



Access Transfer and Progression



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Access, Transfer & Progression	
FIT Quality Statement	
<p>FIT Ltd. is committed to the provision of quality-assured education and training to enhance the career opportunities for our learners. Our management system reflects committed internal quality management and independent oversight by competent organisations and persons to safeguard the personal and professional welfare of learners, as well as the integrity of the programme of learning.</p>	
Date: May 2017	Document Reference: FIT-ATP-001
<p>This document has been written to reflect the QQI guidance on ATP provided in <i>“QQI Policy Restatement Policy And Criteria For Access, Transfer And Progression In Relation To Learners For Providers Of Further And Higher Education And Training [NQAI 2003, Restated 2015]”</i></p> <p>The structure of the QQI ATP policy is defined in the following terms:</p> <ol style="list-style-type: none"> 1. Framework Development Credit. Development of an integrated Framework of Qualifications. 2. Transfer and Progression Routes. Ensure learners can avail of a network of transfer and progression routes. 3. Entry Arrangements. Ensure learners can avail of fair and consistent entry arrangements. <p>There is also a stated requirement for Information Provision, to ensure that accurate and reliable information is available to learners. The description of 1-3 above represents compliance with the Information Provision.</p>	

1. Procedure for Framework Development Credit (Recognition of Prior Learning)

Overview

Recognition of Prior learning is a mechanism that learners may use to gain access to a programme, receive credit towards an award, or receive a full award. The procedure below describes how RPL is applied in the context of the FIT ICT Apprenticeships.

FIT RPL Statement.

- **Programme Entry.** FIT will facilitate RPL for the purposes of entry to the ICT Apprenticeship programmes where the learner may not be in a position to demonstrate compliance with the entry criteria defined in Section 3 Entry Arrangements (below).
- **Credits and Full Awards.** RPL for the purposes of credit towards an award or access to a full award is not possible ^{Note 1} within the ICT Apprenticeships.

(^{Note 1} Learners who have successfully completed the ICTAP pilot programme may be considered for the purposes of Recognition of Prior learning subject to the requirements of QQI as the awarding authority.)

1.1. RPL for Access to the ICT Apprenticeship Programme

- Learners who may not be able to demonstrate compliance with the entry criteria defined in Section 3 Entry Arrangements (below), may request to have their prior learning assessed for the purpose of entry.
- The request should be submitted in writing (online via “Contact Us” on the website, or by regular mail) through the ICT Apprenticeship Programme Administration Office at FIT.
- The programme Registrar will consider the evidence of prior learning presented by the learner and may request additional evidence.
- The Learner will receive written confirmation from the Registrar (or delegate), within two months of receipt of the formal request.

1.2. RPL for credit towards an ICT Apprenticeship Award

- RPL cannot be used by learners to achieve credit towards the ICT Apprenticeship Award. These means that advanced entry to the ICT Apprenticeship programmes is not permitted.

1.3. RPL for a full award.

- RPL cannot ^{Note 1} be used by learners to achieve a full award of the ICT Apprenticeship.

(^{Note 1} Learners who have successfully completed the ICTAP pilot programme may be considered for the purposes of Recognition of Prior learning subject to the requirements of QQI as the awarding authority.)

2. Procedure for Transfer and Progression Routes.

Overview

Transfer and progression routes may be available to programme participants who successfully complete part or all of the ICT Apprenticeship Programme(s).

FIT Transfer and Progression Statement

FIT will work in cooperation with relevant awarding bodies to identify transfer and progression routes into and onwards from all programmes leading to awards in the framework. FIT will specify any particular attainments, in the awards to which their programmes lead, that are required for transfer or progression

2.1. Transfer

- Learners who achieve exit awards (e.g. City & Guilds unit awards or industry certifications) may be eligible to use those awards towards the achievement of alternative/additional C&G, industry certifications, or access to other programmes offered by other providers. Such entitlements/opportunities will be addressed on a case-by-case basis depending on the exit awards achieved and the FIT Registrar will work with the learner to explore these. Requests for assistance with this should be advised by the learner through the FIT Administrative Office (contact details on website at www.fit.ie).
- In certain circumstances, Apprentices may be able to transfer between the two ICT Apprenticeships. Eligibility for this will be decided on a case-by-case basis. The FIT Registrar will investigate whether this is possible and will revert to the Apprentice.

2.2. Progression

- FIT is working towards creating links with providers of further and higher education to facilitate entry/ advanced entry to additional programmes. These opportunities will develop over time and learners are advised to contact the FIT Registrar to discuss these links.

3. Procedure for Entry.

Overview

Applicants wishing to participate in the FIT ICT Apprenticeships will be required to meet some minimum entry criteria. Selection for participation is based on interview with the employer.

