

## Master List of Policies and Procedures at Carlow College, St. Patrick's

Name of Policy <sup>1</sup>	Associated Documentation	Version	Approving Body	Owner	Version / Date Approved	Reason(s) for Change
Academic Workload Allocation Policy	<u>Workload Allocation Schema</u> Process for Determining Individual Workload Allocation	3	Academic Council	Office of the Registrar	3 – 15 May 2019	Policy reviewed to update the processes for determining individual workload allocation and to update the workload allocation schema.
					2 – 27 April 2017	Policy reviewed to include industry best practice, establish the process for determining individual workload allocation and the creation of a detailed workload allocation schema.
					1 – 6 December 2011 ( <i>Quality Assurance Handbook</i> , pp. 110 – 111)	Initial Issue
Access Management Policy		1	Management Board	IT Services	1 – 10 April 2019	Initial Issue
Access Policy for Trust Partners		1	Board of Trustees, Delany Archive	Delany Archive Trust	1 – 2010	Initial Issue
Annual Leave Policy	<u>Annual Leave – Practices and Procedures</u> Annual Leave Request Form	2	Management Board	Human Resources	2 – 18 December 2019	Policy revised to include changes to processes around booking annual leave and when annual leave can be taken.
					1 – 13 December 2017	Initial Issue

<sup>1</sup> An 'A – Z' of policies can be found at: <https://www.carlowcollege.ie/policies-a-z/>. Please note that not every Carlow College policy is posted on the website.

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Appointment of External Examiners Policy	Guidelines on the Duties and Responsibilities of External Examiners	2	Academic Council	Office of the Registrar	2 – 7 June 2017; reapproved 30 September 2020	Policy reviewed to ensure compatibility with the <i>Assessments and Standards</i> (Revised 2013), <i>Effective Practice Guidelines for External Examining</i> (Rev. February 2015), discipline-specific external examiner reports in addition to programme external examiner reports, alignment with CCSP <i>Policy on Policies</i> and defined procedures / guidelines.
	Template for the External Examiner Report				1 – 6 December 2011 ( <i>Quality Assurance Handbook</i> , pp. 77 – 78)	Initial Issue
Assessment of Learners Policy	Regulations in Relation to Assessment and Standards	2.1	Academic Council	Office of the Registrar	2.1 – 11 November 2020	Reference to validating body updated to include IT Carlow and referenced policies updated.
					2 – 7 June 2017	Policy reviewed to align with principles outlined in <i>Core Statutory Quality Assurance Guidelines</i> (QQI, 2016) and amalgamate guidelines related to the assessment of learners within the College.
					1 – 6 December 2011 ( <i>Quality Assurance Handbook</i> , pp. 22 – 29)	Initial Issue

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Assessment Re-Check, Review and Appeals Policy	Procedures for Academic Re-Checks, Reviews and Appeals	2.1	Academic Council	Office of the Registrar	2.1 – 22 January 2020	Appendix 1.2 added to the Policy.
	Application Form for Re-Checks and Reviews				2 – 16 September 2019	Policy reviewed to revise procedures for academic re-checks, reviews and appeals along with a new application form.
					1 – 7 June 2017	Initial Issue
Assistive Technology and Supports Policy	Learner Agreement	2	Academic Council	Academic Resource Office	2 – 16 September 2019 <b>(Obsolete)</b>	Policies related to learner disability and learning differences reviewed and amalgamated to ensure that guidelines and procedures are fit-for-purpose. The <i>Learners with Disabilities and Specific Learning Needs Policy</i> (11 January 2011) and the <i>Assistive Technology and Supports Policy</i> (11 January 2011) were made obsolete by this policy.
					1 – 11 January 2011 ( <i>Quality Assurance Handbook</i> , pp. 178 – 179)	Initial Issue
Benefits Policy	Employee Benefits Handbook	1	Management Board	Human Resources	1 – 27 February 2019	Initial Issue
Bereavement and Compassionate Leave Policy	Bereavement Leave: Practices and Procedures	2	Management Board	Human Resources	2 – 9 May 2018	Policy reviewed to include industry best practice, alignment with CCSP <i>Policy on Policies</i> and defined procedures / guidelines.

