

**PROVIDER NAME:** CCT College Dublin (CCT)

**POLICY AREA:** Standard 9: Learning Resource and Student Support

**Policy and Procedure Title:** Alumni

**Policy No:** CCTP910

**Version:** 2.1

**Policy Statement**

CCT continually strives to maintain a strong connection with graduates and provides the opportunity to keep in touch with graduates of the College, mainly through email, social media contact, and through the general graduate related CCT events organised through the CCT Alumni Association. The College recognises that completion of a programme, is not the end of the relationship between the student and the CCT community. Ongoing networking between alumni and their CCT peers, the College, and external stakeholders such as employers, is vital to the ongoing personal and professional development of graduates of CCT. Our graduates are a crucial and valuable reflection of the performance, culture, and practice of the College.

**Definitions and Principles**

A graduate is a former student of CCT who has graduated from a programme of study at CCT.

Membership of the Alumni Association at CCT is automatic for the following groups:

- o those who have pursued and completed academic programmes leading to graduation from the College
- o those who have pursued professional programmes through the College of minimum 6 months duration

**Staff Involved**

All full time and part time staff faculty within CCT, Lecturers, School Manager, Dean of Academic Affairs, Dean of School, QA Officer, Faculty Coordinators, Head of Student Services, Careers Office

**Procedure Outline / Method(s) used to carry out this procedure**

**Responsibility of**

**Evidence generated by this procedure to ensure its effectiveness**

1. Subject to agreement of graduates, through social media and permissible sources CCT will keep alumni informed of news and events within the college
2. CCT's alumni offers avenues to networking and possibilities to collaborate on projects that are beneficial to all stakeholders

Graduates  
Lecturers  
QA Officer  
Head of Student Services

E-mail communication  
Graduate Survey

<ol style="list-style-type: none"> <li>3. Alumni may receive invites to relevant events and happenings in CCT that could be of benefit to the graduates</li> <li>4. Graduate surveys are distributed to recent graduate between 6 -9 weeks after they graduate</li> <li>5. A reminder is sent to the graduates to encourage an increased response rate. The graduate survey allows CCT to identify how we can enhance the quality of our programmes and the overall student experience based on the feedback received</li> <li>6. The feedback is collated by the Careers Office and fed back to programme leaders, the SMT and Academic Council and is used to inform future events, programme developments and student service enhancements.</li> </ol>	<p>Careers Office</p>	
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<b>Monitoring</b>
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<b>Monitor (Job Title)</b>	<b>Frequency</b>	<b>Monitoring Method(s)</b>
Careers Office	Annual	Graduate Survey and report

## POLICY CONTROL SHEET

<b>Policy Title</b>	Alumni
<b>Responsible Officer(s)</b>	Head of Student Services, Careers Office
<b>Issuance Date</b>	August 2017
<b>Effective Date</b>	August 2017
<b>Last Review Date</b>	July 2019
<b>Supersedes</b>	Version 2.0
<b>Next Review Date</b>	August 2024
<b>Designated Reviewer(s)</b>	Head of Student Services
<b>Scope</b>	Internal staff (full and part time); Graduates

### Revision History

Revision	Approval Date	Revision Description	Originator	Approved By
New Policy	August 2015	New QA system	Senior Management Team	Head of Academics, College Registrar
Amendments	August 2017	Updates to role titles and change of responsibilities to reflect appointment of Head of Student Services.	Dean of Academic Affairs	Academic Council
Amendments	January 2018	Role of Careers Service embedded	QA Committee	Academic Council

### References upon which the Policy section is based

<b>CCT Policy area</b>	Learning Resources and Student Support
<b>Statutory &amp; System Wide Basis</b>	The Irish Qualifications and Quality Act (Education and Training), 2012; European Standards and Guidelines for QA in the European Higher Education Area, Relevant QQI Standards and Guidelines
<b>Related CCT Policies / Forms</b>	Graduate Survey