#	POLICY TITLE:	POLICY AREA:	VERSION:	DATE ADOPTED:
ST.NICHOLAS MONTESSORI	**3.8 INFORMATION FOR LEARNERS**	3) PROGRAMMES OF EDUCATION AND TRAINING	3.0	JULY 2020

Introduction and Context

Legal and Regulatory Context:
The Qualifications and Quality Assurance (Education and Training) Act 2012[1] requires the College to provide specific information to learners about the programme on which they are enrolling, any award to which the programme leads and applicable access, transfer and progression procedures. The purpose of this policy is to ensure that prospective learners are provided with sufficient information regarding all aspects of their programme of interest.
The General Data Protection Regulation (GDPR) specifies how we may process and store data.

Quality Context:
This policy is designed with regard to the European Standards and Guidelines and the QQI Core Statutory Quality Assurance Guidelines, both of which specify the need for the College to have policies and procedures in place to regulate information provided to the public.
Scope:
This policy applies to all staff involved in the promotion of the College and/or its programmes.
This policy applies to all communication with prospective and/or enrolled students.

This policy applies to information for all programmes offered by the College regardless of the validating body. It is expected that Programme Directors will provide the Marketing Office with all reasonable assistance in fulfilling their obligations under this policy. This policy refers to all programme delivery modes i.e. face-to-face, blended, online, as appropriate.
 	
Policy Statement
   - Learners will be provided with information related to both the College and Academic Programmes
   - All information for prospective and enrolled learners is:
      - Written in plain English
      - Consistent with the SNMCI brand and values

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1 Department of Education and Skills, Qualifications and Quality Assurance (Education and Training) Act 2012, 2012, sec. 67 (1)

- In line with the requirements of any accrediting and/or professional bodies where applicable - Transparent - Accurate, complete and up to date - Respectful and inclusive - Published with consent		

Staff Involved:

Marketing Office; Admissions; CEO; DQAA; Programme Directors;

Procedure Outline	Person/s Responsible	Records generated to ensure evidence of follow through
Information about SNMCI The College makes publicly available the following minimum information: - The legal name of the College and the company and its charitable status - Profiles of the Board of Trustees, CEO and staff (academic and administrative) - Details of the College's legal and accreditation status with all professional, regulatory and statutory bodies - Details of Protection of Enrolled Learners (PEL) arrangements - The SNCMI Quality Assurance Manual - Outcomes of external quality assurance and accreditation engagements - Information about the College's research activity - Information about the use of personal data and a person's right to privacy - College contact details	**CEO/** **IT** **CEO/DQAA** **CEO/ DQAA** **DQAA** **DQAA** **GDPR Officer** **Marketing**	**Information publicly displayed on website/ Headed notepaper/ correspondence** **Staff Profiles** **Website /** **QA Manual** **Website** **QA Manual** **Website** **Validating Body website** **SNMCI Research Strategy** **QA 8.2: Privacy Policy;** **QA 8.3: Storing, Retention and Disposal of Data**

Communicating with leads and prospective students We: - Respond to queries about the programmes promptly and factually - Clearly and honestly articulate all the academic and associated requirements of the programme. - Clearly and honestly articulate all the requirements and technical resources need to accommodate Blended Learning as appropriate. - Clearly provide detail on any associated professional registration - Explain any relevant policies and procedures for admission, progression and transfer including the recognition of prior learning - Make reasonable accommodation for students with special considerations (physical challenges/long-term illnesses) **Information about Academic Programmes** Where a programme leads to an award, we specify: - The award title and available exit and/or embedded awards - Whether it is an NFQ award and at what level and award class - Number of European Credit Transfer System Credits (ECTS) - The awarding body/bodies - Any professional recognition or approval - Entry requirements - Requirements for Blended Learning - English language level requirements (if applicable) - Duration of the programme and learning modes offered - Requirements in terms of resources and technology required (blended programmes) - Intended learning outcomes - Module list and overview - Details of the arrangements for the Protection of Enrolled Learners (PEL)	**Admissions Marketing Programme Directors RPL Process** **Initially the Marketing Office** **Programme Management (for enrolled learners)** **CEO**	**Website/ Marketing material** **Records of Expression of Interest and College response** **Initial marketing material** **Open days/ Opportunities for drop-in/Interviews/Forms** **Initial marketing material (prospective)** **Learner Handbooks Induction (enrolled)** **Published information** **QA 9.2:Protection of Enrolled Learners)**

Policy Control Sheet

Policy	QA 3.8 Information for Enrolled Learners
Version	3.0
Adopted/Effective	July 2020
Supersedes	2.0
Monitoring/ Next Review Date	Yearly /June 2020
Responsible Officer(s)	Marketing Director/CEO
Designated Reviewer(s)	Marketing Director/CEO/Programme Management
Scope	College Wide

References

SNMCI Policy area	3) Programmes of Education and Training: QA Vol 2
Developed with reference to	Department of Education and Skills, Qualifications and Quality Assurance (Education and Training) Act 2012, 2012, sec. 67 (1)
	QQI *Statutory Quality Assurance Guidelines developed for Independent/Private Providers coming to QQI on a Voluntary Basis* (2016) *Standards and Guidelines for Quality Assurance in the European Higher Education Area* (ESG 2015) QQI *Core Statutory Quality Assurance Guidelines* (2016)
Related SNMCI Policies / Forms	QA 3.4:Admissions; QA 3.11: Learner Induction; QA 9.1: Compiling & Approving Marketing Material and Public Information; QA8.2: Privacy Policy; QA8.1: Principles, Terms, and Conditions of Use of the College's Information and Communication Technology; BQA8.3: Storing, Retention and Deletion of Data

Revision

Revision Number	Revision Description	Originator	Approved By
2.0/July 2020	General update based on application for Blended Status	Office of DQAA	