

Document name and version	3.2 Protocol for Attendance at and Certification for Continuous Professional Development courses
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Date of Review	2025
Revisions	

1. Preamble.

1.1. Attendance at all programmes components is essential to learning and is a core requirement for professional and academic courses and training programmes.

1.2. CPD certification, in line with professional body requirements, is provided for time spent on a recognised CPD programme. Absences, for whatever reason, do not amount to certified learning.

2. Purpose.

2.1. Attendance is a professional body requirement for Continuous Professional Development Certification. This policy clarifies the learner's and the College's regulations regarding attendance requirements for Certification.

3. Scope.

3.1. This policy applies to Continuous Professional Development courses provided by IICP College for which certification is available. It does not apply to QQI accredited programmes as these have their own certification procedures.

4. Roles and responsibilities.

4.1. The Academic Council is responsible for formally approving this policy and for overseeing its implementation and review.

4.2. The Registrar is responsible for managing records of teaching inputs for learners on all programmes, and for initiating appropriate action when attendance for any learner falls below the minimum requirements.

4.3. Teachers are responsible for maintaining an attendance records for their teaching inputs.

4.4. Learners are responsible for monitoring their own attendance.

5. Policy.

5.1. IICP College will maintain and keep a register of learner attendance.

5.2. This record shall be updated by the course facilitator at the beginning and end of each training session and stored securely in IICP College offices.

5.3. Attendance rolls provide proof of hours spent in training, which are recorded in a learner's CPD Certificate.

5.4. Lecturers must maintain records in accordance with this policy.

6. Procedure.

6.1. IICP College maintains a register of learner attendance for each programme.

6.2. A course facilitator must take attendance on the specified register at the beginning and end of each training session.

6.3. A course facilitator must return the attendance register for each training programme to the IICP College office at the end of that programme day.

6.4. The College must store attendance registers for all programmes in a secure location, in accordance with the College's privacy policy.

6.5. Learners are entitled to certification for completed programmes. Certificates will be provided to learners following the training programme, or sent by electronic mail, at the discretion of the College.

6.6. Learners who do not complete programmes on which they have been registered are entitled to accurate transcripts indicating their learning attainments. Certification of programmes not leading to awards is undertaken with care to ensure that learners are clear about the nature of the programme and its certification status. Consequently Certificates will record the number of hours spent on the training programme.