

Document Name and Version	9.2 IICP College Information Systems Policy
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Policies that Interact with Policy 9.2	Policy 3.1 Policy and Procedure for Attendance Policy 4.1 Policy and Procedure for Programme Deferral Policy 4.2 Policy and Procedure for Programme Withdrawal Policy 4.3 Fees Policy Policy 5.2 Assessment Regulations Policy 9.4 IICP College Monitoring and Evaluation Policy. Policy 10.1 Data Protection Policy Policy 10.2 Data Protection Processing Principles
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Revisions	

1. Preamble.

1.1. As a provider of Higher Education programmes, IICP College must gather reliable information and data to support its functioning at all levels of the organisation, to inform decision-making, and to indicate what is working well and what needs attention. IICP College gathers adequate and sufficient information to support its monitoring and assessment practices, and to evaluate the quality of its training provision. Findings are used to develop the organisation and improve its service and outcomes.

1.2. IICP College does not gather excessive information. It processes information with due care, and in accordance with relevant legislation, guidelines and good practice requirements. To this end it has in place a Data Protection Policy, as well as supporting policies that guide and bind all members of the College.

2. Purpose.

2.1. This policy sets out IICP College's Policy on Information Systems

3. Scope.

3.1. This is an overarching policy that applies to all levels of the College's functioning.

4. Policy.

4.1. Data Collection and Management:

4.1.1. IICP College's Management Information System enables sufficient but not excessive information to be stored, retrieved and utilised where it is needed and when it is needed. The information is maintained securely and there are monitoring systems in place to ensure that the information is accurate and reliable.

4.1.2. Key data collected by IICP College include the following:

4.1.2.1. Programme Monitoring Data;

4.1.2.2. Learner Data;

4.1.2.3. Academic Performance and Results Data.

4.1.3. This data is maintained in accordance with IICP College's Data Protection Policy.

4.2. The roles and responsibilities for Information Processing:

4.2.1. The Registrar has responsibility for the overall management of Information Systems in relation to Training Programmes. The Senior Management Team has responsibility for the overall management of Information Systems in relation to the College. They act in accordance with College policy and procedure, including IICP College Data Protection Policies and also the relevant legislation and professional body requirements.

5. Procedures.

5.1. Programme Monitoring:

5.1.1. Programme monitoring information is gathered and utilised in accordance with IICP College's Monitoring Policy.

5.1.2. IICP College's Monitoring Policy establishes the quantitative and qualitative measures which are used as key performance indicators. These include:

- Learner numbers per programme;
- Profile of the learner population;
- Module ratings;
- Learner progression, attrition and completion rates;
- Results including grade analysis;
- Career paths of graduates.

5.1.3. IICP College's Monitoring Policy sets out the manner in which this information is analysed and utilised at all levels of the College.

5.2. Learner Information:

- 5.2.1. Personal identifying information on all learners is gathered and maintained for the purpose of providing a learner focused service to each learner, and for registering learners for certification with accrediting bodies.
- 5.2.2. Personal information is collected for each individual learner as part of the application process, and is updated as required.
- 5.2.3. Where applications do not proceed then this information is destroyed.
- 5.2.4. Learners who progress to a College programme. All personal information collected through these processes (i.e. name(s), addresses, email, contact telephone numbers, PPSN, gender, nationality, country of birth, occupational status.) is inputted into IICP College database, updated as required and maintained for the duration of the learner's studies. With the consent of the learner, their personal details are transferred to an alumni database following graduation. A learner may change their personal details at any stage of their studies. Alumni may change or delete their personal details at any stage.
- 5.2.5. Additional softcopy or hardcopy documentation gathered in the application process is maintained for the period of study of the individual learner. This can include:
 - Application form;
 - Photographs;
 - Previous educational transcripts;
 - References;
 - CV;
 - English proficiency evidence (International learners);
 - Interview record form.
- 5.2.6. The following information is maintained through a learner's period of study in IICP College to ensure consistency in the application of IICP College policy and procedures:
 - Individual learner records;
 - Assessment submissions;
 - Assignment applications;

- Mitigating circumstances applications;
- Medical certificates.

5.2.7 Information which may be called upon after graduation is maintained by IICP College in accordance with its retention policy. This information may include:

- All original documentation relating to additional supports or assessment accommodations implemented (e.g. for reasons of disability/medical condition/specific learning difficulty)
- Records of assessment appeals and outcomes.
- Records of disciplinary procedures and outcomes.

5.2.8 Academic Performance and Achievement:

5.2.8.1 For each year of their studies with the College, each learner is assigned a learner file that is maintained by the Registrar and in which the following are stored:

- All work submitted by the learner for assessment;
- Copy of written feedback given to learner on assignments;
- Copies of appropriate documentation regarding learner progression and assessment, including mitigating circumstances applications, deferral, withdrawal, learning supports and accommodations implemented;
- Records of assessment appeals and outcomes.

5.2.8.2 Assessment results of learners are recorded and maintained indefinitely. All marks achieved by learners in assessments are recorded and maintained in secure files, which are updated on completion of each module. Prior to the meeting of the Examinations Board, the agreed marks are transferred to the official broadsheets, which are finalised and signed on conclusion of the Examinations Board meeting.

5.3 Electronic copies of the Broadsheets of Results are maintained on computer file indefinitely, to facilitate the provision of transcripts and reprints of Diploma Supplements.

5.4 Protection of Enrolled Learners:

5.4.8 As required by QQI, IICP College has in place a Protection of Enrolled Learners scheme (see policy 6.13 Learner Protection Policy). This scheme provides for encrypted copies of the College's records to be placed with an independent custodian and updated three times per year, namely after September's enrolment, and after each Exam Board. The custodian has irrevocable instructions to release the records to the Protecting College(s) upon the occurrence of a trigger event but only for the purposes of the HECA PEL Scheme. The action plan indicates which of the Protecting Colleges will provide academic bonding. IICP College maintains a hard drive of student information, as per the Action Plan, with our lawyers, Gleeson McGrath Baldwin. HECA's lawyers, Whitney Moore, Solicitors, maintain an encrypted key (password) to the hard drive. Whitney Moore also has irrevocable instructions to release the encryption key to the Protecting Colleges upon occurrence of a Trigger Event.