Access, Transfer and Progression

Procedures are in place designed to accommodate learner Access, Transfer and Progression pathways, which takes account of the legal obligations of Access, Transfer and Progression. These procedures describe the pathways available to learners to enter and transfer between, and progress from programmes of education and training, which are the main route to achieving awards and qualifications. The nature of the organisation's suite of programmes available limit the options offered to learners.

Access Procedure

The procedure by which learners may commence a programme of education and training having received recognition for knowledge, skill or competence required. Entry procedures are fair and consistent designed to encourage learners seeking qualifications.

Special requirements on language skills are determined by the industry regulator the Private Security Authority for those intending to apply for an employee licence. These requirements are stated in the document PSA Requirements for Training Providers (TP1:2018). The main areas in respect of candidates entering a programme are:

- English Language Proficiency
- Verifying Identity
- Verifying Residence

Programme Specific Information Documents state these requirements clearly to ensure learners and potential learners are fully informed of entry requirements. These documents will assist the learner with identifying their suitability for entry and completion. The requirements listed above are relevant only to programmes leading to individual PSA licensing.

Trainers will verify as part of programme pre-registration and induction that these requirements are made known to all leaners, this is included as part of the programme delivery section on each individual Programme Management Specification Document. This is evidenced by learner declaration and trainer report forms.

"Equipped to Participate Statements" are declarations by learners that they are satisfied they can fully participate in the programme, either with support or independently. Learners are provided with all relevant programme information in each individual Programme Specific Information Document to allow them make an informed choice. Learners may be asked to sign this declaration at programme registration.

Trainers and Institute staff will be available to provide further information to learners who are unsure of the programme requirements.

Each individual "Programme Specific Information Document" contains the information required to allow candidates make an informed choice.

Programme information documents make clear where there are any criteria in place such as English language proficiency, health, fitness and mobility or prior qualifications or experience requirements before they register for any programme. Requirements

prescribed by the industry regulator, the Private Security Authority are included in programme information where relevant. Conditions of entry can include identification verification and provision of certain personal information such as Personal Public Service Number.

Learners who are refused entry will be given a full explanation on request and informed of the Institute's appeals process.

Transfer Procedure
The procedure by which learners may transfer from one programme of education and training to another programme at the same level, having received recognition for knowledge, skill and competence acquired.

The Security Institute offers single component, short duration programmes and as such transfer issues are very rare. The option is available and learners may request in writing, explaining their reasons for the transfer. This request is sent to the head of administration who is the person most informed of all programmes on offer at any time. Subject to the availability of the learners preferred alternative and any financial or other impediments, the transfer request will be granted.

Progression Procedure
The procedure by which learners may transfer from one programme of education and training to another programme at a higher level.

The Security Institute as the sector body for the security industry offers, encourages and supports learner progression. The Security Institute applies the general criteria of programme levels stated in the European Qualifications Framework. This allows for programme development committees and internal experts to offer progression routes from, for example, a QQI programme to a higher-level Security Institute programme. All learners may progress to higher levels subject to established entry criteria being satisfied.

Entry criteria is published in each individual Programme Specific Information Document. Learners apply for programmes at a higher level using the established registration process. Where the learner is already registered with the Institute and their experience and qualifications are internally verifiable, entry is automatic. Where the learner is not already a Security Institute registered learner, they may be asked to provide a CV and copies of qualifications.