

Operating Principles for PEL

With reference to the Protocols for Implementation of Part 6 of the Qualifications and Quality Assurance (Education and Training) Act 2012, the following operating principles have been developed for the assessment of the eligibility of provider PEL arrangements:

PEL Operating principles	Provider demonstration of compliance
<p>Notification of PEL arrangements must be made in writing to QQI as part of the provider's validation / revalidation documentation. Validations / revalidations (programmatic reviews) will not be progressed until notice of PEL arrangements has been supplied by the provider</p>	<p>Complete the <i>pro-forma</i> arrangements documents appended to Protection of Enrolled Learners (PEL): Protocols for the Implementation of Part 6 of the 2012 Act, to include:</p> <ul style="list-style-type: none"> • <i>Pro forma</i> PEL Alternate Provision Arrangements Document • <i>Pro Forma</i> Alternate Provider Letter <p>Or</p> <ul style="list-style-type: none"> • <i>Pro forma</i> PEL Refund Arrangements Document • Confirmation letter from financial institution: In the case of consortia, standard letters from financial institutions may be developed by the consortia for use by members with agreement from QQI; <p>The above documentation must be duly authorised by the appointed representatives of the providers in question</p>
<p>In respect of notification from providers to QQI regarding PEL, the key elements of Part 3.4 of the Protocols should be met in full i.e. providers must submit:</p> <ul style="list-style-type: none"> • Details of the PEL arrangements in place 	<p>Complete Part 1 and Part 3 of the <i>pro forma</i> Alternate Provision Arrangements or the Refund Arrangements Documents and submit the <i>pro forma</i> Alternate Provider letters or a confirmation letter from the financial institution</p>

<ul style="list-style-type: none"> • Confirmation that the provider has taken steps to ensure the arrangements are adequate and meet the provider’s legal requirements • Confirmation that alternate providers are separate legal and financial entities and have the capacity to meet their obligations, including the exact number of learners that can be accommodated on alternate programmes; • A rationale for selecting the refund option and confirmation that refund arrangements are adequate and cover the cost of the distribution of the refund to learners • Procedures for accessing learner records 	<p>as appropriate. In the case of consortia, standard letters from financial institutions may be developed by the consortia for use by members with agreement from QQI;</p> <p>Complete Section 2.2 of the <i>pro forma</i> Alternate Provision Arrangements or the Refund Arrangements Documents as appropriate</p> <p>Complete Section 3.3 of the <i>pro forma</i> Alternate Provision Arrangements Document and submit completed <i>pro forma</i> Alternate Provider Letters duly authorised by the appointed representatives of the providers in question</p> <p>Complete Part 3 of the <i>pro forma</i> Refund Arrangements Documents and submit a confirmation letter from the financial institution as appropriate. In the case of consortia, standard letters from financial institutions may be developed by the consortia for use by members with agreement from QQI;</p> <p>Complete Section 2.4 of the <i>pro forma</i> Alternate Provision Arrangements or the Refund Arrangements Documents as appropriate</p>
<p>The responsibility is on the provider to demonstrate that it has satisfied itself that its arrangements are adequate and meet its legal</p>	<p>Complete Section 2.2 of the appropriate <i>pro forma</i> PEL Arrangements Document (Alternate Provision or Refund Arrangements)</p>

requirements.	
<p>PEL arrangements will be accepted in good faith by QQI on the basis that full disclosure is required on the part of providers of all information pertinent to the PEL arrangements and their potential effectiveness; the onus is on the provider to have complete and accurate information in all cases. If it comes to the attention of QQI that a provider has not disclosed all relevant information or has deliberately withheld or misrepresented relevant information the programme validation may be reconsidered.</p>	<p>Complete Section 2.1 of the <i>pro forma</i> Alternate Provision Arrangements or the Refund Arrangements Documents as appropriate and submit the <i>pro forma</i> Alternate Provider letters or a confirmation letter from the financial institution confirming the timeframe of the PEL arrangement as appropriate. In the case of consortia, standard letters from financial institutions may be developed by the consortia for use by members with agreement from QQI;</p>
<p>The PEL arrangement must comply with the Protocols for Implementation of Part 6 of the Qualifications and Quality Assurance (Education and Training) Act 2012 for the duration of the accreditation period of the programme</p>	<p>Complete Section 2.3 of the <i>pro forma</i> Alternate Provision Arrangements or the Refund Arrangements Documents as appropriate and submit the <i>pro forma</i> Alternate Provider letters or a confirmation letter from the financial institution confirming the timeframe of the PEL arrangement as appropriate. In the case of consortia, standard letters from financial institutions may be developed by the consortia for use by members with agreement from QQI;</p>
<p>Providers must comply with information to learners requirements</p>	<p>Complete Part 4 of the <i>pro forma</i> Alternate Provision Arrangements or the Refund Arrangements Documents as appropriate</p>