

Protection of Enrolled Learners Policy

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NOTIFICATION AND TRANSFER OF INFORMATION TO QQI ON CESSATION OF PROGRAMME DELIVERY

Protection of Enrolled Learners will be activated when:

- a) Forus Training fails to provide a programme of education and training of three months' duration or longer where monies have been paid for any reason (including the insolvency or the winding up of the organisation), or where QQI withdraws programme validation.
- b) Enrolled learners have begun, but not completed, a programme of education and training of three months' duration or longer where monies have been paid and the provider ceases to provide the programme before that programme is completed for any reason (including the insolvency or the winding up of the provider), or on account of QQI withdrawing programme validation.

Should either of the above situations arise the learner details and programme details will be delivered in both hard copy and soft copy immediately and without question to QQI.

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In addition, all financial transactions in relation to the individual learners and the programme will be provided to QQI in accessible softcopy format.

All stakeholders will be advised immediately; alternate providers, learners, tutors, venues, suppliers and any other relevant parties.

These records are currently held in the form of Training Manager software and Sage50 Accounts in-house PC based. There will also be the detailed timetables for each programme; tutors contact details, learner contact details, programme materials and venue contact details.

NOTIFICATION TO LEARNERS OF THEIR PROTECTION OF ENROLLED LEARNERS ARRANGEMENTS

Learners must be advised of the Protection of Enrolled Learners arrangements for all programmes in excess of 3 months.

The following wording will be used on marketing materials for programmes with duration of more than 3 months:

The Qualifications and Quality Assurance (Education and Training) Act 2012 Part 6 requires that all programmes of 3 months or more duration have in place arrangements for the Protection of Enrolled Learners to ensure learners have the opportunity to complete their programme of study. The College has made arrangements with at least two other providers to comply with this legal obligation. To read the QQI policy document on the protection of Enrolled Learners click on the link below.

http://www.qqi.ie/Downloads/White%20paper%20policies/Protection_for_learners_Policy_V2_09_October_2013.pdf

The following wording will be included in our terms and conditions which learners have to accept before placing a booking with Forus Training

The Qualifications and Quality Assurance (Education and Training) Act 2012 Part 6 requires that all programmes of 3 months or more duration have in place arrangements for the Protection of Enrolled Learners to ensure learners have the opportunity to complete their programme of study. Forus Training has made arrangements with at least two other providers or an insurer to comply with this legal obligation. Where relevant, the contact details of alternative providers who have agreed to support your programme will be provided to you in your Learner Handbook. In the unlikely event the Protection of Enrolled Learners is activated it will be necessary to forward your details as supplied to Forus Training to QQI and the alternative providers to ensure the completion of your programme.

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Where applicable I agree, in the event of Forus Training's learner protection being activated, to my details being forwarded to QQI and the alternative providers listed in my Learner Handbook for the sole purpose of facilitating the conclusion of my programme. [Tick Box]

The following wording will be included in the learner induction pack:

QQI PROTECTION OF ENROLLED LEARNERS

What is the protection of learners?

Under the Qualifications and Quality Assurance (Education and Training) Act 2012 Part 6, Protection of Enrolled Learners, each private training college must provide protection for you to ensure that if you pay for a programme, you receive your full training and certification. Within the Act, 'Protection of Enrolled Learners' refers only to programmes of three months duration or more.

To comply with the Act providers must put in place arrangements for the protection of Enrolled Learners. This can be achieved in two ways a) by receiving in writing the support of at least two other colleges providing similar programmes. The written letter must state that they will take the other college's learners if they cease providing programmes and that they will make sure their learners are provided with the opportunity to complete their programmes and receive their certification or b) by putting into place arrangements where monies most recently paid are refunded.

Please copy and paste the following link into your web browser to read the QQI policy document on the Protection of Enrolled Learners.

http://www.qqi.ie/Downloads/White%20paper%20policies/Protection_for_learners_Policy_V2_09_October_2013.pdf

Forus Training Protection of Learners

As required by the Qualifications and Quality Assurance (Education and Training) Act 2012 Part 6 Forus Training has agreed a protection of enrolled learner's policy and procedure for all programmes with duration of three months or more under its quality assurance programme with QQI. Forus Training has chosen to provide this protection by way of two letters from alternative providers.

