

Policy Name	Full-Time Student Progression to Higher Education Policy
Directorate	Higher Education
Created by (Job Title)	Director of Higher Education
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Pathway	https://college.oak.com/Content/File/Index/0b7ec451-33cb-4091-a8fc-2d31402aba4d?forceApprovalStatus=False&reviewComplete=False
E & D Policy Disclaimer	<p>This policy has been reviewed in line with the Equality Act 2010 which recognises the following categories of individual as Protected Characteristics: Age, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex (gender), Sexual orientation and Disability. We will continue to monitor this policy and to ensure that it has equal access and does not discriminate against anyone, especially any person/s listed under any protected characteristic.</p>

Progression guarantee policy for Level 3 full-time students progressing to higher education courses

Introduction

1. This policy sets out the eligibility for full-time students studying at Level 3 to fast-track their progression on to a higher education (HE) course. It applies to students studying at one of the following colleges which are part of The Bedford College Group: Bedford College, National College for Motorsport, Shuttleworth College and Tresham College.
2. It is the policy of The Bedford College Group to ensure everyone in its community can develop their education and skills to the highest level.

Progression policy

3. If a student successfully completes a full-time programme of study at Level 3 they will be guaranteed a place on the course for that subject at higher education level (Level 4), subject to the conditions set out below:
 - completed and achieved the main qualification element
 - attended all exams required for their programme of study including functional skills and GCSEs
 - achieved a minimum Level 2 GCSE in English and maths equivalent to A*-C Grades (evidence of Level 3 maths achievement is required for Engineering)
 - submitted all their coursework on time
 - met the College's standards in relation to performance, attendance and behaviour.
4. Where students achieve a Pass grade on their Level 3 course, they will be required to successfully complete a Pre-HE Study Skills on-line programme before the end of July.
5. All fast-track conditional progression offers will be signed off by Course Managers / Course Leads.
6. Any student refused progression for any reasons other than those listed in point 3 above will need to be approved by a panel which must consist of the Director responsible for the area and a Vice Principal.

Sue Blackman
Director of Higher Education

Appendix 1: Procedure for progressing Level 3 full-time students to HE courses

1. Progression meetings

Progression should be discussed with students in tutorials in the Autumn term as set out in the Progression Planner Checklist.

2. Progression from Level 3 programmes to Level 4 (HE)

The conditions for students progressing to a higher level programme should be managed in accordance with the Group's HE Progression guarantee policy.

HE Course Managers / Course Leads should complete the Fast-Track to HE Progression Form (FTHEP) and RPA form for students wishing to progress, or refer them to the Student Recruitment / Customer Service Team who can assist the student to complete these forms.

The FTHEP form must be signed off by the Course Manager / Course Lead of the 'receiving' course, or as otherwise agreed within the programme area. The forms should then be returned to the Student Recruitment / Customer Service Team. ***The deadline for returning these forms to Student Recruitment / Customer Service is the 31st March.***

Please note: Application through the FTHEP form is a conditional offer and as such cannot be processed until the awarding body confirms that the student has achieved their Level 3 qualification in the year of application. This does not, however, affect the early application of a Student Loan through Student Finance England.

Students who wish to apply to institutions outside of The Bedford College Group, must apply through UCAS in accordance with published deadlines.

The forms will be entered onto Radius by Student Recruitment / Customer Service. Following this, Student Recruitment / Customer Service will send out an offer letter to each student, which will confirm any set conditions. The Course Manager / Course Lead is responsible for checking that any conditions attached to the offer have been met before enrolling the student. In August, Student Recruitment / Customer Service will confirm with the Course Manager / Course Lead that the conditions have been met for each student and send out a letter confirming this, along with enrolment and induction details.

3. Monitoring and reporting

Student Recruitment / Customer Service will run a report from Radius to show the progression outcome of each student. This report will be reviewed at the Directors' Meeting in April.