PCI College

Established 1991

Transfer & Progression Procedure

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1. REVISION HISTORY AND APPROVAL

Revision	Nature of change	Approval	Date
1.0	First Issue	JL	27/07/21
1.1	QQI review updated section 2.2	AC	30/6/2025

2. INTRODUCTION

2.1. PCI College offers a range of awards on the National Framework of Qualifications and UK Framework of Higher Education Qualifications. The awards are defined by the frameworks which contribute to improved transfer and progression.

2.2. Transfer and progression are allowed between levels, award types at the same level and named awards. PCI College's blended and fully online programmes are normally divided into stages and modules, which are sub-programmes within programmes. Part-time learners may study as little as one module at a time, therefore, the stage will be important for grouping modules within the same level (NFQ or FHEQ).

2.3. PCI College commits to facilitating fluid transfer and progression once it is permitted. The transfer and progression policy and procedures are designed to help a programme exit and the progression to higher or sideways to conversion awards. Each validated programme handbook clearly states the allocation of credits and grades, as well as any progression requirements.

2.4. In line with Assessment and Standards (QQI, 2013), there are three exceptions to the general requirement of passing all the required modules in order to progress to the next stage, which are:

- Pass by compensation
- Exemption from part of the programme (with or without the allocation of a grade and credit).
- Eligibility to progress carrying the failed modules to be passed during the subsequent stage.

3. RESPONSIBILITIES

Role/Person	Responsibility
Applicant	• Preparation and submission of application form and relevant supporting documentation
Student Recruitment Officers	• Monitoring compliance with the application process
Student Services	• Monitoring compliance with the admissions process • Scheduling of applicants for interview and interviewing the applicants.
Faculty	• Interviewing the applicants
Programme Leader	• Overseeing the Transfer & Progression Processes.
Institute Link Tutor	• Assessing transferred learners

4. PROCEDURES

4.1. <u>Transfer</u>

4.1.1. Learners who wish to exit a programme and transfer to another programme are advised about exiting options and exit awards. Some programmes will already have designed awards embedded into the major award programme where possible to recognise learning.

4.1.2. Transfers are organised with the Student Services department, and learners will need to send a transfer request in writing, by email or by letter and also inform their Programme Leader of their intention of transfer. Student Services will then arrange an interview with a member of the lecturing team who will assess the learner's suitability for the programme they are transferring to, in accordance with the programme requirements.

4.1.3. The Student Services department will provide and ensure appropriate support to the

learner and his/her decision. The department will also document all academic credit earned in the programme and will provide learners with a transcript of their results where appropriate.

4.2. Moving Groups

4.2.1. Some modules do not lend themselves to missed time assignments because of their nature or content. In such circumstances a learner may move to another group by agreement with the College, subject to places availability and approval from the Year Head and with the consent of the Lecturers concerned. Two possible situations may arise as follows:

- A module may lend itself to a learner doing part of the module in another group, and subject to above being acceptable.
- Modules which do not lend themselves to (1) above include: Personal Development, Universal Issues, because of the intimate nature of the work. Research Methods, depending on the content missed, may also not lend itself to part-swapping because of the technical nature of the module.

4.2.2. In these situations, a learner will need to complete the whole of the module in whichever group they are assigned to.

4.2.3. Note: The above procedures are applied at the discretion of PCI College who may insist that the entire module is repeated.

5. PROGRESSION

5.1. Learner Progression is monitored closely by the College. PCI College ensures that progression is available in all stage-based programmes and between different programme levels.

5.2. Monitoring learner progress is a collaborative process. Learner progression on a stage programme is dependent on positive feedback from the learner in question, Learner Development and Progression Officers, Lecturers, Year Heads, external stakeholders (e.g. Clinical Supervisor(s)) and the Client Work Team (if the programme includes a client work element). More information can be found on the Assessment of Learners Procedure, section 18 progression board.

5.3. Once a learner achieves a pass, he/she is eligible to progress to the next programme stage. The pass demonstrates that the learner achieved the minimum learning outcomes of the stage, which was confirmed by the assessment criteria.

5.4. To progress from a stage, the learner is required to pass all mandatory and elective modules from that stage, and all necessary extra requirements. To pass the modules, the learner will be marked based on individual assessment elements, and their average marks. Learners who receive a pass, won't be able to retake a modular assessment solely to improve performance. Learners who fail to achieve a pass mark in a module may be awarded a pass by compensation.

