PROVIDER NAME:	CCT College Dublin (CCT)		
POLICY AREA:	Standard 6: Admissions, Access, Transfer, Progression Recognition and Certification		

Policy and Procedure Title: Access, Transfer and Progression	Policy No: CCTP601	Version: 2.0

Policy Statement

CCT policy in this area is informed by QQI's policy restatement Policy and Criteria for Access, Transfer and Progression in Relation to Learners for Providers of Further and Higher Education and Training [NQAI 2003, Restated 2015]

CCT is committed to structuring its procedures to facilitate learner entry and to promote transfer and progression

CCT is committed to providing current and prospective learners with all the information necessary to allow them to make informed decisions regarding their chosen programme of study. CCT will evaluate a student's prior learning in accordance with CCT policy and any relevant accrediting body requirements, making every effort to promote an equitable and fair admission process, whilst also providing programmes of study with clear progression criteria and which facilitate learners who wish to transfer or progress to other programmes leading to recognised awards or to transfer between institutions.

Definitions and Principles

This procedure seeks to ensure that there is a fair and consistent approach to how learners are selected and entered onto any programme at CCT. To this end, CCT is committed to making the following available to prospective learners:

- Statement of the entry requirements for every programme
- Details as to how admission decisions are made regarding allocation of places
- Programme details
- Advice / Guidance for learners to assist them to make informed choices in programme selection, based on a fair and consistent approach
- Details of learning supports available
- An appeals mechanism for learners refused access to a programme

- Published Assessment and Standards Criteria to permit progression through a programme

- Annual transcripts of performance to facilitate transfer to other programmes or institutions

- The European Diploma Supplement – to enable graduates demonstrate performance to employers or to transfer credit between institutions and/or jurisdictions

Staff Involved
Head of Admissions, Heads of Faculty, Programme Leaders, Admissions staff

Procedure Outline / Method(s) used to carry out this procedure	Responsibility of	Evidence generated by this procedure to ensure its effectiveness

1. Every programme at CCT will have clear entry requirements provided for it. These will be documented and approved as part of the validation process. Published entry requirements will be as per the validated programme.
 	
2. Entry requirements, as a general rule, will specify:
   • The minimum academic standard and those qualifications deemed to satisfy this
   • Professional qualifications which may be accepted as an equivalent
   • English language entry requirements
   • Requirements for entry via RPL or RPEL.
 	
3. Mature students (those at the age of 23 or higher on January 1st of the year of the course of entry) apply directly to CCT and will be required to successfully complete an interview process, with Admissions personnel and the Programme Leader to determine their suitability for the chosen programme, their motivation for the subject discipline and for the chosen mode of study, and to assess their potential to succeed. The interview will look to assess their understanding of the programme they have applied to, their foundational knowledge of the subject discipline, their career aspirations, their English language ability, competence and understanding. Mature students do not need to fulfil minimum academic requirements.
	Head of Admissions	E-mail communication
		Admission form
		Learner academic records
		Identification documents

4. Applicants with any disability which requires special assistance by the College, should meet the minimum entry requirements for their chosen programme. Direct applications to the College should include documentation relating to the disability. The applicant will be requested to attend an interview to determine the level of assistance required by the College and the viability of the learner's participation in the programme which will be determined by the ability of the College to provide specific accommodations as required, and the extent to which the applicant can fulfil the requirements of the programme independently or with reasonable accommodations. Applications through CAO should disclose a disability through ticking the relevant box. CCT will always make every effort to ensure that any applicant (having met the course entry requirements) with a disability can participate in the programme, as far as is reasonably possible, and as the College facilities and resources permit. Where an applicant fails to disclose a disability prior to being offered a place on a programme, the College cannot guarantee providing the accommodations required.

