


Title:	Access, Transfer and Progression policy		
Policy No.: 20Q	Version No.: 1		
Document author: Sophia Pope	Document owner(s): Sophia Pope		
Approval date: 21/03/2025	Approved by: Academic Committee, Director		
Next Revision:	Not later than 24 months from issue date		

*For detailed procedures for *access, transfer and progression*, please refer to documents 09Q and 21Q.*

Purpose

To ensure fit-for-purpose student access, transfer and progression opportunities and programme delivery structures.

Scope

This policy applies to management, staff, students, agents.

Policy

Access


This refers to the entry requirements and opportunities for students to join English language programs at an appropriate level. It ensures that students can enroll in courses that match their abilities and learning goals.

Our courses are for general English purposes which, by definition, have a wide scope. Students who require something more specific (i.e. aviation English) will be made aware of this prior to enrollment).

Our enrollment/admissions procedure is intended to be clear for all students and agents. This includes, but is not limited to:

- information about courses, timetables and prices on our website.
- website booking form available to students and a separate booking form for agents.
- contact details available on the website, including Whatsapp.
- We provide detailed information about the school prior to booking including brochures and detailed responses to enquiries, usually within 24 hours.

Support for learners with specific needs:

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At PEA we will do our best to meet special requirements/requests, each of which will be dealt with on a case by case basis. Should management require professional advice/support for a student with special needs, this may be sought from the non-profit organisation AHEAD; <https://www.ahead.ie/>

Transfer

This refers to the ability of students to move between different courses, institutions, or levels without unnecessary barriers, based on recognized qualifications or progress in their learning.

Internal Transfer

Learners can ask to transfer between levels, which can be communicated to their teacher or DOS. This is dependent on the learner's demonstrated ability (for demonstrated ability, attendance may be taken into account. In the context of PEA, transfer usually refers to a transfer from one level to another.


At PEA, we believe that a vital criteria for a student to change level is that the students themselves are eager to move. For this reason (for students on 25-week courses), a student or teacher may withdraw from the mid-course level reassessment if the student does not feel ready. Similarly, students who have demonstrated that they are ready to move up a level may opt to sit the level-change test earlier than the 12-week mark, with guidance from their teacher.

Students who are encountering difficulties in their level and would like to move down should speak to their teacher and/ or DOS directly. A level change test is not required to move down, but will be necessary when the time comes for the student to move back up.

External Transfer

Under current ILEP guidelines, transfer of learners from PEA to another institution (or vice versa) are not permitted for non EEA students on a stamp 2 visa.

Requests from all other learners who would wish to join us from other language schools will be considered on a case by case basis. In general, such situations will be considered the same as a normal enrollment and no special arrangement will be made.

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Progression

Academic progression:

We support learners' academic progression based on successful completion of course objectives.

Academic Progression procedures include;

- Regular assessments and feedback track the student's progress. When a teacher believes that a student is ready to change level, this will be communicated to the DOS and a plan put in place.
- Pathway posters regarding progression are on students' notice boards and in classrooms.
- Upon completion of their course, learners receive a proficiency certificate and an end of course letter which shows their exit level, accompanied by CEFR 'can-do' descriptors.

Other;

- For students who wish to work in Ireland, information about employment opportunities, fairs etc. can be found on the school notice boards.
- Information about University open days can be found on the school notice board and, in some cases, tours to the nearby university, UCC, may be organised.