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	Compassionate Leave Notification Form				1 – 6 December 2011 ( <i>Quality Assurance Handbook</i> , pp. 127 – 129)	Initial Issue
Breach of Professional Conduct (Professional Social Care) Policy	Disciplinary Procedures for Breach of Professional Conduct (Professional Social Care)	2	Academic Council	Office of the Registrar	2 – 15 May 2019	Policy reviewed to include best practice, alignment with CCSP <i>Policy on Policies</i> , alignment with CORU policy framework and defined procedures / guidelines.
	Social Care Workers Code of Professional Conduct and Ethics (CORU, 2019)				1 – 12 November 2013 ( <i>Policy on Breach of Professional Conduct and Termination of Training (for Learners undertaking Professional Training programmes)</i> )	Initial Issue
Carer's Leave Policy	Carer's Leave Practices and Procedures	1	Management Board	Human Resources	1 – 20 March 2019	Initial Issue
	Notice to Employer of Intention to Take Carer's Leave					
	Confirmation of Carer's Leave					
	Carer's Leave FAQs					
CCTV Policy	Authorised Employees	1	Management Board	Data Protection Officer	1 – 6 February 2019	Initial Issue
	CCTV Subject Access Request Form			Facilities Manager		

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Child Protection Policy	Code of Behaviour for Staff or Learners When Working with Children	2	Management Board	President's Office	2 – 9 May 2018	Policy reviewed to reflect legislative changes and bring Child Protection practices under the auspices of the Carlow College Management.
	Child Protection Incident Form				1 – August 2009 (Diocese of Kildare and Leighlin)	There were subsequent revisions to this Policy published by the Diocese of Kildare and Leighlin.
	Procedures When a Child Protection Complaint is Made Against Staff Members					
	Procedures When a Child Protection Complaint is Made Against Learners					
Collecting Policy		1	Board of Trustees, Delany Archive	Delany Archive Trust	1 – 19 May 2010	Initial Issue
Communications Policy	Communications Guidelines	1	Management Board	Marketing	1 – 20 March 2019	Initial Issue
	Brand Guidelines					
	News & Events Document					
Critical Incident Policy	Critical Incident Management Process	3	Management Board	Office of the President	3 – 8 April 2020	Policy revised to include alignment with CCSP <i>Policy on Policies</i> ; defined procedures / guidelines; and updated roles and responsibilities.

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	<p>Critical Incident Communication Register</p> <hr/> <p>Critical Incident Checklist</p> <hr/> <p>Critical Incident Review</p>				<p>2 – 20 April 2016</p>	<p>Policy significantly revised to provide: aims / objectives; definitions; clear roles and responsibilities for College personnel; clear communication channels and clear emergency protocols.</p>
					<p>1 – 13 January 2011 (<i>Quality Assurance Handbook</i>, pp. 225 – 229)</p>	<p>Initial Issue</p>
Data Backup Policy	Data Backup Guidelines	1	Management Board	IT Office	1 – 20 March 2019	Initial Issue
Data Protection Policy	<p>Data Processing at Work: Mechanisms Affecting Employees</p> <hr/> <p>Sample Consent Form</p> <hr/> <p>Data Subject Request Form</p> <hr/> <p>CCTV Subject Access Request Form</p> <hr/> <p>Handling Learner Records</p>	3.1	Management Board	Data Protection Office	<p>3.1 – 8 April 2020</p>	<p>Policy updated to reflect the finalised <i>Data Protection Act 2018</i> and new guidance documentation.</p>
					<p>3 – 23 May 2018</p>	<p>The Data Protection Framework at Carlow College was re-established to ensure compliance with the General Data Protection Regulation 2016/679, this included a new Data Protection Policy and its associated documents being approved.</p>

