



## Completion Rates Policy

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**1. REVISION HISTORY AND APPROVAL**

<b>Revision</b>	<b>Nature of change</b>	<b>Approval</b>	<b>Date</b>
1.0	First Issue	JL	27/07/21

## 2. POLICY PRINCIPLES

- 1.1. PCI College recognises the value of compiling and retaining programme completion rates for all validated programmes. This activity will be completed annually by the Programmes Office and must include:
  - the number of learners who have progressed
  - the number of learners who deferred or withdrew from their enrolled programme
  - the number of learners who have completed their enrolled programme
- 1.2. Further, award profiles for each programme will be produced noting the percentage of learners who have received each classification of honours.
- 1.3. Once compiled, completion rate data is distributed to the Academic Council and to all relevant stakeholders, such as validating and accrediting bodies, where required. Completion rate data is retained for a period outlined in the college data retention policy.

## 3. LINKED POLICIES AND PROCEDURES

Linked Policies	Programme Level Management of Assessments Policy Retention of Assessments Policy Transfer and Progression Policy Recognition of Prior Learning Policy Learner Support Policy Assessment of Learners Policy
Linked Procedures	Assessment of Learners Procedure Administrative Quality Assurance Procedure Annual Comparative Study Procedure Classifications of Awards (MU) Procedure Classifications of Awards (QQI) Procedure Retention of Assessments Procedure Transfer and Progression Procedure Recognition of Prior Learning Procedure Learner Support Procedure