



3.4.1 Learner Records

Procedure code and title:	3.4.1 Learner Records
Policy area:	3.4 Information Management and Data Systems
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Purpose

The purpose of this procedure is to detail how KWETB ensures that all documentation referring to a learner is kept secure with restricted access only to relevant persons.

Scope

This procedure applies to all FET Provision and FET Provision-Second Providers. There is an integrated single policy, with integrated procedures for FET Provision and FET Provision-Second Providers.

Preamble

Learner data must only be used for relevant tasks and no disclosure of information should transpire. All information with learners' details should be stored as per KWETB's Records Management Policy.

Registration forms on paper or digital and any other documentation referring to a learner, should be kept secure with restricted access, to only Programme Co-ordinators and senior management. All processes in relation to learner records should be compliant with the GDPR regulations.

The Programme and Learner Support System (PLSS) is designed to manage learner applications and records, course information, funding applications and used for reporting key data on FET outputs and outcomes.



PLSS provides a secure sharing, collecting and use of data system through the following portals:

- National Programme Database (NPD) which is a repository of national and local based FET programmes.
- National Course Calendar (NCC) is the location where programmes and courses are scheduled. This data is transferred to the Further Education Training Course Hub (FETCH) website which gives opportunity for prospective applicants to search, view and apply for courses online.
- Learner Database – the data from FETCH online applications are transferred into the Learner Database. The Learner Database also manages applicant referrals, applicant registration and records data for accreditation and progression. When further data is entered by KWETB for enrolled learners, it creates a secure learner record.
- An Assessment Management Information System is in place to record apprentice achievement on new Apprenticeship Programmes (SOLAS Service Agreement / MIS Moodle March 2017).
- Funding Allocation Requests and Reporting System (FARR) – data from both the NCC and Learner Database are transferred to FARR which is used for SOLAS reporting.

Learner records may comprise of some or all of the following information:

- Expressions of Interest Forms
- Learner Details Form
- Class Registrar
- Parental/Guardian Consent Forms
- Interview records
- Registration forms
- Eligibility documentation (for example, birth certs)
- Academic achievement records
- Garda vetting records
- Applications for reasonable accommodations
- Applications for Compassionate consideration
- Applications for extensions to deadlines
- Progression (exit/termination forms)
- Medical certifications
- F103 - notice of SW allowance entitlement
- Psychological reports
- Learner transfer documentation and all other documents prescribed within the operational guidelines for the funding strand.

Procedure – 3.4.1 Learner Records

1	The Programme Co-ordinator should assign key individual(s) to receive and file learner information.
2	The assigned key individual(s) should ensure that application forms both digital and hard copy are filed appropriately and securely.

3	The Programme Co-ordinator should ensure that learners are aware of who to submit the information to.
4	The assigned key individual(s) should ensure that learner information, including learners' PPSN is uploaded to the learner record for registration.
5	The Programme Co-ordinator should ensure that interview notes are taken either digital or hard copy during the selection process.
6	The Programme Co-ordinator or assigned key individual(s) should ensure that the PLSS Course Code is inputted on all documentation regarding a single learner group.
7	The Programme Co-ordinator or assigned key individual(s) should ensure that learner records are stored in a single folder relevant to the PLSS Course Code.
8	The Programme Co-ordinator or assigned key individual(s) should ensure that an individual learner folder is created for each learner within the programme folder.
9	The Programme Co-ordinator or assigned key individual(s) should ensure that all learner records and associated decisions are updated in the learner folder in a timely and accurate fashion. These include applications for Reasonable Accommodation (RA) or Compassionate Consideration (CC), updated certification results following RAP.
10	The Programme Co-ordinator or assigned key individual(s) should ensure that learners have the right to apply for their complete learner record at any time.
11	The Programme Co-ordinator or assigned key individual(s) should ensure that there is accuracy in transfer of data.
12	The Programme Co-ordinator or assigned key individual(s) should ensure that learner files are updated with progression details within four weeks of the finish date and the file should be closed within two months of course completion.
13	The Programme Co-ordinator or assigned key individual(s) should ensure that learner records are archived in a secure location.
14	The Programme Co-ordinator or assigned key individual(s) should ensure that KWETB procedure regarding document destruction is followed.

Links to other Policies and Procedures

1.3.12	Results Approval
2.1.1	Student Induction
2.1.3	Information to Learners

2.2.5	Reasonable Accommodation
2.2.6	Compassionate Consideration
3.4.3	Information Systems
3.4.4	GDPR
3.4.6	Data Security