

**English Language
 Policy & Procedure**

DATE APPROVED	22nd September 2021
POLICY PREFIX	ED
POLICY NUMBER	7
VERSION NO	V1
REVIEW DATE	July 2023

Approved By: Academic Committee
 QA Committee

Date: 12/08/2020

Approved By: Tony O' Brien
 CEO

Date: 22/09/2021

This policy pertains to **Northridge House Education and Research Centre at St Luke's Cork**, hereafter referred to as **the Centre**.

1. Purpose of Policy

This policy is in place to ensure that all Learners attending QQI courses within the Centre have an appropriate level of English to be able to understand all elements of their course. The policy will assist the Centre in delivering training to Learners that meets the standard set out in our Quality Assurance Policy.

2. Definitions

QQI – Quality & Qualifications Ireland

The Centre – Northridge House Education Centre

3. Scope of Policy

This policy applies to all Learners undertaking QQI courses within the Education centre.

4. Policy Statement

All courses delivered by the Centre, both internally or externally are delivered in English through both documentation and verbal communication.

Assignment submissions are also to be written and submitted in English by Learners.

In line with the Quality Assurance Policy all Learners undertaking courses at the Centre must have a proficient competency in English. This will help to facilitate learners getting the most out of the course they have enrolled in and will assist tutors in delivering courses within predetermined deadlines.

In cases where a Learners comprehension of English may be an issue, an interview will be arranged with the Director of Education to determine the appropriate course of action.

6. Roles and Responsibilities

Learners are made aware of the English Language requirement on their application form for any QQI course. The English language requirement is also clearly stated on the information page for each course on The Centre website. The Learner is responsible for ensuring that they have the required level of English prior to course commencement.

Where a Learner has already enrolled in the course and the Tutor recognises that there may be an issue with the level of English competence that the Learner holds, then it is the responsibility of the Tutor to identify this and inform the Centre Administrative staff.

Where a Tutor has identified a Learner who potentially does not meet the required English Competency Level, it will result in the Learner having to leave the course they have undertaken. A refund will be at the discretion of the Centre.

The Centre has established links with Language Support Centres and will refer Learners with a insufficient English skills in order to enhance such a shortfall.

7. Associated Documentation

Course Application Form (F12) (Appendix A)

8. Referenced Policies

Quality Assurance Policy ED 18

9. Monitoring and Review

This policy will be reviewed periodically or as required.

Appendix A

QAI Course Application Form

QAI Level - Course Name and Number

Dates:
Duration:
Time
Cost:

Name:	
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Job Title / Role:	
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Address:	
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Date of Birth:	PPS No:
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Email:	
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Telephone Home:	Telephone Mobile:
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<p>How did you hear about us?</p> <p>Internet / Website / Newspaper / Other _____ (please circle as appropriate)</p>
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Payment Type: **(Cheques payable to St. Luke's Home)**

Cheque / Cash / Postal Order / Bank Draft (please circle as appropriate)

To secure a place please return this completed form and fee to:

Claire Coakley, Northridge House Education & Research Centre, Castle Road, Mahon, Cork.

claire.coakley@stlukeshome.ie

Please note that payment is required in full before the course commences and fee is non-refundable

Please Note Mobile phones must be switched off while in class

Do you have any special needs / requirements? YES / NO If yes please state _____

All participants on this course must have good fluency in English (Both Oral & Written)

If you would like to be added to our mailing list please tick box