5. International learners are required to present evidence of equivalent entry qualifications. If necessary, consultation on international equivalency levels will be sought by CCT Admissions personnel with the NARIC. Where studies have not been completed through the language of English, English language competency must be evidenced in accordance with the requirements of the validated programme. CCT accept the following:
   a) IELTS (International English Language Testing System), or equivalent score of TOEFL (Test of English as a Foreign Language) normally IELTS 6, except where otherwise stated in validation documents.
   b) Successful completion of major award at level 5 or higher mapped to the NFQ completed through English
   c) Successful completion of CCT in-house competency English examination

Requirements for successful participation in a programme will be based on the nature of the application but will adhere to the validated entry requirements. The College provides advice and guidance to applicants, parents and other individuals seeking information on the College's programmes.

Applicants who are considering an application to CCT can avail of a meeting with admissions staff to take the opportunity to discuss their plans with staff before making a formal application. Strict admission guidelines are

adhered to. Where possible, applicants are interviewed before receiving admission to the College.		
At present for all undergraduate courses students are required to apply through the Central Applications Office (CAO) system or direct to the College. All non-EU applications must be made directly to the College. Postgraduate applications are made directly to the College.		
For CAO applicants, entry will be based on leaving certificate point scores with offers and acceptances being managed directly by the CAO. This process always occurs following the declaration of leaving certificate results in early August.		
Mature applicants are required to complete the College application form, attach copies of all relevant secondary or third level qualification certificates and transcripts and/or training certificates and submit along with a summary of previous work experience.		Learner records
International applications are made directly to the College or through Educational Consultants representing the College in their country of origin. The fully completed application form should be accompanied by attested copies of second or third level qualifications. As far as possible all applicants will be interviewed directly by CCT personnel in their country of origin. CCT representatives travel regularly to the College's international market sources to conduct face to face interviews candidates. Criteria and procedures are in place for the approval of consultants to ensure only College approved Educational Consultants represent CCT overseas. When deemed necessary telephone interviews are conducted to ascertain the candidate's suitability for the programme.	Head of Admissions President	Agent Registration Form Representation Agreement Learner records
Advice/Guidance for Applicants CCT prides itself on the extensive Admissions consultancy service provided to learners from the enquiry stage to registering for a programme. The majority of applications are currently made directly to the college. As a result, prospective learners are naturally in touch with the admissions staff from the first point of contact with the College. This stage is particularly important for international students or students requiring any special assistance.		

The College realises that registering for a new programme is a big commitment and prospective learners should have all the course information required, and information on the college, Dublin, Ireland, and student services and supports they can expect throughout the programme. CCT provides advice and guidance to the best of its ability on any reasonable request from any prospective learner. The more general requests from international students are related to: accommodation available in Dublin, health insurance for the duration of the programme, medical assistance / service provided by the college, information about part-time work and Dublin in general, all of which the College responds to in as much detail as is available at the time. All information provided to potential learners must be approved in advance of publication or issue through the approval process that requires the sign off from the Dean of Academic Affairs following confirmation of accuracy from the Head of Faculty or Programme Leader. **Allocation of places** CCT will limit recruitment numbers for the programme for any one intake, to accommodate building space capacity at CCT Westmoreland St., and optimum numbers per class given the fact that practical demonstrations are an inherent part of class delivery at CCT. Numbers will not exceed those approved through the validation process. For direct applicants, places are allocated on a first come basis, with a reserve number held for indicative CAO places. A waiting list will operate where demand exceeds the places available. **Appeal** Applicants applying through CAO are advised to use the CAO appeal process. For Direct applicants, applications are made directly to the Admissions Office of CCT. Applications may be rejected for the following reasons: • Failure to provide application information in time and/or proof thereof. • Inadequate fulfilment of requirements.	Dean of Academic Affairs	Approval record CCT e-mail to international learner or verbal response to local learner followed by e-mail if required.

