

## The Rehab Group Protection of Enrolled Learners (PEL)

**Applies Jurisdiction:**  IRELAND

**Division:**  Learning & Employability

**Reference Number:** TAE-ICS-002

**Version Number:** V1

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**Date:** May 2018

**Approver(s):** Pauline Newnham  
**Title:** Director of Quality & Governance  
**Date:** July 2018

**Effective From:** July 2018  
**Review Date:** June 2021

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# Rehab Group – Protection of Enrolled Learners

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# Rehab Group – Protection of Enrolled Learners

## 1.0 POLICY STATEMENT

It is the Rehab Groups policy to have arrangements in place to ensure that if a programme of education and training ceases prematurely, learners will be able to complete a similar programme with another provider, or have their moneys refunded where fees apply.

## 2.0 PURPOSE

The purpose of this policy is to outline the arrangements that will be made to ensure that Learners are protected in the event of a programme ceasing.

## 3.0 SCOPE

This policy applies to all programmes of training and education of three months duration or more where moneys have been paid by, or on behalf of, the learner.

## 4.0 DEFINITIONS

**Protection of Enrolled Learner** – a requirement to put in place arrangements to ensure that if a programme ceases prematurely, learners will be able to complete a similar programme with another provider.

## 5.0 GENERAL PROVISIONS / PROCEDURE

### Essential Steps

1. Notify QQI in writing the arrangements in place to protect enrolled learners when submitting each programme for validation.
2. Demonstrate that the alternative programme is similar to the programme ceasing.
3. Provide details of the enquiries made/steps taken to ensure that the PEL arrangements are adequate and meet the legal obligations under the 2012 act.

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4. Complete the QQI PEL arrangement documents if a programme ceases.
  - A. Alternative Programme Arrangements
  - B. Fee Refund Arrangements
5. Document how a new provider will access learner records.
6. Inform learners about the arrangements in place if a programme ceases.

## 6.0 ROLES & RESPONSIBILITIES

Members of the Quality and Governance Directorate responsible for quality assurance and development of programmes are responsible for the implementation of this Policy Document.

## 7.0 EVALUATION & AUDIT

This policy on protection of enrolled learners will be evaluated and review through the Rehab Groups review and audit processes.

## 8.0 REFERENCES

Section 3.4.1 of the Protection of Enrolled Learners protocols for implementation of Part 6 of the Qualifications and Quality Assurance (Education and Training) Act 2012.

### 8.1 Related PPPGs

- QQI Core QA Guidelines
- QQI PEL Guidelines
- Protection of Enrolled Learners (PEL): Protocols for the implementation of Part 6 of the 2012 Act – Guidelines for Providers
- ETB Standard Operating Guidelines

## 9.0 APPENDICES

**Appendix 1** – List of Authors

**Appendix 2** – Read & Understood

|                         |                    |   |                           |             |
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## Appendix 1 – List of Authors

### Authors List for New/ Reviewed Policy Area

The following names individual authors/ reviewers to this policy area.

| <b>Division/Other</b> | <b>Name(s)</b> |
|-----------------------|----------------|
| Quality & Governance  | Linda Coone    |
| SLT Team              |                |
|                       |                |
|                       |                |

\*Note that it is not obligatory for each division to be involved in a new policy/ review if the policy is not relevant; this should be decided by each division on a case-by-case basis.

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## Appendix 2 – Read & Understood

I have read, understand and agree to adhere to the attached Protection of Enrolled Learners Policy, Procedure, Protocol/ SOP or Guideline:

| <b>Print Name</b> | <b>Signature</b> | <b>Date</b> |
|-------------------|------------------|-------------|
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