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	<p>Guidelines for Employees: Marketing and Publicity</p> <hr/> <p>Personal Data Breach Response Plan</p> <hr/> <p>Rules for Employees: Safeguards to Protect Personal Data</p>				<p>2 – 22 April 2015</p>	<p>Policy revised to respond to the questions raised by employees and to provide further clarification on the content regarding the original policy.</p>
					<p>1 – 17 April 2014</p>	<p>Initial Issue</p>
Dignity and Respect Policy	Dignity and Respect Policy Handbook	2	<p>Management Board</p> <hr/> <p>Academic Council</p>	<p>Human Resources</p> <hr/> <p>Office of the Registrar</p>	<p>2 – 8 April 2020 (Management Board) / 6 May 2020 (Academic Council)</p>	<p>Policy reviewed and revised to align with legislation, specifically GDPR legislation and to better distinguish the practices and procedures for both learners and staff; the role of Contact Persons was better defined; Policy Owner changed from the President's Officer to the Office of the Registrar and Human Resources.</p>
					<p>1 – 21 August 2017</p>	<p>Initial Issue</p>
Disciplinary Policy (Staff)	<p>Disciplinary Policy: General Information and Guidelines</p> <hr/> <p>Disciplinary Practices and Procedures</p> <hr/> <p>Disciplinary Appeal Procedure</p>	2	Management Board	Human Resources	<p>2 – 13 June 2018</p>	<p>Policy reviewed to include industry best practice, alignment with CCSP <i>Policy on Policies</i> and defined procedures / guidelines.</p>
					<p>1 – 6 December 2011 (<i>Quality Assurance Handbook</i>, pp. 127 – 129)</p>	<p>Initial Issue</p>

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Equality Policy		1	Management Board	Office of the President	1 – 17 January 2018	Initial Issue
Exit Awards Policy	Exit Award Application Form	1	Academic Council	Office of the Registrar	1 – 20 May 2020	Initial Issue
Fees and Refunds Policy	<hr/> Criteria for the Free Fees Initiative  Carlow College Tuition Schedule	5	Management Board	Director of Operations	5 – 26 August 2020	Policy revised to update the following sections of the Policy: 4.3, 4.4, 4.5 and 5.1.
					4 – 12 December 2018	Policy amended on page six to reflect procedural changes regarding learners paying / not paying their fees (late).
					3 – 21 November 2018	Policy amended on page five to reflect the policy of withholding examination results for unpaid fees, including academic fines.
					2 – 7 February 2018	Policy reviewed to align with principles outlined in legislation, amalgamate guidelines and procedures related to fees and the provision of refunds and alignment with CCSP <i>Policy on Policies</i> .
					1 – Unknown Publication Date ( <i>Learner Admission Handbook</i> )	Initial Issue
Fitness to Continue in Study Policy	<hr/> Note of Concern  Level 3 Response: Fitness to Continue in Study Panel Review	1	Academic Council	Office of the Registrar	1 – 6 March 2019	Initial Issue



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	<p>Temporary Suspension Procedures</p> <hr/> <p>Appeals Procedures</p> <hr/> <p>Return to Study Procedures</p>					
Fitness to Practice Policy	<p>Grounds for a Fitness to Practice Concern for Learners Enrolled on the B.A. in Applied Social Studies (Professional Social Care) Programme</p> <hr/> <p>Procedures for Fitness to Practice Concerns</p> <hr/> <p>Procedures for Fitness to Practice Concerns Flowchart</p> <hr/> <p>Appeals Procedures</p> <hr/> <p>Return to Study Procedures</p> <hr/> <p>Fitness to Practice Concern Form</p>	1	Academic Council	Office of the Registrar	1.1 – 19 February 2020	Appendix 1 revised to include a reference to learners not meeting the programme attendance requirements.
					1 – 6 March 2019	Initial Issue
Force Majeure Leave Policy	<p>Force Majeure Leave: Practice &amp; Procedures</p> <hr/> <p>Force Majeure Leave Notification Form</p>	1	Management Board	Human Resources	1 – 17 October 2018	Initial Issue

