded on the Outcome of Appeal form. (Appendix 3)</li> <li>5. A formal notification of the result of the appeal will be issued in writing to the Applicant within 20 working days of the date of the acknowledgement letter. (Appendix 4)</li> <li>6. Where there are any delays in the appeals process, notification of this delay will be given in writing to the relevant parties.</li> <li>7. The outcome of the appeal is final. The appeal can be referred to the Office of the Ombudsman if further investigation is desired.</li> </ol>	AEO
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## Monitoring and Review

## 8. Monitoring and Review

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Donegal ETB's FET Service will update this document in accordance with guidelines and directives issued by QQI and other awarding bodies.

Responsibility	Frequency	Methods
QASS	Monitoring of the policy shall be carried out annually for the first year and every three years after that	Monitoring will be conducted with reference to data derived from quality monitoring, feedback from the various stakeholder groups and the outcomes of any complaint procedures

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## Document Control

## 9. Document Control

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Version Number	Approval date	Description of revision	Originator	Approved by
<b>Policy</b>				

Version Number	Approval date	Description of revision	Originator	Approved by
<b>Procedure</b>				

# 10

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## Appendices



## Appendix 1

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### Application Form – Applicant Appeal for Access

Applicants wishing to appeal a decision relating to access to a programme of study / course with Donegal Education and Training Board must submit this form within 10 working days of the receipt of the selection decision.

Please submit this form either by post or email:

- By post to Donegal ETB, Quality Assurance Support Services, Letterkenny Training Centre, Ballyraine, Letterkenny, Co Donegal, F92 WR89
- By email to [qateam@donegaletb.ie](mailto:qateam@donegaletb.ie)

You will receive an acknowledgement of your appeal within 5 working days from receipt of appeal.

Please complete the following details:	
Centre/School Name:	
Course Applied For:	
Applicant's Name:	
Applicant's Email Address:	
Applicant's Contact Phone No:	

Please provide details of why you are making an appeal:

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix 2

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### Acknowledgement of Appeal Application

*Note: Acknowledgement of an appeal must be sent within 5 working days of receipt of the appeal*

#### Letter/Email Template

<Name>

<Address>

<Date>

I acknowledge receipt of your appeal dated <date>.

The appeal will be investigated and the outcome will be communicated to you within 20 working days of this <letter/email>.

Yours sincerely

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<Quality Assurance Support Team>

Donegal ETB

## Appendix 3

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### Outcome of Appeal for Access, Transfer and Progression

Applicant Details	
Centre/School Name:	
Course Applied For:	
Applicant Name:	
Applicant Email Address:	
Applicant Contact Phone No:	
Date Appeal Application Received:	

Details of Appeal Outcome			
Original Decision of Appeal Outcome			
Appeal Decision of Selection process:			
Name of Appeal Investigator:			
Signature of Appeal Investigator:		Date:	

The outcome of the appeal is to be communicated to the applicant by QASS.  
This form is to be emailed to the relevant manager of the course applied for.

## Appendix 4

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### Letter to Applicant re Appeal for Access, Transfer and Progression

*Note: Outcome of an appeal must be sent within 20 working days of the date of ETB acknowledgement of appeal*

#### Letter/Email Template

<Name>

<Address>

<Date>

I refer to your appeal relating to access, transfer or progression dated <date>.

The Appeal has been investigated and it has been decided that <----->

Yours sincerely

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<Quality Assurance Support Team>  
Donegal ETB



**etb**

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*Donegal Education and  
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