

 <span style="float: right;">The Irish Agriculture and Food Development Authority</span>	
<b>Teagasc Access, Transfer and Progression Policy</b>	
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## 1. Background

This policy has been developed by Teagasc to meet Quality & Qualifications Ireland (QQI) requirements regarding arrangements in respect of assess, transfer and progression.

Teagasc is committed to the promotion of access, transfer and progression to facilitate learners.

The Access, Transfer and Progression Policy reflect Teagasc philosophy that learners have access to information in relation to training programmes, entry requirements, Recognition of Prior Learning (RPL), transfer, progression opportunities, programme adaptations and learner supports.

## 2. Purpose of the Policy

The purpose of this Policy is to ensure that Teagasc provides information and arrangements for learners in relation to assess, transfer and progression related to its training programmes.

- Access is the process by which learners may commence a programme of education and training having received recognition for knowledge, skill or competence required.
- Transfer is 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.
- Progression is the process by which learners may transfer from one programme of education and training to another programme on the next level of the NFQ.

Teagasc is committed to the provision of training programmes that meet the needs of all current and prospective learners and promotes and facilitates access, transfer and progression.

## 3. Applicability

This policy applies to all Teagasc education training programmes . It provides information and guidance for staff and learners. It is applicable to:

- Programmes leading to a Major or Specific Purpose QQI awards
- Components or short courses leading to a QQI award
- Non accredited training

This Policy will be:

- Published on the Teagasc intranet and public website
- Linked to the learner application process
- Linked to the Learner Handbook
- Outlined to learners at course induction events

## 4. Policy Statement

This policy was developed with reference to the QQI Statutory Quality Assurance Guidelines- 3.2 Learner Admission, Progression and Recognition and the QQI policy Restatement Policy and Criteria for Access, Transfer and Progression In Relation To Learners for Providers of Further and Higher Education and Training.

Teagasc seeks to:

- a) Provide programmes that are recognised on the National Framework of Qualifications and therefore facilitate learner mobility.
- b) Promoting accessibility for learners.
- c) Provide up-to-date, accurate, and clear information to enable potential applications and existing learners to make decision regarding their studies.
- d) Publish entry requirements and any additional requirements specified for programme entry.
- e) Provide transparent decisions on the allocation of places on programmes
- f) Treat all applicants in a fair, equal and consistent manner.
- g) Encourage learners to progress through the various stages of accredited programmes by providing learners with clear goals and transparent paths of progression between programmes
- h) Provide appropriate learner supports to facilitate successful completion of Teagasc programmes
- i) Undertakes, where possible to Recognise Prior Learning (RPL) and the academic attainments of learners to provide advanced entry to programmes or grant exemption from modules or programme requirements .
- j) Facilitate learners to undertake bridging studies where it considers that such studies will facilitate advanced programme entry or benefit the learner.
- k) Provide flexible learning opportunities through blended learning, remote delivery and the option for modularised study leading to component awards
- l) Deliver modular based programmes which allow credits to be accumulated building to an award.
- m) Provide information on language requirements for applicants for whom English is a second language.
- n) State that learners must be resident in Ireland for entry to Teagasc courses
- o) Allow applicants to defer acceptance of the course offers until the next academic year
- p) Accommodate where possible learners whose studies have been interrupted due to force majeure or personal circumstances
- q) Make appropriate arrangements for an appeals process in relation to access, transfer and progression...

Teagasc quality customer procedures allow complaints or appeals to be made should applicants be unhappy, perceive unfairness, inequity or inconsistent treatment in the application process.

## 5. Procedure

Teagasc education management will ensure that all stake holders are aware of and follow procedures.

### Access

Teagasc is committed to ensure that all learners can avail of fair and transparent entry arrangements to all programmes provided by Teagasc. Teagasc will make reasonable accommodations to facilitate participation by diverse learner groups. Prospective learners will have access to accurate and reliable information to enable them to plan their learning on the basis of a clear understanding of the awards available, the associated entry requirements and benefits accruing.

### Entry Arrangements

Entry is understood as being entry on initial access or by transfer or progression. Teagasc will be required to ensure that:

- Entry arrangements will be clear. Entry arrangements are indicated on the Teagasc public website, brochures, Teagasc Course Prospectus and on [www.qualifax.ie](http://www.qualifax.ie) , and [www.careersportal.ie](http://www.careersportal.ie)
- Decisions on the allocation of places on programmes will be transparent and in accordance with procedures set down in Teagasc Course Memorandum of Implementation or as directed by the Head of Education.
- All applicants will be treated in a fair, equal and consistent manner
- Appropriate appeal arrangements are in place for applicants unhappy about allocation of places or unfair, inequitable or inconsistent treatment in the application process

### Admission to Apprenticeship Programmes

Admission, progression and recognition procedures specific to the apprenticeship programme in Teagasc will be addressed in the programme validation documents and thereafter published as appropriate.