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Freedom of Information Policy	Instructions for Governors and Staff Members	1	Management Board	Freedom of Information Officer	1 – 5 September 2018	Initial Issue
	Freedom of Information: Frequently Asked Questions					
Garda Vetting Policy	Guidelines for the Handling of Vetting Disclosures – Learners	2	Management Board	Office of the President	2 – 22 November 2017 (Management Board) / 6 December 2017 (Academic Council)	Policy reviewed to align with principles outlined in legislation, amalgamate guidelines and procedures related to Garda vetting for both learners and staff members and alignment with CCSP <i>Policy on Policies</i> .
	Sample Letter that the Agency/School Receive (Where Convictions are Recorded)		Academic Council			
	Guidelines for the Handling of Vetting Disclosures – Staff					
Grievance Policy (Staff)	Grievance Policy: Practices and Procedures	3	Management Board	Human Resources	3 – 29 April 2020	Policy revised to include a statement that Line Managers must adhere to stated timeframes and procedures amended to include the principles and natural rules of justice / mediation; Appendix 1.1 added.
	Role of Mediator				2 – 13 June 2018	Policy reviewed to include industry best practice, alignment with CCSP <i>Policy on Policies</i> and

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						defined procedures / guidelines.
					1 – 6 December 2011 ( <i>Quality Assurance Handbook</i> , pp. 127 – 129)	Initial Issue
Health and Safety Policy	<p>Health and Safety General Policy Statement</p> <hr/> <p>Employee Safety Handbook</p> <hr/> <p>Risk Assessment Manuals</p>	1	Management Board	Director of Operations	1 – 13 December 2017	Initial Issue
Health Service Executive and the Delany Archive: Loan Agreement		1	Board of Trustees, Delany Archive	Delany Archive Trust	1 – 2014	Initial Issue
Information and Security Policy	Information Security Guidelines	1	Management Board	IT Office	1 – 6 March 2019	Initial Issue
Internet and Email Usage Policy	Email Usage Guidelines	1	Management Board	IT Office	1 – 20 March 2019	Initial Issue
IT Policy		2	Management Board	IT Office	2 – 16 January 2019	Policy reviewed to include industry best practice, updated high-level policy principles and alignment with CCSP <i>Policy on Policies</i> .
					1 – 6 December 2011 ( <i>Quality Assurance Handbook</i> , pp. 144 – 146)	Initial Issue

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Jury Leave Policy	<p>Jury Leave Practices and Procedures</p> <hr/> <p>Notice to Employer of Intention to Take Jury Leave Form</p>	1	Management Board	Human Resources	1 – 20 March 2019	Initial Issue
Learner Admission, Progression and Recognition Policy	<p>Admission Guidelines and Procedures for Dealing with Enquiries for Potential New Entrants</p>	3.3	Academic Council	Office of the Registrar	3.3 – 26 August 2020	Appendix 17 and 17.1 were added to the Policy.
	<p>Admission Guidelines and Procedures for New Entrants</p>				3.2 – 19 February 2020	The following changes were made: the addition of references to CAO application fees (Appendix 1); revision to application process (Appendix 2); scope of RPL added (Appendix 5); terminology updated (Appendix 9) and list of approved tests updated (Appendix 10).
	<p>Admission Guidelines and Procedures for Mature Applicants</p>				3.1 – 28 August 2019	Appendix 16 and sub-appendices added to the policy.
	<p>Admission Guidelines and Procedures for Part-Time Learners</p>				3 – 6 March 2019	Policy reviewed to ensure that guidelines / procedures are fit-for-purpose to align with introduction of the Student Record Management System.
	<p>Admission Guidelines and Procedures for Recognition of Prior Learning</p>				2 – 5 April 2017	Policy reviewed to align with principles outlined in Core
	<p>Admission Guidelines and Procedures for Internal / External Transfers and Advanced Entry</p>					

