

Learner Progression and Transfer Policy

Transfer - the process by which learners may transfer from one programme of education and training to another programme having received recognition for knowledge, skill and competence acquired: and

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Programmes at the CPL Institute are aligned to either QQI at the appropriate level of the National Framework of Qualifications (NFQ), IOSH or PHECC accreditation body requirements. Procedures for admission, transfer, progression and recognition are in line with the national legislation.

The CPL Institute is committed to non-discrimination, diversity in its learner body, and the protection of the dignity of the learner at all stages in the learner lifecycle from application to graduation for major award. It is the policy of the CPL Institute, as far as is practicable, to admit all applicants who want to achieve in further education and meet the minimum requirements for its courses and programmes.

We are committed to implementing Section 56, Part 4 of the Qualifications and Quality Assurance (Education and Training) Act 2012. Progression is defined by the Act as the process whereby a learner may transfer from one programme of education and training to another programme, where each programme is of a higher level than the preceding programme.

It is our policy to do all we can to facilitate learners gain access to the programmes we offer, transfer to other programmes/providers and progress to programmes leading to awards at higher levels of the NFQ. Learners who successfully complete a programme leading to an award with The CPL Institute can progress to programmes at a higher level on the National Framework of Qualifications NFQ, IOSH or PHECC approved courses.

We allocate places on programmes based on objective criteria in a fair, transparent and consistent manner. To ensure this we provide information to applicants and learners regarding Access, Transfer and Progression and help them make informed choices regarding their choice of programme. Information on access, transfer and progression is available in our Learner Information Sheet and on our website or by contacting one of our Training Administrators. Information on minimum entry requirements for each programme is also readily with the advertise programme. At Induction, our instructors explain applicable transfer and progression routes, the next level available and how this links forward to higher levels within the framework of the NFQ.

As the programmes we offer are usually of a short-term duration, typically transfer queries are addressed by the Training Manager on an individual basis.

QQI/NFQ Transfer and Progression

The CPL Institute offers awards on the National Framework of Qualifications. The National Framework of Qualifications (NFQ) defines the relationship between awards. This contributes to improved transfer and progression. The NFQ is based on the European Credit Transfer System (ECTS) which allows for transfer and progression:

- between levels
- between award-types at the same level

- between named awards

The CPL Institute programmes are normally divided into modules. Modules are sub-programmes within programmes. A module is a rung on a progression ladder. Typically, the National Framework of Qualifications level for modules increases as a Learner progresses through successive stages of a programme. Full-time Learners study all the modules in a stage in parallel, while part time Learners may study as little as one module at a time. Our modules are usually studied part time.

Learners may apply for permission to transfer to another programme. Transfer applications, which must be made in writing, should be submitted to the Training Manager, who will process the application.

While every effort will be made to allow adequately qualified learners to change programme, it will not be possible to permit a transfer into a programme which already has a full complement of learners.

Learners who are being considered for a transfer to another programme, should register for and attend the programme to which they were admitted. In no case may learners register for a programme until their application to transfer has been formally approved by the Training Manager.

The CPL Institute has adopted an approach based on the principle that Learners achieving an award are eligible to progress to a programme leading to another award at the next level up where there is such an award in the same or a related field of learning and may be eligible to progress to a higher level than that. At the same time, where there is not an award at a higher level in the same or a related field of learning, the framework concept implies that Learners achieving an award are eligible for transfer to a programme leading to another award at the same level.

Where programmes are organised in stages, a Learner, to be eligible to progress to a particular stage, is normally required to demonstrate achievement of the minimum intended learning outcomes of all the preceding stages.

Recognition of Prior Learning (RPL) Policy

The CPL Institute will assist them Learners to gain entry to a programme of education and training, to be granted credit or exemptions and/or receive a QQI award by recognising the knowledge, skills and competencies they already have acquired.

The CPL Institute actively promotes the principles of lifelong learning, including the recognition of learning wherever and whenever it is achieved; in this regard, it is committed to enabling more inclusive approaches for mature and lifelong learners at different stages of their personal and professional lives, who wish to undertake their studies on a full or part-time basis.

The CPL Institute acknowledge prior learning received at another provider or from another awarding body which will mean that the learner may receive recognition of skills and knowledge already acquired and/or certified or prior learning or experiential (non-certified), which can then go towards certification for the programme of study which is leading to a Major, Minor or Special Purpose award.

This prior learning can be recognised on the National Framework of Qualifications and may entitle the applicant to:

- Admission to a programme or course of study.
- Exemptions from some components of a programme.

- Exemptions from some components of a programme which duplicate the learning an individual has already acquired.
- Credits towards a qualification.

Where prior certificated learning is the basis for RPL, the learner is required to provide the relevant syllabus and a transcript of results and Certificate.

The CPL Institute reserves the right to seek supporting evidence from the training provider/education institution referred to, in the application and where appropriate seek other supporting reference documentation from an employer or referee.

Only when the CPL Institute is completely satisfied that the learner meets the criteria, that an exemption will be granted. Exemptions may be granted at any stage of a programme.

Evidence of learning must be presented by the applicant in the form of official transcripts of results and formal syllabi accompanied by relevant supporting documentation.