

## QA 3.7 Protection of Enrolled Learners (PEL) Policy

### Contents

1	Protection of Enrolled Learners (PEL).....	2
1.1	Introduction .....	2
1.2	Policy Ownership .....	2
1.3	Purpose .....	2
1.4	Policy Scope .....	2
1.5	Responsibilities .....	2
1.6	Definitions.....	2
1.7	Policy Statement.....	3
1.8	PEL Procedure.....	3
1.9	Monitoring .....	4
2	Version Control .....	4

# 1 Protection of Enrolled Learners (PEL)

## 1.1 Introduction

The Qualifications and Quality Assurance (Education and Training) Act 2012 (Part 6) sets the legal requirements for QQI and of education and training providers regarding the Protection of Enrolled Learners (PEL).

QQI specifies “Unless specifically exempted ....., all private, voluntary and public providers of QQI validated programmes (or those with delegation of authority to make awards) that charge fees and offer programmes of three months or longer must demonstrate compliance with the legal requirements for PEL.”

Cenit College have no plans to deliver programmes of longer than three months duration i.e. “from the period of commencement of instruction to the point when learners have been assessed for the purposes of completing the programme and the result of the assessment has been confirmed by the provider.” However, arrangements have been made if this changes, see section 1.8, PEL Procedure.

## 1.2 Policy Ownership

This policy will be owned by the Board of Directors.

## 1.3 Purpose

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

## 1.4 Policy Scope

This policy applied to learners enrolled on a programme of longer than three months duration and where fees have been paid, are not disadvantaged in the event of the programme ceasing prior to completion. Currently Cenit College do not intend to deliver programmes of 3 months or longer.

Three calendar months, according to QQI is “regardless of mode or nature of delivery or volume of learning. This refers to the period from the commencement of instruction to the point when learners have been assessed for the purposes of completing the programme and the result of assessment have been confirmed by the provider”. (QQI: Protection of Enrolled Learners: Protocols for the Implementation of Part 6 of the 2012 Act)

## 1.5 Responsibilities

**Board of Directors:** Overall responsibility.

**Training Manager:** Oversight of PEL arrangements.

**Programme Coordinator:** Ensures all PEL certificates are distributed by email to learners within 7 working days of the course start.

**Learner:** Responsibility to retain their certificate of insurance.

**Quality Manager:** To monitor this policy for quality purposes.

## 1.6 Definitions

PEL – Protection of Enrolled Learners.

## 1.7 Policy Statement

The Qualifications and Quality Assurance (Education and Training) Act 2012 (Part 6) sets the legal requirements for QQI and of education and training providers regarding the Protection of Enrolled Learners (PEL).

The 2012 Act seeks to ensure that:

- Learners have the opportunity to complete a programme leading to an award.
- Learners are refunded the moneys most recently paid if a programme ends before they complete it.
- Learners are provided with adequate and accurate information about the programme that they wish to pursue and about the protection in place for them in the event that the programme ceases prior to completion.

Cenit College currently does not offer programmes that are longer than the three months specified by these guidelines for the PEL arrangements. However, should the College offer programmes of longer than three months duration, we will have these arrangements in place.

## 1.8 PEL Procedure

In the event that Cenit College will offer programmes of longer than three months duration we will partner with Arachus Insurance Limited t/a Study and Protect to provide Learner Protection Insurance.

**Arachus** t/a Study and Protect, is regulated by the Central Bank of Ireland and is a limited company incorporated in Ireland. The contact details are as follows.

Email [studyandprotect@Arachas.ie](mailto:studyandprotect@Arachas.ie).

Telephone Ph: +353 (0)1 2079431

The procedure is as follows:

### **Publication:**

- Cenit College will publish details of the arrangements for PEL on our website and in our learner handbook.

### **Distribution of Certificates of Insurance:**

- Certificates will be distributed at the commencement of the programme.
- This insurance applies to monies paid for the following: (i) Tuition fees (ii) Registration fees (iii) Examination fees (iv) Student services fees (v) Any other fees relating to the provision of education, training, and related services. This insurance does not apply to administration fees.

### **Period of Protection:**

- Learners will be protected by PEL arrangements from the time that fees are paid, in part or in whole, for enrolment on a programme of education and training of three months duration or longer until their results have been approved for the learning achieved or until they have been legitimately excluded from the programme. This information will be provided in the Learner Handbook.

### **Activation of PEL Arrangements:**

- PEL arrangements are activated in the event that (i) Cenit College ceases trading while learners are enrolled in a programme (ii) a programme that Cenit College offers ceases while learners are enrolled in that programme or (iii) QQI withdraws validation of a programme while learners are enrolled in that programme.
- Cenit College will immediately inform QQI in writing of the financial arrangements that are in place for PEL. Cenit College will assist QQI by providing details of the learners, the programme content completed, and any assessments completed at the stage of cessation.
- Learners will receive communication in writing informing them of the situation, the reason, and the financial arrangements in place. They will be informed how to draw down the funds. This will be communicated to learners within 5 working days of the situation occurring.

## 1.9 Monitoring

Quality Manager will review this policy as part of the annual QA audit.

The monitoring instruments are as follows.

- PEL policy published.
- Certificate Distribution List

## 2 Version Control

Version	Date	Description	Originator	Approved by
Version 1	14/02/2024	QQI Approval of Policy	QA	QQI