This programme [Programme Name] being a duration of more than three months is covered by the College Protection of Enrolled Learners. In the unlikely event that Forus Training of Progressive Education ceases to deliver this programme you may contact these organisations and they will arrange for you to complete any outstanding part of your programme. These organisations should only be contacted if Forus Training ceases to provide this programme. Their contact details are as follows:

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Appendix A: PEL arrangements in place with Alternate Providers:

Nursing Studies - Level 5 - 5M4349 (13 Minors)

	Organisation A	Organisation B
Name of organisation	Paramount	Kilmuckridge Centre of Further Education
Address	Paramount Court, Corrig Road, Sandyford Industrial Estate, Dublin 18	Ballygarron Kilmuckridge Gorey Wexford
Phone Number	+353 1 2911960	053 91 18891
Email	info@paramountcollege.ie	kcfecentre@gmail.com

Early Childhood Care and Education- Level 6 - 6M2007

	Organisation A	Organisation B
Name of organisation	The College of Progressive Education	Iona College
Address	8/10 Rock Hill, Main Street, Blackrock, Co Dublin	Unit 6F, Kells Industrial Park, Cavan Rd., Kells, Co. Meath
Phone Number	01 4884300	(046) 924 9789
Email	info@progressivecollege.com	info@ionacollege.ie

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Early Childhood Care and Education- Level 5 - 5M2009

	Organisation A	Organisation B
Name of organisation	The College of Progressive Education	Iona College
Address	8/10 Rock Hill, Main Street, Blackrock, Co Dublin	Unit 6F, Kells Industrial Park, Cavan Rd., Kells, Co. Meath
Phone Number	01 4884300	(046) 924 9789
Email	info@progressivecollege.com	info@ionacollege.ie

Health Services Supervisory Management Skills Level 6 - 6M4978

	Organisation A	Organisation B
Name of organisation	Paramount	Kilmuckridge Centre of Further Education
Address	Paramount Court, Corrig Road, Sandyford Industrial Estate, Dublin 18	Ballygarron Kilmuckridge Gorey Wexford
Phone Number	+353 1 2911960	053 91 18891
Email	info@paramountcollege.ie	kcfecentre@gmail.com

Intellectual Disability Practice - 5M1761

	Organisation A	Organisation B
Name of organisation	Kilmuckridge Centre of Further Education	Paramount

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Address	Ballygarron Kilmuckridge Gorey Wexford	Paramount Court, Corrig Road, Sandyford Industrial Estate, Dublin 18
Phone Number	053 91 18891	+353 1 2911960
Email	kcfecentre@gmail.com	info@paramountcollege.ie

Healthcare Support - Level 5 - 5M4339

	Organisation A	Organisation B
Name of organisation	The College of Progressive Education	Chevron Training and Recruitment
Address	8/10 Rock Hill, Main Street, Blackrock, Co Dublin	Anne Street, Wexford Town, Co. Wexford
Phone Number	01 4884300	1890 252 647
Email	info@progressivecollege.com	info@chevrontraining.ie

Business Studies - Level 5 - 5M2102

	Organisation A	Organisation B
Name of organisation	The College of Progressive Education	Paramount
Address	8/10 Rock Hill, Main Street, Blackrock, Co Dublin	Paramount Court, Corrig Road, Sandyford Industrial Estate, Dublin 18
Phone Number	01 4884300	+353 1 2911960

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Email	info@progressivecollege.com	info@paramountcollege.ie
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Management - Level 6 - 6M4587

	Organisation A	Organisation B
Name of organisation	The College of Progressive Education	Chevron Training and Recruitment
Address	8/10 Rock Hill, Main Street, Blackrock, Co Dublin	Anne Street, Wexford Town, Co. Wexford
Phone Number	01 4884300	1890 252 647
Email	info@progressivecollege.com	info@chevrontraining.ie