

Protection of Enrolled Learner Procedure (ED-SOP-055)

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Department	Postgraduate Medical Education Centre
Owner/Responsible for Implementation	Manager, Postgraduate Medical Education Centre (PMEC)
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Related Documents	PMEC-Pol-054 – Protection of Enrolled Learner (PEL) Policy PMEC-SOP-039 – Programme Set Up and Enrolment SOP

1. Establishing Protection of Enrolled Learner (PEL) arrangements

- 1.1 RCPI is committed to examining each programme to determine which of the two available arrangements to protect enrolled learners best apply to the specific programme in question i.e. a refund of fees most recently paid or alternate provision arrangements.
- 1.2 Given the specialised content of many programmes, RCPI will put arrangements in place for a refund of fees most recently paid by, or on behalf of an enrolled learner where it is not possible to make alternate provision arrangements.
- 1.3 In accordance with Section 65(4)(b) of the Act, RCPI is committed to refund to enrolled learners, or to the person who paid the fees on behalf of the enrolled learners, the programme fees most recently paid.

2. Information for Learners including PEL

- 2.1 In accordance with Section 67(1) of the Qualifications and Quality and Assurance (Education and Training) Act 2012, RCPI will make available to prospective learners, the following before accepting any payment from or on behalf of the enrolled learner in respect of the programme:
 - the name of the awarding body or, where appropriate, awarding bodies making the award
 - the title of the programme and the award to which it leads, and
 - whether the award is recognised within the NFQ, and if so:
 - the level of that recognition within the NFQ, and
 - whether the award is a Major, Minor, Special Purpose or Supplemental award as identified within the NFQ.
 - how procedures for access, transfer and progression under section 56, apply to the programme.
 - the details of the arrangements for PEL that RCPI has in place in accordance with Section 65(4) of the Act.
- 2.2 RCPI will notify enrolled learners in writing of any change in the information notified to learners within 14 days of becoming aware of that change.
- 2.3 PEL arrangements will be published on RCPI website and enrolled learners will be informed of PEL arrangements before commencement of programme.

3. How to Activate PEL Arrangements

- 3.1 PEL arrangements will be activated in the event of:
 - RCPI ceases trading while learners are enrolled on the programme
 - RCPI ceases offering a specific programme while learners are enrolled on the programme
 - QQI withdraws validation of the programme while learners are enrolled

- 3.2 The Head of Professional Affairs will immediately inform QQI of RCPI's intention to activate PEL arrangements.
- 3.3 The Head of Professional Affairs will then provide formal notification in writing to QQI and to the relevant financial institution.
- 3.4 QQI will then be informed of arrangements for draw-down of funds.
- 3.5 The Head of Professional Affairs will devise an action plan for enrolled learners to be communicated to learners.
- 3.6 Confirmation that this has taken place must be communicated to QQI in writing by the Head of Professional Affairs.
- 3.7 RCPI will contact each enrolled learner immediately, informing them of the situation and must provide each learner with the action plan for refund of fees paid.
- 3.8 The PEL Policy and associated documentation, including this procedure, will be reviewed every 2 years or earlier, if necessary.

4. Access to Learner Records

- 4.1 As part of the action plan for enrolled learners, RCPI will share records of each learner with QQI. This will include the following:
 - Learner personal detail records
 - Learner academic records
 - Learner fees records
- 4.2 RCPI will confirm with learners that exchange of information with QQI has taken place. This possibility will have been included in notification to enrolled learner prior to commencement of programme.