

Policy Name	Further Education Student Progression (Full-Time) Policy
Directorate	Sales & Marketing
Created by (Job Title)	Director of Sales & Marketing
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E & D Policy Disclaimer	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.

Progression guarantee policy for full-time students on FE programmes

Introduction

1. This policy sets out the eligibility for further education full-time students to fast-track their progression on to a higher level programme (up to and including Level 3). 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 one level they will be guaranteed a place on the programme for that subject at the next level or on any programme in a different subject run by the Group at the next level, 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
 - submitted all their coursework on time
 - met the College's standards in relation to performance, attendance and behaviour.
4. All fast-track conditional progression offers will be signed off by Course Managers / Course Leads who will check results prior to enrolment.
5. Any student refused progression for any reasons other than those listed in section 3 above will need to be approved by a panel, which must consist of the Director responsible for the area and a Vice Principal.

Conditions for progressing to another subject

6. In general we aim to guarantee progression on to any programme at the next level. However, in some cases this is not possible without some additional qualifications or skills, for example:
 - Some occupational skills programmes at Level 3, such as Hairdressing, Hospitality, and Motor Vehicle, require students to have Level 2 skills in that occupation. Should a student wish to transfer to such programmes we will seek to fast-track them through the Level 2 qualification with a guaranteed Level 3 place at the end (subject to meeting the requirements noted above).

- Some Level 2 and Level 3 programmes in technical areas, such as Engineering, require a higher level of maths or English skills than a student may have acquired in their previous programme. That will not be the case if they are progressing in the same subject area (we design programmes to aid progression), but in other cases they may need to achieve additional maths, English or science qualifications first, or show that they already have them.

Sarah Baxter
Director of Sales & Marketing

Appendix 1: Procedure for progressing full-time students (FE)

1. Progression meetings

Progression should be discussed with students in tutorials in the Spring term, in line with the tutorial policy and progression guarantee.

2. Continuing on to the second year of a Level 2 programme

CIS will send a spreadsheet of Level 1 students to Course Managers / Course Leads in February. Course Managers / Course Leads will need to indicate on this any students that will not be returning the following year, the reason why, and, where students can progress to more than one pathway, which pathway they have chosen. ***The deadline for returning the spreadsheet to Student Data is 31st March.***

All students progressing will then be automatically rolled over, on EBS, to the next year of their programme in April by Student Data.

Students will receive a letter from Student Recruitment / Customer Service in May congratulating them on progressing to the next year of their programme and advising them of what they need to do next.

Students will not be required to come in to the College to re-enrol. Student Data will organise for the learner agreement to be signed with Course Managers / Course Leads before the end of the summer term.

3. Progression from Level 2 programmes

In February, Student Recruitment / Customer Service will send Course Managers / Course Leads the fast-track progression forms to complete. This form is a combination of an application form and the guidance interview checklist used when interviewing new students. ***A form must be completed for each student to:***

- confirm whether the student wishes to progress to the next level (if they do not wish to progress a reason must be given)
- briefly record the discussion and information given
- confirm any conditions attached to the offer, including qualifications/grades still to be achieved
- confirm that the student has been given the appropriate guidance
- be dated and signed by both the Course Manager / Course Lead and the student.

Programme areas should agree how they wish the form to be completed. This may include:

- a meeting between the student and Course Manager / Course Lead, or
- in a meeting between the student, Course Manager / Course Lead and Personal Tutor, or
- by the Personal Tutor in an individual tutorial (following discussion and approval with the course team that the student is able to progress).

Progression forms must be signed off by the Course Manager / Course Lead. Normally this would be the Course Manager / Course Lead of the 'receiving' course, or as otherwise agreed within the programme area.

The form is a three-part document: The white copy is given to the student, the yellow copy retained by the Course Manager / Course Lead, and the pink copy passed to Student Recruitment / Customer Service. ***The deadline for returning these forms to Student Recruitment is 31st March.***

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 conditions set. The Course Manager / Course Lead is responsible for checking that any conditions attached to the offer have been met before re-enrolling the student. Students will not be required to come in to the College to re-enrol. Student Data will organise for the learner agreement to be signed with Course Managers / Course Leads before the end of the summer term.

In July, Student Recruitment / Customer Service will send out a letter confirming induction details.

4. Continuing on to the second year of a Level 3 programme

CIS will send a spreadsheet of first year students to Course Managers / Course Leads in February. Course Managers / Course Leads will need to indicate on this any students that will not be continuing on to the second year, including the reason why. ***The deadline for returning the spreadsheet to Student Data is 31st March.***

Any conditions for continuing on to the second year should be managed within the programme area, along with communication to confirm when to return etc.

5. Progression to a programme in a different subject area

For students wishing to progress on to a programme in a different subject area, a fast-track progression form should be completed by the Course Manager / Course Lead and passed to Student Recruitment / Customer Service, who will then organise an interview with the 'receiving' programme area (see point 3 above).

6. Progression from Advance to FE programme

For students progressing from the Advance to FE programme, the process detailed in point 3 above should be followed, with a fast-track progression form completed by the Course Manager / Course Lead for each student and passed to Student Recruitment / Customer Service, who will then organise an interview with the 'receiving' programme area.

7. Monitoring and reporting

Student Data (Level 2 first year students and Level 3 first year students) and Student Recruitment / Customer Service (Advance to FE and Level 2 final year students) will run a report from EBS to show the progression outcome of each student. This report will be reviewed at the Directors' Meeting in April.