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	<p>Admission Guidelines and Procedures for Deferred Entry or Deferred Continuation of Studies</p> <hr/> <p>Admission Guidelines and Procedures for U.S. Semester Study Abroad Applicants</p> <hr/> <p>Admission Guidelines and Procedures for Non-EEA Degree Programme Applicants</p> <hr/> <p>English Language Requirements for Admission to Carlow College, St. Patrick's</p> <hr/> <p>Admission Guidelines and Procedures for</p>				<hr/> <p>1 – 6 December 2011  <i>(Quality Assurance Handbook, pp. 30 – 37, 175 – 177, 210 – 215; Student Admissions Handbook)</i></p>	<p>Statutory Quality Assurance Guidelines (QQI, 2016) and amalgamate guidelines related to learner admission, progression and recognition within the College.</p> <hr/> <p>Initial Issue</p>
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	<p>Applicants with Disabilities and/or Learning Differences</p> <hr/> <p>Evidence of Disabilities and / or Learning Differences Form</p> <hr/> <p>Guidelines and Procedures for Orientation and Induction of New and Continuing Learners</p> <hr/> <p>Guidelines and Procedures for Withdrawal from Academic Programmes of Study</p> <hr/> <p>Carlow College, St. Patrick's European Diploma Supplement Template</p> <hr/> <p>Undergraduate Scholarship Awards</p> <hr/> <p>Guidelines and Procedures for Return to Studies</p>					
Learner Code of Conduct and Disciplinary Policy	Learner Code of Conduct and Disciplinary Policy:	3	Academic Council	Office of the Registrar	3 – 13 November 2019	Policy revised to include reference to the Learner Information and Retention

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	<p>General Information and Guidelines</p> <hr/> <p>Learner Code of Conduct and Disciplinary Policy: Procedures Flowchart</p> <hr/> <p>Learner Code of Conduct and Disciplinary Policy: Practices and Procedures</p> <hr/> <p>Learner Code of Conduct and Disciplinary Policy: Appeal Procedure</p>					<p>Officer, addition of referenced policies; addition of Appendix 1.4 and low-level stylistic amendments.</p>
					2 – 21 November 2018	<p>Policy reviewed and significantly revised to include an updated high-level policy statement, alignment with the CCSP <i>Policy on Policies</i> and reflect current institutional structures.</p>
					1 – 6 December 2011 ( <i>Quality Assurance Handbook</i> , pp. 90 – 92)	<p>Initial Issue</p>
Learner Disability Policy	<p>Code of Practice for Learners with Disability, Learning Difference or Long-Term Health Condition</p> <hr/> <p>Evidence of Disability Guidelines and Form</p> <hr/> <p>Learner Guide to Providing Evidence of a Disability</p> <hr/> <p>Procedure for Individual Needs Assessment (Practice Placement) and Form</p>		Academic Council	Office of the Registrar	2 – 16 September 2019	<p>Policies related to learner disability and learning differences reviewed and amalgamated to ensure that guidelines and procedures are fit-for-purpose. The <i>Learners with Disabilities and Specific Learning Needs Policy (11 January 2011)</i> and the <i>Assistive Technology and Supports Policy (11 January 2011)</i> were made obsolete by this policy.</p>
					1 – 6 December 2011 ( <i>Quality Assurance Handbook</i> , pp. 172 – 209)	<p>Initial Issue</p>

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	<p>Procedure for Personal Emergency Evacuation Plan (PEEP) and Form</p> <hr/> <p>Guidelines on the Modification of Examination and Assessment Arrangements for Learners with Disabilities, Learning Differences or Long-Term Health Conditions</p> <hr/> <p>Guidelines for Learners on the Use of Assistive Technology Equipment and Supports</p> <hr/> <p>Information Regarding Data Protection</p>					
Learner Grievances and Complaints Policy	Learner Grievance and Complaints Procedure	3	Academic Council	Office of the Registrar	3 – 13 November 2019	Policy revised to include a clearer reference to the Learner Information and Retention Officer.
	<p>Appeals Procedure for Learner Grievances and Complaints</p> <hr/> <p>Learner Complaint Form</p>				2 – 3 April 2019	Policy reviewed and significantly revised to include an updated high-level policy statement, alignment with the CCSP <i>Policy on Policies</i> and reflect current institutional structures.



