

Document Title	Non-Standard Course Completion
Policy Area	7. Supports for Learners
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Applies to	<input type="checkbox"/> All <input checked="" type="checkbox"/> Specific (<i>QQI Learners Only</i>)
	<input type="checkbox"/> Staff only <input checked="" type="checkbox"/> Learners only <input type="checkbox"/> Staff and Learners

Document Owner	Director of Quality and Academic Affairs
Approved by	Academic Council

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Related legislation, policies, procedures, guidelines and local protocols	<p>This policy has been designed with due regard to the following:</p> <ul style="list-style-type: none"> - Core Statutory Quality Assurance Guidelines (2016), QQI - Sector Specific Independent/Private Statutory Quality Assurance Guidelines (2016), QQI - Qualifications and Quality Assurance (Education and Training) Act 2012 - European Association for Quality Assurance in Higher Education (ENQA), et. al (2015), Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG)
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1. PURPOSE

The policy and procedures set out within this document seek to ensure that options available for learners who cannot complete their current course of study are consistent and transparent.

2. SCOPE/APPLICATION

This document applies to QQI accredited programmes only.

3. RESPONSIBILITY

- The Director of Quality and Academic Affairs is responsible for the implementation of this policy
- The Accreditation Manager is responsible for providing learner information regarding deferral options

4. POLICY

The following options are available for learners enrolled on QQI programmes who cannot complete their current course of study:

4.1. Options for QQI FET Learners

1. The learner may decide to withdraw from the programme.
2. Given the short duration of SQT's FET programmes, a formal deferral policy does not apply.
3. In the case of personal mitigating circumstances, learners are permitted to request an extension to an assessment. Refer to [QAP7-3: Personal Mitigating Circumstances](#).
4. In exceptional circumstances, where a learner withdraws from a programme and subsequently re-registers on a new cohort of the same programme, it is at the sole discretion of the Director of Quality and Academic Affairs in consultation with the Programme Board to consider if the learner is exempt from previous training days attended.

4.2. Options for QQI HET Learners

1. The learner may decide to withdraw from the programme.
2. In the case of extenuating circumstances, learners are permitted to request an extension to an assessment. Refer to [QAP7-3: Personal Mitigating Circumstances](#).
3. If a learner transfers from one programme cohort to another due to date clashes etc. the following policy applies:
 - **Level 6 & 7 Programmes:** all training days must be completed within 9 months from the original programme commencement date. In the event that SQT are unable to offer a

learner dates to complete their training within this period, the learner will be awarded a timeline extension to the next available course sitting.

- **Level 8 Programmes:** All training must be completed within 18 months. Failure to meet this regulation may result in having to attend additional training at an added cost. In the event that SQT are unable to offer a learner dates to complete their training within this period, the learner will be awarded a timeline extension to the next available course sitting.

5. POLICY MONITORING

Responsibility	Frequency	Methods
Director of Quality and Academic Affairs – Document Update	Per QA audit schedule	- Review of documentation as set out in QAP2-1: Ongoing Review and Update of QA Documents
Accreditation Manager	Ongoing	- Review of learners who cannot complete their current programme

6. DOCUMENT CONTROL

Version No	Approval Date	Description of Revision	Originator	Approved By
1.0	7/6/19	New Document.	Director of Quality and Academic Affairs	Academic Council
2.0	15/11/24	Minor text updates	Director of Quality and Academic Affairs	Academic Council