



Recognised Institution Application and Renewal

Supporting Documentation Checklist – V1

The following tables list the various documents, including policies and procedures, which form part of the application and/or renewal processes for:

Application types

- Recognised Institution (RI) status
- Course approval at responder (CFR, CFR and MLO, FAR, EFR and EFR BTEC)
- Course approval at practitioner (EMT, P and AP) levels.

Please be aware that each document must be uploaded as part of online application. Failure to comply or explain the reason for omitting the requested document may result in delays for processing and assessment.

The tables are structured as follows:

- i. The first column names the specific document
- ii. The second column links the document with the relevant section of the webform you need to complete
- iii. The third column provides the link between the requested document and the relevant section of PHECC's Quality Review Framework for recognised institutions.

Apply to become a Recognised Institution – Web Form

Supporting Document, Policy and/or Procedure	Relevant Section of the Web Form	Quality Review Framework (QRF) (reference as applicable)
Brief Description of the Organisation	Section 1 Organisational Details	
Organisational Chart	Section 2 Organisation Structure	1.1
Roles, descriptors and responsibilities within the organisation (such as internal verifier, quality assurance)	Section 2 QRF Management Policies & Procedures	1.1
Information Management Policy and Procedures	Section 2 QRF Management Policies & Procedures	1.2
Data Protection Policy and Procedures	Section 2 QRF Management Policies & Procedures	1.2
Memorandum of Understanding (MOU) / Service Level Agreement <i>**note this refers only to any relationship relevant to education & training activities**</i>	Section 2 QRF Management Policies & Procedures	1.1
Joint Working Group for affiliations or partnership and its Terms of Reference	Section 2 QRF Management Policies & Procedures	1.1
Quality Policy and Procedures	Section 2 QRF Management Policies & Procedures	1.4
Administration Policy and Procedures	Section 2 QRF Management Policies & Procedures	1.6
Admissions Policy and Procedures	Section 2 QRF Learning Environment	2.3

Communication Policy and Procedures	Section 2 QRF Learning Environment	2.2
Recognition of Prior Learning Policy and Procedures	Section 2 QRF Learning Environment	2.3
Equality and Diversity Policy and Procedures	Section 2 QRF Learning Environment	2.4
Complaints Policy and Procedures	Section 2 QRF Learning Environment	2.5
Codes of practice to deal with sexual harassment, bullying and harassment	Section 2 QRF Learning Environment	2.4
Appeals Policy and Procedures	Section 2 QRF Learning Environment	2.5 and 4.9
Student handbook	Section 2 QRF Management Policies & Procedures	2.2 and 3.5
Health and Safety Statement & Policy and Procedures	Section 2 QRF Learning Environment	2.7
Premises Selection Criteria	Section 2 QRF Learning Environment	2.6
Equipment and Maintenance Checklists	Section 2 QRF Learning Environment	2.6
Faculty Recruitment, Management and Development Policy and Procedures	Section 2 QRF Faculty Recruitment & Development	3.1
Faculty Role Descriptions	Section 2 QRF Faculty Recruitment & Development	3.2
Communications Policy and Procedures	Section 2 QRF Faculty Recruitment & Development	3.4
Safeguarding Policy and Procedures	Section 2 QRF Faculty Recruitment & Development	3.3
Garda Vetting Policy and Procedures	Section 2 QRF Faculty Recruitment & Development	3.3
Course Design and Development Policy and Procedures	Section 2 QRF Course Development, Delivery & Review	4.1 and 4.3
Course Approval Policy and Procedures	Section 2 QRF Course Development, Delivery & Review	4.2

Course Review Policy and Procedures	Section 2 QRF Course Development, Delivery & Review	4.4
Assessment Policy and Procedures	Section 2 QRF Course Development, Delivery & Review	4.5
Internal Verification Policy and Procedures	Section 2 QRF Course Development Delivery & Review	1.3 and 4.6
External Authentication Policy and Procedures	Section 2 QRF Course Development Delivery & Review	4.7
Results Approval Policy and Procedures	Section 2 QRF Course Development Delivery & Review	4.8
Tax Clearance Certificate	Section 2 Financial Management	
Insurances – Public Liability, Employer, Indemnity	Section 2 Financial Management	1.7
Auditor’s Statement	Section 2 Financial Management	1.7
If your organisation is a relevant service as listed in the Children First Act 2016 you are required to provide details for the following: <ul style="list-style-type: none"> • Child Protection Policy and Procedures • Child Safeguarding Statement • Identification of person with responsibility for safeguarding 	Section 2	

Application for Courses at Responder Level Only – Web Form

Subject	Relevant Section of web form
Details of how course delivery and associated activities will be monitored and reviewed	Section Operational Details
Details of how course resources are managed e.g. equipment allocation and maintenance	Section Operational details
Entry Criteria	Section Course Detail
Lesson Plans	Section Course Detail
Course Content to include Timetable and Material/Resources	Section Course Detail
Assessment Schedule	Section Course Detail
Learner supports	Section Course Detail
Recognition of Prior Learning Policy and Procedure (if applicable)	Section Course Detail

Application for Courses at Practitioner Level Only - Web Form

Subject	Relevant Section of Web form
Description of educational facilities	Web form first page
Details of contractual arrangements and agreed quality assurance procedures with affiliates	Section Faculty and Affiliate Management
Details of course delivery and associated activities – monitoring and review	Section 1 Faculty and Affiliate Management
Entry Criteria	Section 2 Course Details
Paramedic Curriculum	Section 2 Course Details
Lesson Plans	Section 2 Course Details
Course Content to include timetable and resources	Section 2 Course Details
Assessment Schedule to include internship periods	Section 2 Course Details
Student Supports	Section 2 Course Details
Recognition of Prior Learning Policy and Procedures	Section 2 Course Details
Student Attendance	Section 2 Course Details
Proposal for Quality Assurance activities & outcomes for the development of learning environments approved for clinical placement/internship sites	Section 3 Clinical Placements/Internship Sites
Quality Assurance system for each clinical placement and internship site	Section 3 Clinical Placements/Internship Sites
Student Learning Portfolio	Section 3 Clinical Placements/Internship Sites
Proposal for Continuous Competence Assessment during intern/post grad periods	Section 3 Clinical Placements/Internship Sites

RENEWAL Application for Recognised Institutions – Web Form

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Data Protection Policy and Procedures	Section 2 QRF Management Policies & Procedures	1.2
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Quality Policy and Procedures	Section 2 QRF Management Policies & Procedures	1.4
Administration Policy and Procedures	Section 2 QRF Management Policies & Procedures	1.6
Admissions Policy and Procedures	Section 2 QRF Learning Environment	2.3

Communication Policy and Procedures	Section 2 QRF Learning Environment	2.2
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