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					1 – 6 December 2011 ( <i>Quality Assurance Handbook</i> , pp. 90 – 92)	Initial Issue
Learners with Disabilities and Specific Learning Needs Policy	Guidelines on the Modification of Examination and Assessment Arrangements for Students with Disabilities and / or Additional / Specific Learning Needs	2	Academic Council	Academic Resource Office	2 – 16 September 2019 <b>(Obsolete)</b>	Policies related to learner disability and learning differences reviewed and amalgamated to ensure that guidelines and procedures are fit-for-purpose. The <i>Learners with Disabilities and Specific Learning Needs Policy</i> (11 January 2011) and the <i>Assistive Technology and Supports Policy</i> (11 January 2011) were made obsolete by this policy.
					1 – 11 January 2011 ( <i>Quality Assurance Handbook</i> , pp. 172 – 209)	Initial Issue
Library Admissions and User Services Policy	Library Regulations	2	Academic Council	Librarian	2 – 6 December 2017; re-approved 29 July 2020.	Policy reviewed to include industry best practice, updated high-level policy principles and alignment with <i>CCSP Policy on Policies</i> .
					1 – 6 December 2011 ( <i>Quality Assurance Handbook</i> , pp. 141 – 143)	Initial Issue
Maternity and Adoptive Leave Policy	Maternity Leave: Practices and Procedures	2	Management Board	Human Resources	2 – 29 April 2020	This Policy was updated to include new Maternity Leave Guidelines for employees going on maternity leave and returning from maternity

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	<p>Adoptive Leave: Practices and Procedures</p> <hr/> <p>Maternity / Adoptive Leave Form</p> <hr/> <p>Notification of Intention to Attend Ante-Natal Classes Form</p> <hr/> <p>Guidelines and Checklists for Employees On / Returning from Maternity and Adoptive Leave</p> <hr/> <p>Checklists and Guidelines for Employees Ahead of Taking Maternity and Adoptive Leave</p> <hr/> <p>Checklists and Guidelines for Employees Returning from Maternity and Adoptive Leave</p>					<p>leave. This Policy was also cross-referenced with GPDR regarding new amendments to legislation.</p>
					1 – 13 December 2017	Initial Issue
Parental Leave Policy	Parental Leave: Practices and Procedures	2	Management Board	Human Resources	2 – 16 October 2019	Policy revised to reflect legislative changes brought in by the Parental Leave and Benefits Bill (2019); Appendix 1.1 added to the policy.

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	Parental Leave and Benefit Bill 2019 <hr/> Notification of Intent to Taken Parental Leave Form <hr/> Notification of Intention to Cancel Parental Leave				1 – 5 September 2018	Initial Issue
Paternity Leave Policy	Paternity Leave – Practices and Procedures <hr/> Paternity Leave Notification Form	1	Management Board	Human Resources	1 – 13 December 2017	Initial Issue
Performance Management and Development Policy	Performance Management and Development Programme <hr/> Performance Management and Development Review Form(s) <hr/> Performance Improvement Plan (PIP) Form	1	Management Board	Human Resources	1 – 8 November 2017	Initial Issue
Plagiarism Policy	Procedures for Dealing with Plagiarism	3	Academic Council	Office of the Registrar	3 – 29 July 2020	Policy revised to include legislative changes in the area of academic integrity and the addition of referenced policies.