FIT Entry Statement

FIT is committed to ensuring that entry arrangements are clear, selection processes are fair, consistent and transparent. FIT will also identify the knowledge, skills and competence required for successful participation and the details of the awards to which the programme(s) lead. FIT is committed to equality of opportunity and will work with any applicant who requires reasonable accommodations in order to participate successfully in the programme.

3.1. Entry Procedure

- **Entry Arrangements.**
 - Apprenticeships applicants will be selected by interview with the prospective employer.
 - Apprenticeship applicants are registered by SOLAS as the Regulatory Authority for the Apprenticeships.

Applicants:

 - Will be required to complete an initial aptitude test.
 - Must be 18 years or older.
 - Must have achieved a passing grade in 5 or more subjects (to include Maths and English) at Ordinary Level in the Leaving Certificate. For those who may not hold this certification, equivalence may be decided through the Recognition of Prior Learning procedure described above.
- **Skills and Attributes.** Applicants:
 - Must be numerate and literate.
 - Have good learning skills.
 - Be interested in technology and customer service.
 - Have the ability to absorb product knowledge.
 - Be motivated and analytical.
 - Possess good communication skills, pleasant personality, be determined to succeed, have an even temperament and excellent interpersonal skills.
 - Be able to work as a team member, be adaptable and flexible.
- **Reasonable Accommodations.** Applicants are required to inform FIT during the application process if they require any reasonable accommodations. These might include for example, provisions for disabilities. The FIT Registrar will take all practicable means to ensure that such accommodations are addressed and the applicant is supported to the greatest extent possible.
- **Awards to which the Apprenticeship Leads.** Participants who successfully complete the Apprenticeship Programme will achieve one of the two following suites of certifications depending on which Apprenticeship is chosen.

#	Certification	Level
	QQI	
1.	Advanced Certificate ICT Associate Professional Software Developer	6
2.	City & Guilds	
	Diploma for ICT Systems and Principles for IT Professionals 7540-13 QAN: 501/0277/1	5
	Unit Awards <ul style="list-style-type: none"> • Customer Support Provision for the ICT Professional • Software Design Fundamentals • Creating an Object Oriented Computer Program Using C# • Principles of ICT Systems & Data Security • Programming in HTML5 with JavaScript and CSS3 • Web Development • Install, Configure & Upgrade ICT Software • Develop Software using SQL 	
	Diploma for ICT Professionals - Systems and Principles 7630-04 QAN: 600/6124/8	6

	Unit Awards <ul style="list-style-type: none"> • Systems Analysis and Design • Object Oriented Programming • Event Driven Programming Solutions • Procedural Programming • Software Applications Testing • Project Management • Effective Communication in Business • Systems Development • Personal and Professional Development 	
	Professional Recognition Award (information technology) 9200-01 Accreditation No. 600/6106/6	6
3.	Industry Certification(s)	N/A
	<ul style="list-style-type: none"> • Option A - Programming in HTML5 with JavaScript and CSS3 (70-480) or • Option B - Programming in C# (70-483) or • Option C - Querying Data with Transact-SQL (70-761) or • Option D - Oracle Java SE (Java SE 8 Programmer I 1Z0-808 & Java SE 8 Programmer II 1Z0-809) 	
4.	FIT	N/A
	<ul style="list-style-type: none"> • Application of Skills in the Workplace 	

Or

#	Certification	Level
	QQI	
1.	Advanced Certificate ICT Associate Professional Network Engineer	6
2.	City & Guilds	
	Diploma for ICT Systems and Principles for IT Professionals 7540-13 QAN: 501/0277/1	5
	Unit Awards <ul style="list-style-type: none"> • Customer Support Provision for the ICT Professional • Networking Principles • Testing ICT Systems • Principles of ICT Systems & Data Security • Implementing and maintaining cloud technologies and infrastructure • ICT systems and network management • Health & Safety in the Workplace • Implementing an ICT System Security Policy 	
	Diploma for ICT Professionals - Systems and Principles 7630-04 QAN: 600/6124/8	6
	Unit Awards <ul style="list-style-type: none"> • Network Operating Systems (NOS) • Networking Technologies • Internet Server Management • IT Virtualisation • Project Management • Effective Communication in Business • Systems Development 	

	<ul style="list-style-type: none"> • Personal and Professional Development 	
	Professional Recognition Award (information technology) 9200-01 Accreditation No. 600/6106/6	6
3.	Industry Certification(s)	N/A
	<ul style="list-style-type: none"> • CompTIA A+ • CompTIA Network + 	
4.	FIT	N/A
	<ul style="list-style-type: none"> • Application of Skills in the Workplace 	