

Procedure Title: B7.1 Protection of Learners

Written By: Vera Brady
Approved by: Lisa O Connell, Managing Director
Effective From: 04 February 2008
Modified: 17 May 2013

B7.1 Protection of Learners

Purpose:	The purpose of this procedure is to ensure that there are arrangements for learners on programmes of greater than three months duration to complete their courses in another registered training centre in the event of a cessation of such programmes with us.
Those Involved:	FETAC, Management, all staff, trainers and learners

Method(s) used to carry out this procedure	Related documents	Responsibility	Evidence generated by this procedure
1. For programmes that <u>are shorter than 3 months</u> in duration, we shall ensure that in the event of the course ceasing unexpectedly and no other provider available to continue the course on our behalf. Provision will be made for refund to participants.			
2. We will maintain a register of programmes of education and training in respect of which arrangements are in place within this Procedure.			Procedures Manual See end of procedure Register Below
3. We will maintain an agreement with at least 2 other alternative providers who offer similar programmes (to those in the register within point 2. above) into which the learner can transfer in the event of a course ceasing unexpectedly. A stated maximum number of learners to be enrolled on the programme (single or multiple courses) at any given time forms part of this list.	Register Below		Assessment Marking schemes/criteria for non-certified exams (where necessary) Letters of Agreement with two alternate providers with whom they have arrangements in place to accept learners in the event of a programme ceasing using the pro forma letter.

Procedure Title: B7.1 Protection of Learners

Written By: Vera Brady
Approved by: Lisa O Connell, Managing Director
Effective From: 04 February 2008
Modified: 17 May 2013

4. We will forward to FETAC letters of agreement with the such alternative providers	FORM A 01 - Wording of PFL Letter		
5. Details of the information that will be provided to prospective and enrolled learners about the arrangements in place Provide evidence of the information provided to the learners about arrangements in place	Induction slides Learner Handbook Programme outline	Lisa O'Connell (FETAC Co-ordinator)	Minutes of Programme Team meeting; Promotional material / Programme outline for prospective learners Induction slides / records Learner Handbook
6. We will notify FETAC in advance of their intention to run a programme or programmes. Via programme validation process	L36 C2 Programme Module Details	Lisa O'Connell (FETAC Co-ordinator)	Validation applications
7. We will provide FETAC with access learner records in the event of a cessation of a programme.	Training Needs Analysis Records Registration Forms Attendance records, Feedback given to learners, any provisional results issued to learners. Assessment Briefs Communication / Meeting records. Financial records.	Lisa O'Connell (FETAC Co-ordinator)	Programme folders – where register of records are maintained will be forwarded in a timely manner.

Procedure Title: B7.1 Protection of Learners

Written By:	Vera Brady
Approved by:	Lisa O Connell, Managing Director
Effective From:	04 February 2008
Modified:	17 May 2013

Monitoring:

Person responsible for monitoring this procedure	Frequency	Monitoring Method
FETAC Coordinator	Annually / where validation or re-validation of a programme is applicable	FETAC Coordinator ensures that the Register of programmes of education and training in respect of which arrangements are in place for Learner Protection matches the programmes that are on offer FETAC Coordinator reviews and audits the arrangements in place for learners to complete the register of programmes elsewhere in the event of such programmes ceasing unexpectedly.

Procedure Title: B7.1 Protection of Learners

Written By: Vera Brady
Approved by: Lisa O Connell, Managing Director
Effective From: 04 February 2008
Modified: 17 May 2013

Register of programmes of education and training in respect of which arrangements are in place for Learner Protection.

Level	Award	Courses	Maximum no of Learners	Module Code
Level 5	5M2009 Early Childhood Care and Education	Child Development	40	5N1764
Level 5	5M2009 Early Childhood Care and Education	Early Care and Education Practice	40	5N1770
Level 5	5M2009 Early Childhood Care and Education	Early Childhood Education and Play	40	5N1773
Level 5	5M2009 Early Childhood Care and Education	Child Health and Wellbeing	40	5N1765
Level 5	5M2009 Early Childhood Care and Education	Work Experience	40	5N1356
Level 5	5M2009 Early Childhood Care and Education	Communications	40	5N0690
Level 5	5M2009 Early Childhood Care and Education	Personal Effectiveness	40	5N1390
Level 5	5M2009 Early Childhood Care and Education	Creative Arts for Early Childhood	40	5N1769
Level 6	6M2007 Early Childhood Care and Education	Child Development	40	6N1942

Procedure Title: B7.1 Protection of Learners

Written By: Vera Brady
Approved by: Lisa O Connell, Managing Director
Effective From: 04 February 2008
Modified: 17 May 2013

Level 6	6M2007 Early Childhood Care and Education	Early Childhood Curriculum	40	6N1944
Level 6	6M2007 Early Childhood Care and Education	Childhood Social Legal and Health Studies	40	6N1945
Level 6	6M2007 Early Childhood Care and Education	Work Experience	40	6N1946
Level 6	6M2007 Early Childhood Care and Education	Communications	40	6N1950
Level 6	6M2007 Early Childhood Care and Education	Supervision in Early Childhood Care	40	6N1973
Level 6	6M2007 Early Childhood Care and Education	Special Needs Assisting	40	6N1957
Level 6	6M2007 Early Childhood Care and Education	Early Learning Environment	40	6N1933