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	<p>Plagiarism Report Form</p> <hr/> <p>Guidelines for Using Turnitin at Carlow College, St. Patrick's</p>				<p>2 – 27 September 2017</p>	<p>Policy reviewed to ensure compatibility with the Assessments and Standards (Revised 2013), alignment with CCSP Policy on Policies and defined procedures / guidelines.</p>
					<p>01 – 6 December 2011 (<i>Quality Assurance Handbook</i>, pp. 40 – 43)</p>	<p>Initial Issue</p>
Policy on Policies	<p>Template for College Policies</p> <hr/> <p>Policy Consultation and Communication Plan</p> <hr/> <p>Policy Implementation Document</p> <hr/> <p>Stages of Policy Development</p>	3	Management Board	Quality Assurance Office	<p>3 – 13 June 2018</p>	<p>Policy revised to streamline policy development (combined policy development with policy implementation / preliminary approval), included mention of designated offices, revised numbering of appendices and simplified Policy Implementation Document.</p>
	<p>2 – 21 June 2017</p>				<p>Policy revised to include a section for referenced policies.</p>	
	<p>1 – 23 November 2016</p>				<p>Initial Issue</p>	
Probation Policy	<p>Probation Procedures</p> <hr/> <p>Probation Review Form</p> <hr/> <p>Performance Improvement Plan</p>	1	Management Board	Human Resources	<p>1 – 17 October 2018</p>	<p>Initial Issue</p>

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Procurement Policy	<p>Carlow College, St. Patrick's Procurement Guidelines</p> <hr/> <p>Public Procurement Process – Competitive Process</p> <hr/> <p>Tender for Goods and Services Form</p>	1	Management Board	Director of Operations	1 – 20 March 2019	Initial Issue
Protected Disclosures Policy	<p>Disclosure Procedure and Investigation</p> <hr/> <p>Reporting on Retaliatory Actions (Perceived / Actual)</p>	1	Management Board	President's Office	1 – 17 October 2018	Initial Issue
Public Access Policy		1	Board of Trustees, Delany Archive	Delany Archive Trust	2010	Initial Issue
Quality Assurance Policy	Quality Assurance Policy: Appendices	4	<p>Management Board</p> <hr/> <p>Academic Council</p>	Quality Assurance Office	4 – 26 August 2020 (Academic Council) / 23 September 2020 (Management Board)	The following revisions include: a revised high-level statements related to Section 4.11; updates to the following appendices – 5, 6, 8, 9, 10, 11, 13, 15, 38, 41, 53 and 55; the inclusion of direct links to all policies on the CCSP website to assist with document control and the addition of Appendix 56.

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					3 – 20 March 2019 (Management Board) / 3 April 2019 (Academic Council)	Following an internal gap analysis study of the Carlow College Quality Assurance Framework, the <i>Quality Assurance Policy</i> was revised further to include: organisational reports; academic monitoring and evaluation reports; data and information management policies; templates for inter-institutional agreements and implementation tasks and plans resulting from external panel recommendations.
					2 – 31 January 2018 (Management Board) / 7 February 2019 (Academic Council)	The Quality Assurance Framework at Carlow College was re-established to ensure alignment with European and national best practice, namely the <i>Standards and Guidelines for Quality Assurance in the European Higher Education Area</i> (2015) and the <i>Core Statutory Quality Assurance Guidelines</i> (2016).
					1 – 6 December 2011 ( <i>Quality Assurance Handbook</i> )	Initial Issue

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Recording of Lectures, Tutorials and Other Teaching Sessions Policy	Learner Agreement	1	Academic Council	Academic Resource Office	1 – 12 November 2014	Initial Issue
Records Management Policy	Records Management Manual	3	Management Board	Archivist	3 – 5 September 2018	Policy revised with the inclusion of a Records Management Manual.
					2 – 17 January 2018	Interim policy replaced with the addition of high-level policy principles aligned with the CCSP <i>Policy on Policies</i> . The policy notes areas of further development required.
					1 – 29 June 2016 ( <i>Interim Records Management Policy</i> )	Initial Issue
Recruitment and Selection Policy	<p>Recruitment and Selection: Practices and Procedures</p> <hr/> <p>Recruitment Guidelines for Managers</p> <hr/> <p>Recruitment Request Form (RRF)</p> <hr/> <p>Example of Criteria / Ranking Form</p> <hr/> <p>Example of Shortlisting Form</p> <hr/> <p>Sample Job Description</p>	1	Management Board	Human Resources	1 – 22 November 2017	Initial Issue