• Inadequate English language score or failure during interview to convince CCT admissions officers and faculty staff of meeting the English language proficiency level for the programme. The applicant would be informed as soon as possible after a rejection for application on a programme, and the reasons for the rejection. Should the applicant wish to appeal they may do so in writing to the Head of Admissions with any additional evidence that may support the application. Every appeal will be assessed by the Admissions Officers concerned, and the applicant will be informed of the outcome within the appropriate time scale. This time frame can vary depending on each individual case. If the application is rejected a second time, the reasons will be communicated in writing to the applicant. The applicant will then have opportunity for a final appeal, which must be made in writing to the College President. CCT frequently holds application evaluation meetings before final offers are made prior to the beginning of each semester and it is standard practice to review application appeals. It is the objective of CCT that transparency is maintained in all communication between the College and applicants. **Transfer** Transfer or Advanced entry into Programmes in CCT will be judged on a case-by-case basis, taking into account the knowledge, skill and competence required for successful participation in the later stages of CCT programmes and any specified advanced entry requirements documented as part of the validation of the programme in question. Transfer from one programme to another (other than progression programmes) in CCT will be judged on a case-by-case basis, taking into account required knowledge, skill and competence required for successful participation in the new programmes. Internal programme transfers are only permitted in limited circumstances. Normally, this is during the first weeks of the programme and when the student wishes to change academic discipline or switch mode of study	Head of Admissions College President	Appeal submission

between full time and part time, where applicable. Late transfer requests are not normally considered. Transfers must be requested in the early weeks of the programme to reduce the potential for failure and allow for a natural transfer opportunity. In exceptional cases where a late transfer is approved by the College this would normally take place at a future point where a natural transfer opportunity arises i.e. end of stage. Backwards or downwards transfers are not permitted except where there is a change of discipline. Any learner wishing to discuss an internal transfer should, in the first instance, raise the matter with the Faculty Coordinator who will outline the options and process to them. Should they wish to proceed with a transfer application this should be put in writing to the Head of Admissions who will determine the suitability of the request in conjunction with the relevant Programme Leaders. Late transfer requests must be approved by the Dean of Academic Affairs. Transfer from a CCT programme to an alternative institution will be facilitated though the provision of transcripts of results. Academic guidance will also be offered to assist the learner in making an informed decision. **Progression** In order to progress to the subsequent stage of a programme a learner must achieve an overall pass standard across the stage, normally 40%. Progression to another programme of education and training is generally on the basis of successful completion of a stage or an award, as determined by the receiving programme or institution. CCT will facilitate any progression applications to other institutions through the provision of transcripts and references as may be required. Progression following graduation to higher level awards in CCT, elsewhere in Ireland or abroad will be further facilitated by providing the learner with the European Diploma Supplement. Retention, progression and achievement statistics are monitored each year, as part of the annual programme monitoring process, and the data is used by the Senior Management Team and Academic Council to inform decision-making in respect of programmes, staffing, resources, teaching, learning, assessment and admissions practices.	Head of Admissions Programme Leaders Dean of Academic Affairs QA Officer Programme leader SMT Academic Council	

Monitoring		
An admissions audit is undertaken annually by the QA Officer to confirm compliance with access, transfer and progression policy and validated programme entry requirements. A report is compiled and presented to the QA Committee for discussion and to make recommendations to Academic Council.		

Monitoring		
Monitor (Job Title)	**Frequency**	**Monitoring Method(s)**
Head of Admissions Dean of Academic Affairs	**Annual**	Record of minutes from Programme board Record of minutes from Operations Record of minutes from Academic Council Admissions Audit

POLICY CONTROL SHEET

Policy Title	Access Transfer and Progression
Responsible Officer(s)	Dean of Academic Affairs
Issuance Date	February 2018
Effective Date	May 2018
Last Review Date	Revised version 1.0 February 2018
Supersedes	Version 1.0
Next Review Date	August 2019
Designated Reviewer(s)	Dean of Academic Affairs
Scope	Internal staff (full and part time);

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
Revision	March 2018	Update to reflect change in validation policy from QQI and impact on ATP	Dean of Academic Affairs	Academic Council

References upon which the Policy section is based

CCT Policy area	Access Transfer and Progression
Statutory & System Wide Basis	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 QQI restatement Policy and Criteria for Access, Transfer and Progression in Relation to Learners for Providers of Further and Higher

	Education and Training [NQAI 2003, Restated 2015]
	QQI Assessment and Standards, Revised 2013
Related CCT Policies / Forms	CCTP503 – Assessment Policy
	CCTF132 – Admissions Rationale Form