5.5. Attendance and progress for stage-programmes are pointed on section 18 – progression board - of the Assessment of learners Procedure, and are monitored using the following methods:

5.5.1. Lecturers give feedback to the Faculty at the end of the delivery of each module, noting any learner who may be experiencing difficulties.

5.5.2. Attendance is recorded by module lecturers and is monitored by Faculty on a regular basis.

5.5.3. Supervisors of learners' client work make a written report of each learner's progress (if relevant)

5.5.4. One-to-one formal feedback at the timetabled Progress Review Meetings (PRMs) during the academic year (based on the programme e.g. n/a for the Certificate Programme).

5.5.5. Learners submit sign-off of their required hours of personal therapy in advance of client work plus a log detailing the full hours (of personal therapy completed) on submission of their Clinical Elements Documentation (if relevant).
5.5.6. The Programmes Office (Assignments) record each learner's module marks
5.5.7. Faculty ensure that a learner with an unsatisfactory level of attendance is advised in accordance with the policy of the College. Attendance guidelines are included in the Programme Handbook made available to learners at the beginning of each academic year.
5.5.8. A report on the progress of learners is presented to the Progression Board by Faculty. This Committee will then make recommendations to the Programme Leader to take whatever action is deemed appropriate in the case(s) of learners who fail to meet specified targets.

5.6. PCI College also encourages learner progression within its programmes.

5.7. Learners who complete the Certificate in Counselling & Psychotherapy or the Blended Learning Certificate in Counselling & Psychotherapy programme may progress to the Bachelor Honours Degree programme. The Student Recruitment Department will be inviting all Certificate and Blended Learning students to apply for the BSc (Hons) degree via the progression route. A member of the Student Recruitment team or Lecturing Team will be visiting all Certificate classes to explain the progression route and also to give more information on the degree programme. Learners will be advised to apply with the progression form and will be invited for an interview, which is set on the last day of their Certificate classes. For Blended Learning learners, the class visit will be done on the summer workshops, and learners will interview on a set date after summer workshops.

5.8. Learners who complete the Bachelor Honours Degree programme may progress to the Postgraduate Specialist Training programmes once they have achieved professional recognition. Learners will apply as external learners and will need to provide all supporting documentation required for programme entry, and are subject to interview assessment. Information on course applications can be found on the "Procedures associated with Access, Applications and Admissions".

6. PASS BY COMPENSATION

6.1. For QQI Validated courses learners can pass one module at each assessment stage through pass by compensation. Pass by compensation can be applied to learners who receive 35-39% for a module while passing all other modules at that stage of the programme by receiving 40% or more in all other modules at the assessment stage. Resubmission modules cannot be used to supplement learners who have received 35-39% in a module. All other modules at the assessment stage must have been passed at the first sitting for the learner to be eligible for pass by compensation. Certain modules are also not passable via compensation such as the thesis module on BSc or Dissertation module on MSc programmes. Learners can receive pass by compensation as stated below:

6.1.1. At each progression board for QQI validated programmes the Examinations Officer will determine if any learners are eligible to pass a module via compensation and avoid resitting the module in the next academic year.
6.1.2. To pass the module must fall between 35-39%. With all other assessments having achieved at passing grade of at least 40% at the first sitting within this assessment stage.
6.1.3. The Thesis module on the BSc and Dissertation on MSc are exempt from pass by compensation.
6.1.4. If a module is successfully passed by compensated the grade will remain the same, but it will be indicated that the learner has passed the module via compensation on board sheets and subsequent transcript of results.

6.1.5. Should the learner meet the required criteria the Examinations Officer will record this on the Learners CRM, remove them from the catch-up module spreadsheet and email the individual learner to let them know they will not be required to re-sit the module

7. LINKED POLICIES AND PROCEDURES

Linked Policies	Access, Applications and Admissions Policy Transfer and Progression Policy Recognition of Prior Lerning Policy Learner Support Policy Assessment of Learners Policy
Linked Procedures	Access, Applications and Admissions Procedure Recognition of Prior Learning Procedure Support for Learners Procedure Assessment of Learners Procedure