## Transfer and Progression

Teagasc is committed to having in place clear information on transfer and progression routes through the National Framework of Qualifications (NFQ) and ensuring that learners are facilitated to avail of these routes. Teagasc concurs with the principle that learners achieving an award are eligible to progress to a programme leading to another award at the next level on the NFQ.

In implementing its policy on transfer and progression Teagasc will:

- Liaise and co-operate with all relevant awarding bodies and in particular with QQI.
- Ensure that progression opportunities will be identified and made known to learners
- Provide guidance on transfer and progression as part of learner induction to programmes
- Communicate to learners, progression, transfer routes and any specific requirements of other providers through Teagasc's Course Prospectus and through Teagasc's website.
- Identify transfer and progression routes into and onwards for every programme leading to a major award. These transfer arrangements will be referenced in the Teagasc course prospectus, programme brochures and the Higher Education Links Scheme (HELs).
- Ensures that particular requirements for transfer or progression within Teagasc are clearly outlined in the Teagasc Course Prospectus and individual programme brochures.
- Highlight transfer and progression routes during open days and career events.
- Inform applicants to Teagasc Level 5 programmes of their options regarding Teagasc Level 6 programmes.
- Direct Course Co-ordinators to identify learners who wish to progress using the Higher Education Links scheme to ensure timely verification and export of results to QQI.
- Monitor progression rates through graduate surveys.
- Ensure that learners are supported to avail of transfer and progression routes.
- Continue to identify and establish additional transfer and progression routes.

## Recognition of Prior Learning (RPL)

Teagasc recognise prior certified and experiential learning:

**Prior certified learning** is learning that has already been accredited by an awarding body such as Quality and Qualifications Ireland (QQI) or other state recognised universities, colleges/institutes.

**Prior experiential learning** (non-certified learning) is learning acquired through experience or learning achieved from non-accredited bodies, e.g. learning acquired in the workplace or learning gained from experience

Key Principles of Teagasc RPL:

- Learners are made aware of RPL either at application and/or at learner induction.
- Teagasc in applying RPL is committed to the integrity of its own programmes and QQI standards.
- The applicant must demonstrate achievement of the equivalent to the learning outcomes and performance criteria set down in the programme.
- Teagasc will provide the information required to apply for RPL and mentoring applicants through this process if required.
- It is the responsibility of the applicant to provide supporting evidence of prior learning.

- RPL is only available for complete modules/components where a minimum of 70% of the learning outcomes has been previously achieved by the learner.

More detail on the Teagasc RPL Process and eligibility for this process is available in the Teagasc Recognition of Prior Learning policy and protocol available on the Teagasc public website.

### **Information provision**

To promote transparency and clarity for learners, Teagasc will provide learners with information on:

- The name of the programme awarding body
- The programme title and type
- The award placement on the National Framework of Qualifications
- Entry requirements
- Selection arrangements, where these apply
- The knowledge, skill and competence needed as a basis for successful participation in the programme
- A broad indication of the subject matter (modules) including elective choices and the attainments required to be eligible for an award.
- Arrangements for recognition of prior learning
- Transfer and/or progression routes associated with programmes.
- Details of supports available for learners with learning support requirements or disabilities
- English language requirements for applicants for whom English is a second language.

Staff are informed of their role, and the steps involved in the relevant ATP process through course memoranda, and internal communications.

Learners are informed through induction, learner handbook, and the public website.

### **Facilitating Diversity**

- Teagasc will make reasonable accommodations and facilitate, where practicable, learners with particular needs to have access, transfer and progression options.
- To support and facilitate learner diversity and to promote equality Teagasc will provide:
  - Information to the learner in an appropriate and accessible format
  - Information on supports available for learners with particular needs
  - Advice to assist the learner in selecting a programme
  - Assessment modifications/accommodations available

## **6. Enforcement**

The Head of Education, Head of CDSU, the National Verification and Standards Specialist and the Monitoring Team will have responsibility for:

- Managing the implementation of this Access, Transfer and Progression policy
- Ensuring the availability of relevant information to learners
- The development and review of information and advice, to assist current and prospective learners to make informed choices

## 7. Definitions and Terms

QQI	Quality and Qualifications Ireland ( <a href="http://www.qqi.ie">www.qqi.ie</a> )
ATP	Access, transfer and progression
Learners	Any person registered on a Teagasc training programme
NFQ	National Framework of Qualifications
RPL	<b>Recognition of Prior Learning</b>
Applicant	Any person applying to a Teagasc training programme

## 8. Related Documents

Relevant Course memorandum

Teagasc Prospectus

Teagasc RPL Policy

## 9. Revision History

Revision date	Version	Summary of Changes
07/10/2020	0.4	Edits following Teagasc Education Quality Group meeting
29/06/2020	0.2	Review by Joe Hanlon
05/06/2019	0.1	Development of first draft policy