

Title: Access, Transfer and Progression (ATP) Policy

Owner: Academic Manager

Last Reviewed Date: 12 November 2025

Next Review Date: Nov-Dec 2026

Purpose

The purpose of the Access, Transfer and Progression (ATP) Policy is to ensure that Atlas Language School engages with learners to provide accurate information and has systems in place in relation to access, transfer and progression related to all our language programmes. ATP ensures inclusivity and equality of opportunity for all prospective and current learners.

- **Access** - the process by which learners may commence a programme of education and training having received recognition for knowledge, skill or competence required
- **Transfer** - the process by which learners may transfer from one programme of education and training to another programme having received recognition for knowledge, skill and competence acquired.
- **Progression** - the process by which learners may transfer from one programme of education and training to another programme on the next level of the CEFR or National Framework of Qualifications (NFQ).

Scope

This policy applies to all Atlas Language School programmes. It provides information and guidance for staff and students. This policy will be:

- published on the Atlas Language School website
- linked to the student application process
- linked to the Student Handbook
- linked to the Assessment Framework
- outlined to students at course induction and assessment events

Procedures

Atlas Language School Senior Management Team ensures that all stakeholders are aware of and follow the school's ATP procedures.

1. Access

The admission process at Atlas is designed to be inclusive, transparent and fair, adhering to clear criteria for all 3 centres in the state - Atlas Dublin, Atlas Junior Dublin and Atlas Clare - for all adult and all junior students, ensuring equal opportunities for all applicants, including those with Special Educational Needs (SEN).

Information about our programmes and admission procedures is available through our brochure, our website, our Admissions team, our Sales team and our network of Educational Tour Operators (ETOs). Prospective students have access to accurate and reliable

information to enable them to plan their learning on the basis of a clear understanding of the associated entry requirements, and the courses and awards available.

Students can apply as individuals or through an ETO.

All applicants are subject to an initial eligibility review, which may include age, programme suitability, visa requirements and an English level assessment, as per our Admissions Policy.

We are committed to supporting students with mild additional needs, where this can be reasonably accommodated. We encourage students to declare any additional needs they have in advance. We have a Special Education Needs Coordinator (SENCO) who coordinates support for those students who have declared additional needs.

Recognition of Prior Learning (RPL)

Atlas Language School recognises prior certified language learning, i.e., learning that has already been accredited by an awarding body such as Cambridge English or other internationally-recognised exam bodies, for entry on to our Trinity CertTESOL course. For other ELE courses, including exam preparation courses, we will consider any certified prior learning in the round. Other factors such as how long ago the proficiency award was achieved will be considered. It is the responsibility of the applicant to provide supporting evidence of prior learning.

2. Transfer

Internal Transfer - Students may request internal transfers between courses and levels, subject to availability and the learner's demonstrated ability. See our Assessment Framework for an outline of how students can move between different CEFR levels, courses (e.g., General English Fluency to exam preparation courses) centres without unnecessary barriers based on progress in their learning. Students who wish to transfer to another programme or level, can communicate this to the Academic Management Team, who will review the move with the teaching team in terms of level, motivation and general suitability before making a decision which they will communicate to the student along with their reasoning. On occasion there can be an additional charge should the fees for the new programme be higher than those of the original programme.

External Transfer - Requests from students who would wish to join us from other language schools will be considered on a case by case basis. In general, such situations will be considered the same as a normal enrollment and no special arrangement will be made in relation to fees, placement or progression. While existing Atlas students can transfer between centres, in general, after a course has begun an Atlas student can of course leave but there is no refund or part-refund of fees once a course has been commenced. External transfer from one CEFR level to another is facilitated through an Atlas end of course report which can reference any proficiency exam taken.

3. Progress

Atlas Language School is committed to making available clear information on progression routes, particularly the procedures by which students can transfer from a language programme to another QQI education programme at a higher level. We invite Higher Education Institutions (HEIs) into the school to present their programmes and pathway routes, making students aware of the CEFR level requirements and accepted exams for different courses on the National Framework of Qualifications (NFQ). We advise students who will be returning to their countries which exams are commonly accepted by potential future employers (e.g., the TOEIC exam in Japan and Korea). For students from EU and non-EEA states, aside from proficiency exam advice we also offer advice and support for entry into their professional field of work through CV workshops (e.g., 'Europass') and developing a professional profile in English (e.g., LinkedIn page).