

Policy and Procedure on Protection of Enrolled Learners (PEL)

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 fulfilment of their legal obligations regarding Protection of Enrolled Learners (PEL).

2.0 Scope

This policy applies to QQI validated programmes of education and training of three months or longer duration (levels 5 – 8)

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

3.0 Policy Statement

Section 65 of the Qualifications & Quality Assurance (Education & Training) Act 2012 sets out (in Part 6) legal requirements and recommendations for providers of education and training regarding PEL. The CCNME is committed to ensuring that they are compliant with statutory obligations set out in Protection of Enrolled Learners: Protocols for Implementation of Part 6 of the 2012 Act. The CCNME ensure that learners enrolled on a programme, of longer than three months' duration have adequate arrangements in place for PEL and are not disadvantaged in the event of the programme ceasing prior to completion. The preferred PEL option and approach is to facilitate learners to complete their programmes, as this is within the learners' best interest.

4.0 Roles and Responsibilities

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

4.1 Academic Council

- 4.1.1 The Academic Council oversees that programmes of education have met the specific conditions and criteria relating to arrangements for the protection of enrolled learners. They delegate authority to relevant Committees to ensure learner protection arrangements are in place with respect to enrolled learners on all QQI validated programmes of 3 months duration or longer.

4.2 Programme Development Committee

- 4.2.1 Obtain alternate arrangements with two other CCNME Programme Teams within the CCNME to facilitate the transfer of learners to similar programmes if required. This will include providing letters of commitment in relation to alternate agreement, prior to submission for QQI validation;
- 4.2.2 In the event that the CCNME do not have two other Centres validated for programme provision, approval is sought to access two other external providers with a similar programme, to allow a learner to complete their studies.

4.3 Programme Committee

- 4.3.1 Oversight of the PEL policy and procedure ensuring that all information relating to alternate arrangements is up to date and accurate;
- 4.3.2 Review PEL requirements, and programme information with Quality Enhancement prior to advertising by CCNME Programme Teams (Appendix 5);
- 4.3.3 Monitors the effectiveness and efficiency of this policy and procedure;
- 4.3.4 Incorporates staff and learner feedback on this PEL policy and procedure.

4.4 CCNME Programme Teams

- 4.4.1 Provide information on programmes as agreed with Programme Committee and Quality Enhancement Committee, which is clear, accurate, objective, up-to date and readily accessible on CCNME online platform in line with HSE requirements on publishing;
- 4.4.2 Inform learners of alternate arrangements and include information in the learner programme handbook.

4.5 Learners

- 4.5.1 Be aware of details of the arrangements for PEL that the CCNME have in place.

5.0 Document Control

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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">• <i>Qualifications and Quality Assurance (Education and Training) Act 2012</i>, [online]. Available from: https://www.irishstatutebook.ie/eli/2012/act/28/enacted/en/html [accessed 31 January 2022].• <i>Quality and Qualifications Ireland (QQI). (2017). Policies and criteria for the validation of programmes of education and training</i> [online]. Available from: https://www.qqi.ie/sites/default/files/2021-11/qp-17-policies-and-	

	<p>criteria-for-the-validation-of-programmes-of-education-and-training.pdf [accessed 24 January 2022].</p> <ul style="list-style-type: none"> Quality and Qualifications Ireland (QQI). (2013). <i>Protection of Enrolled Learners: Protocols for the Implementation of Part 6 of the 2012 Act</i> [online]. Available from: https://www.qqi.ie/sites/default/files/2021-09/policy-for-protection-of-enrolled-learners-v2-sep-2013.pdf [accessed 11 February 2022].
Related Policies & Procedures	<ul style="list-style-type: none"> Policy on Programme Development [PDF, 6 Pages] Procedure on Development & Validation of Programmes Leading to QQI Further (FET) and Higher (HET) Education Awards (PDF, 4 pages)
Related Resources	<ul style="list-style-type: none"> Alternate Provider Letter Template