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Remote Working Policy	Remote Working Procedures and Guidelines	1	Management Board	Human Resources	1 – 16 January 2019	Initial Issue
	Remote Working Request Form					
Reprographics Policy		1	Board of Trustees, Delany Archive	Delany Archive Trust	2010	Initial Issue
Research Ethics Advisory Policy	Undergraduate and Taught MA Applications to the Research Ethics Advisory Committee	4	Academic Council	Office of the Registrar	4 – 30 September 2020	Appendix 1 was amended to focus exclusively on undergraduate research and Appendices 11, 12 and 13 were developed.
	Ethics Checklist for Learners and Researchers				3 – 16 September 2019	The appendices were revised, namely: the process for applying to the Research Ethics Advisory Committee was clarified (Appendix 1); Ethics Checklist revised (Appendix 2) and Data Management Guidelines added (Appendix 3).
	Data Management Guidelines				2 – 1 November 2017	Policy reviewed to include academic best practice in the area of research ethics, alignment with CCSP <i>Policy on Policies</i> and defined procedures / guidelines.
	Participant Information Sheet Template					
	Participant Consent Form Template					
Proposal Summary Form						



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	<p>Gatekeeper / Agency Information Sheet and Consent Form</p> <hr/> <p>Lone Researcher Guidelines</p> <hr/> <p>Guidelines for Reporting an Adverse Incident during Research Projects</p> <hr/> <p>Handling Complaints Regarding 'Research Misconduct'</p> <hr/> <p>Carlow College Staff and Postgraduate Learners (Levels 9 and 10 by Research) Applications to the Research Ethics Advisory Committee</p> <hr/> <p>External Research Applications to Carlow College</p>				<p>1 – 6 December 2011 (<i>Research Ethics Advisory Committee—Policy and Procedures, Quality Assurance Handbook</i>)</p>	Initial Issue
Risk Management Policy	Guidelines to Risk Management	1	Management Board	Director of Operations	1 – 6 February 2019	Initial Issue

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Sickness Absence Management Policy	Sick Leave: Practices and Procedures	2	Management Board	Human Resources	2 – 12 February 2020	Policy revised to reflect amendments to processes around sickness absence management. Amendments were also made to reflect GDPR, records management and payroll requirements.
	Return to Work Form				1 – 13 December 2017	
Smoking Policy	Practices and Procedures	1	Management Board	Human Resources	1 – 20 March 2019	Initial Issue
				Facilities Manager		
Social Networking and Social Media Policy (Staff)	General Data Protection Regulation	1	Management Board	Marketing Office	1 – 5 September 2018	Initial Issue
	Social Media Usage (Including Personal Use)					
	Social Media Best Practice Guidelines					
	Social Media Threats and Risks					
Social Media Account Registration Form						

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Social Networking and Social Media Policy for Learners	Social Media Best Practice Guidelines	1	Academic Council	Marketing Office	1 – 6 March 2019	Initial Issue
	Social Media Consent and Release Form for CCSU Officers and Learner Representatives					
	Social Media Account Registration Form for CCSU Officers and Learner Representatives					
Teaching and Learning Policy	Teaching Code of Conduct	3	Academic Council	Office of the Registrar	3 – 29 July 2020	The following updates were made to this policy: developments to the area of teaching and learning were added to the policy; hyperlinks to the appendices were added for document control purposes and a list of referenced policies were added.
	Terms of Reference of the Teaching, Learning and Assessment Committee				2 – 5 April 2017	Policy reviewed to include academic best practice in the area of teaching and learning, alignment with the CCSP <i>Policy on Policies</i> and European / national quality assurance guidelines and procedures.
					1 – 6 December 2011 (Quality Assurance Handbook)	Initial Issue

**Master List of Policies and Procedures at Carlow College, St. Patrick's**

Time Off in Lieu (TOIL) Policy	TOIL Practices and Procedures	1	Management Board	Human Resources	1 – 7 November 2018	Initial Issue
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*Updated 12 November 2020*