

**Céim Eile, Templemore College of Further Education (TCFE)**

**Access, Transfer & Progression Policy**

|  |  |
| --- | --- |
| Policy Area | Schools |
| Document Reference number | See Attached |
| Version | To be inserted by HO |
| Document Drafted by | **Céim Eile, TCFE** |
| Date Adopted by TETB | To be inserted by HO |
| Reviewed/Amendment | Summer 2017 |
| Date Review/Amendment Adopted | To be inserted by HO |

**Access, Transfer and Progression Policy**

This policy outlines how the Ceim Eile facilitates the access, transfer, and progression options available to students exiting the Ceim Eile Youthreach programme.

The access to progression options can be limited. Therefore students exiting the Céim Eile, seeking further education and training opportunities may, apply for course within the college to access Post Leaving Courses and our supported to apply for Apprenticeships, Employment and other training and further education options.

**Procedures**

|  |  |  |
| --- | --- | --- |
| **Options** | **How** | **Opportunities** |
| **Access:** | One group C.G. class per term.  Career Guidance counsellor 1 to 1 session :  as requested.  Visits to PLC ‘open days’  Work Experience / shadowing opportunities. | Work experience;  Opportunity to visit employers companies, places of interest.  Guest speakers.  Work Experience ‘career investigation’.  Work shadowing.  Strong links are established with Further Education Colleges (P.L.C.s) areas; also links with Local employers and other relevant agencies in order to develop transfer and progression routes. |
| **Transfer** | Information on transfer options;  Citizens Advice  Grant application options support | Information leaflets/ prospectus displayed in the centre.  Visits to Further Education Colleges in and out of the region. |
| **Progression** | **Upon leaving**  Follow up on progression of students, within a 3-6 months period by advocate | Learners’ progression and transfer options are documented, where possible. Through the following methods: Direct contact;  Local knowledge; Contact with parents/family/ siblings. Advocate provision. |

**Review**

Student evaluation of the programme will take place at the end of the academic year.

This policy will be reviewed by the Board of Management annually.

|  |  |
| --- | --- |
| Submitted to Staff: |  |
| Submitted to Board of Management: |  |
| Submitted to ETB Board: |  |
| Passed by ETB Board: |  |
| Reviewed: |  |