HSE Oifig an Stiúrthóra Seirbhísí Altranais & Cnáimhseachais | Office of Nursing & Midwifery Services Director	CCNME Consortium of Centres of Nursing and Midwifery Education

Policy for Access, Transfer and Progression

Policy ☒   Procedure ☐   Protocol ☐   Guideline ☐

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

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1.0 Purpose

The purpose of this policy is to provide concise and unambiguous information regarding how the Consortium of Centres of Nursing and Midwifery Education (CCNME) approach decisions on access, transfer and progression of the learner to Quality and Qualifications Ireland (QQI) validated programmes provided by CCNME.

2.0 Scope

This policy applies to all QQI validated programmes of education provided by CCNME.

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

3.0 Policy Statement

The CCNME is committed to ensuring inclusivity and equality of opportunity for access, transfer and progression for current and prospective learners.

4.0 Roles and Responsibilities

	Academic Council	Quality Enhancement 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 and its committees oversee selection, admissions and exclusion of learners and delegate this authority to relevant Committees.

4.2 Programme Committees

4.2.1   Oversight of the admission procedure ensuring that all information relating to learner admission is up to date and accurate.

4.2.2   Review admission entry requirements, selection criteria and programme information with Quality Enhancement prior to advertising by CCNME Programme Teams.

4.2.3   Facilitate transfer of enrolled learner where indicated.

4.2.4   Monitors the effectiveness and efficiency of this policy and procedures.

4.2.5   Incorporates staff and learner feedback on this access, transfer and progression policy.

4.3 CCNME Programme Teams

4.3.1   Circulate the advertisement for programmes to relevant stakeholders.

4.3.2 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.

4.3.3 Engage with selection process using a structured framework to ensure applicants meet the stated entry criteria for the programme based on programme access criteria.

4.3.4 Process applications for exemptions where relevant.

4.3.5 Ensure all applicants are informed of selection process outcome.

4.3.6 Applicants will be informed how they may accept/decline the offer made.

4.3.7 Refer learners to the reasonable accommodation policy if required.

5.0 Access

5.1 The CCNME is committed to equality of opportunity and access for all learners attending programmes provided.

5.2 Access criteria will be clearly specified in the programme advertisement and on the ONMSD website.

5.3 Entry requirements, including expectations regarding attendance, will be clearly stated as part of the published criteria for each validated programme.

5.4 Applicants must meet the programme access criteria to be eligible for programme selection (Refer to Procedure on Learner Admission).

5.5 Applicants will be signposted to access the process for Reasonable Accommodation within the programme advertisement.

5.6 Advertised programmes contain clear and transparent access criteria indicating:

    5.6.1 The prerequisite learning (knowledge, skill, and competence);

    5.6.2 Minimum Intended Module Learning Outcomes (MIMLOs);

    5.6.3 An overview of assessment strategies.

6.0 Recognition of Prior Learning

6.1 Information on Recognition of Prior Learning (RPL) criteria will be made available to applicants on the ONMSD Website.

6.2 As registered nurses and midwives practice at Level 8, with the appropriate knowledge, experience and competencies, learners automatically receive recognition of prior learning to access Level 8 programmes.

6.3 Under the Common Award System (CAS) any Level 5 QQI minor awards undertaken less than five years previously can be counted towards a major award. Minor awards that are more than five years must be repeated.

7.0 Transfer

7.1 Learners can be facilitated, where feasible, to transfer to a similar accredited programme offered by the CCNME, in the event of changed learner circumstances.

7.2 This process will be based on an agreement between Programme Committee and CCNME Programme Team and on completion of a Learner Request to Transfer Form.

8.0 Progression

8.1 Learners will receive an academic transcript on successful completion of a programme/component.

8.2 Upon successful completion of a programme, the learner may be eligible to apply for a programme of education.

8.3 Leading to certification in a QQI major or special purpose award via the Higher Education Links Scheme (HELS) for a third level higher award on the National Framework of Qualifications.

8.4 Through the Central Applications Office (CAO) at an undergraduate level.

8.5 Using existing credit at Level 8 for recognition of prior learning at a Higher Education Institution, where applicable.

9.0 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
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Supporting Documentation	• European Association for Quality Assurance in Higher Education (ENQA). (2015). *Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG)* [online]. Available from: https://www.enqa.eu/wp-content/uploads/2015/11/ESG_2015.pdf [accessed 22 April 2022]. • *Qualifications and Quality Assurance (Education and Training) Act 2012*. 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). *National Framework of Qualifications* [online]. Available from: https://www.qqi.ie/what-we-do/the-qualifications-system/national-framework-of-qualifications [accessed 31 January 2022]. • Quality and Qualifications Ireland (QQI). (2015). *QQI Policy Restatement Policy and Criteria for Access, Transfer and Progression in Relation to Learners for Providers of Further and Higher Education and Training* [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	• Policy for Reasonable Accommodation in Assessment [PDF, 5 Pages]	

	• [Policy on Supports for Learners](#) [PDF, 4 Pages] • [Policy and Procedure on Learner Admission](#) [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	• Alternate Provider Letter Template • Learner Request Transfer Form