

Policy and Procedure on Learner Admission

Policy Procedure Protocol Guideline

Office of the Nursing and Midwifery Services Director (ONMSD): Consortium of Centres of Nursing and Midwifery Education (CCNME)

Title of PPPG Development Group:	Consortium of Centres of Nursing and Midwifery Education (CCNME)		
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1.0 Purpose

This policy sets out the CCNMEs approach to the admissions of learners, ensuring inclusivity and equality of opportunity for all prospective learners.

2.0 Scope

This policy applies to:

Academic Council	Quality Enhancement Committee	Appeals, Complaints, Committees	Programme Board, & Committees	CCNME Programme Teams	Learner
✓	✓	✓	✓	✓	✓

3.0 Policy Statement

The CCNME is committed to lifelong learning and seeks to clearly communicate and provide access to all learners who meet the entry criteria and requirements of QQI level 5 to level 8 programmes of education. Applicants will be provided with all necessary information to allow them to make informed decisions regarding programmes of education offered. The CCNME will ensure that accurate and comprehensive information is made available to applicants through advertisements of programmes and on the website.

4.0 Responsibilities

	Academic Council	Quality Enhancement Committee	Appeals, Complaints, Committees	Programme Board, & Committees	CCNME Programme Teams	Learner
Responsible for Implementation	✓	✓	✓	✓	✓	✓
Responsible for Monitoring & Review	✓	✓	✓	✓	✓	✓

5.0 Procedure

- 5.1 The programme outline, programme application form and schedule of programme dates will be advertised, at least six to eight weeks prior to commencement of the programme.
- 5.2 Entry criteria for admission to each programme are specified in and based upon the approved QQI programme validation document.
- 5.3 Applicants will be required to complete and submit an application form electronically at least four weeks prior to commencement of the programme.
- 5.4 Upon receipt of application, the relevant Programme Coordinator processes the application in consultation with the relevant Programme Committee.
- 5.5 Completed application forms will initially be screened to determine if applicants meet the specified entry criteria for the relevant education programme.

- 5.6 If applications exceed the number of available places on a programme, selection criteria will be applied relevant to the programme.
- 5.7 The Programme Coordinator will ensure that all applicants are informed in writing of the selection process outcome. Potential outcomes for level 5 - level 8 programmes are:
- 5.7.1 Offer of a place on a programme;
 - 5.7.2 No offer of a place on a programme (Access criteria has not been met);
 - 5.7.3 No offer of a place on a programme (Applicants exceed number of places).
- 5.8 The Programme Coordinator sends out a letter of offer to successful applicants offering them a place on the programme which must be accepted within the stated timeframe. The letter includes detailed information about the programme including programme dates and pre requisite learning if relevant. A learner programme handbook will be included at time of offer.
- 5.9 The applicant is required to return a letter of acceptance of place on the programme to Programme Coordinator.
- 5.10 The Programme Coordinator provides information to the applicant on accessing and enrolling on the programme using the registration form on the online platform.
- 5.11 Failure to return the registration form/complete enrolment by the date specified will be deemed a withdrawal of the place on behalf of the applicant and the admissions process for this applicant may terminate at this stage.
- 5.12 A prospective learner is entitled to feedback on admission decision.

6.0 Document Control

Document Title	Policy and Procedure on Learner Admission	
Author	Consortium of Centres of Nursing and Midwifery Education (CCNME)	
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	V.1.0	04/11/2022
Policy Review	November 2025	
Supporting Documentation	<ul style="list-style-type: none"> • European Association for Quality Assurance in Higher Education (ENQA). (2015). <i>Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG)</i> [online]. Available from: https://www.engq.eu/wp-content/uploads/2015/11/ESG_2015.pdf [accessed 22 April 2022]. • <i>Qualifications and Quality Assurance (Education and Training) Act 2012</i>. No. 28/2012, s.57 [online]. Available from: https://www.irishstatutebook.ie/eli/2012/act/28/enacted/en/html [accessed 31 January 2022]. • Quality and Qualifications Ireland (QQI). (2021). <i>National Framework of Qualifications</i> [online]. Available from: https://www.qqi.ie/what-we-do/the-qualifications-system/national-framework-of-qualifications [accessed 31 January 2022]. 	

	<ul style="list-style-type: none"> Quality and Qualifications Ireland (QQI). (2015). <i>QQI Policy Restatement Policy and Criteria for Access, Transfer and Progression in Relation to Learners for Providers of Further and Higher Education and Training</i> [online]. Available from: https://www.qqi.ie/sites/default/files/media/file-uploads/ATP%20Policy%20Restatement%20FINAL%202018.pdf [accessed 31 January 2022].
Related Policies & Procedures	<ul style="list-style-type: none"> Policy for Access, Transfer and Progression [PDF, 5 Pages] Policy on Reasonable Accommodation in Assessment [PDF, 5 Pages] Policy on Supports for Learners [PDF, 4 Pages] Policy on Learner Withdrawal from Studies / Early Exit [PDF, 5 Pages] Procedure for Learner Withdrawal from Studies /Early Exit [PDF, 4 Pages] Policy on Data Protection, Usage and Management [PDF, 7 Pages]
Related Resources	<ul style="list-style-type: none"> Programme Application Form Programme Registration form Letter of offer of a place on a programme Letter of intention to accept place on a programme Letter of No offer of a place on a programme (Access criteria has not been met) Letter of No offer of a place on a programme (Applicants exceed number of places) Letter of Acceptance