

Full time student progression to Higher Skills Policy

Version	1
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Date created/updated	16.10.24
Link to Higher Skills Strategic Plan	<p>Strategic Objectives to 2027</p> <ul style="list-style-type: none"> a. Introduce 12 new HTQ courses by the start of the 2026 / 2027 Academic Year. b. Have 450 students studying HTQs by the end of the 2027 Academic Year c. Initially new HTQ starts will comprise a 50/50 mix of new entrants and progressing students. This will be a 50/50 progressing / new entrant ratio by the end of the strategy d. Over time reduce 'traditional' HE from 562 HE students to 400. This will be predominantly progressing students e. Grow from 178 Access to HE students to 350 by the end of the 2026/2027 Academic Year f. Grow from 44 Higher And Degree Apprenticeship (HADA) enrolments to at least 300 by the end of the 2026/2027 Academic Year g. Grow from 153 enrolments on professional Qualifications to 300 by the end of the 2026/2027 Academic Year h. We will introduce 3 new HADAs each year

	i. We will ensure that by 2026 we are making an offer as part of the Lifelong Learning Entitlement ensuring each curriculum takes advantage of modular opportunities
Date of approval	
Date of next review	10.04.2025
Publication	[Website / Staff Intranet]

1. INTRODUCTION

The Bedford College Group intent is to progress learners by supporting them to make informed choices to achieve their intended destination, enhance their personal and professional development during their time with the College, and their opportunities for the future.

2. DEFINITION AND SCOPE

The Progression policy sets out the eligibility for further education full-time learners to fast-track their progression on to the next level of their chosen programme at level 4,5 or 6. It applies to all learners studying at one of the following colleges which are part of The Bedford College Group (TBCG): Bedford College, The Bedford Sixth Form, National College for Motorsport, Shuttleworth College, Tresham College, CBC and the Corby Sixth Form.

3. AIMS

- To increase the progression of every learner in the Group to improve their chances of success in employment or study at a Higher Level (4+).
- Learners will have the opportunity to a breadth of courses, at all levels, to meet their prior learning.

4. CONTEXT

We aim to guarantee progression from our level 3, level 4 and level 5 programmes of study onto the next level of study where available within the college and subject to completion of the prior level of learning.

If a student successfully completes their full-time programme of study at Level 3, they will be guaranteed a place on the course for that subject at higher skills level (Level 4), subject to the conditions set out below:

The student must meet the following conditions;

- *Achieved all aspects of their level 3 programme*
- *Have demonstrated during level 3 good attendance*
- *Achieved either their Maths and English GCSE at Grade 4 or above, or Functional Skill Maths and English Level 2.*
- *The student must have a successful interview (or a Portfolio Review if appropriate).*
- *All fast-track conditional progression offers from FS Course Lead should be discussed and signed off by the HS Course Lead.*

For progression across subject disciplines for example from a L3 digital course to a L4 engineering course progression may not be guaranteed as pre-requisite learning may not have taken place for the individual to be able to achieve the qualification at that next level. In these instances a formal discussion and mapping of prior knowledge will take place by the receiving curriculum team.

For progression to our higher skills courses all learners are expected to meet the UCAS tariff points, where relevant, for that level of study in the appropriate discipline. All learners who achieve a level 4 qualification will have the opportunity to automatically progress to a level 5 qualification or from level 5 to level 6 (where a programme is available at the College).

Any student who is refused progression for any reasons other than those listed in point 3 above will need to be approved by a panel that must consist of an independent Head of Department and a Vice Principal.

4. FAST TRACK PROGRESSION

All students who are eligible to progression as per the terms above will be subject to a fast-track application process

Learners will not need to apply through UCAS or through the college application process

Heads of department will be responsible for providing the names of progressing learners to the admissions team

The admissions team will then follow the offer process as detailed in the Higher Education Admissions Policy section 10

5. RESPONSIBILITIES

Heads of Curriculum departments are responsible to implementing and adhering to this policy.

Vice Principals are responsible for overseeing and ensuring that all learners who are eligible to progress have been given that opportunity and where not there is a clear rationale from the head of department.

The Group Director of Higher Skills is responsible for communicating the principles of the policy to the curriculum teams.

The Executive Director of Marketing is responsible for the implementation of this strategy in respect to marketing and admissions

6. MONITORING AND EVALUATION

The Head of Enquiries and Admissions will produce a report showing the Level 3 progression to Higher Skills data.

7. LINK TO OTHER STRATEGIES AND POLICIES

TBCG Strategic plan
Higher Education Admissions Policy
Talk don't Walk Policy
Access and Participation Plan

Equality and Diversity

The Bedford College Group is committed to the promotion and development of equality and diversity. We aim to provide a working and learning environment which values individuals equally regardless of age, disability, ethnic origin, gender, sexual orientation, marital status, religious belief or trade union membership.

This strategic approach will be implemented in accordance with our Equality and Diversity Policy and Single Equality Scheme, and the Study Programme provision will not be influenced by the learner's background or situation.

Appendix 1

Process

<p>Higher Skills Progression Events delivered on each site by all teams to Level 3 second year students Teacher Education courses will have separate events Responsibility: HS Course Leads/ Marketing/ Central HS Team Deadline: Before Oct/Nov 24</p>
<p>HS presence at College Open Days: Presentation on HS courses from Central HS Team, followed by a talk/ tour/ Q+A by curriculum teams. This is intended to support and inform both students and their parents/ guardians. Responsibility: Head of HS and HS Course Leads Deadline: Autumn AND Open Days</p>
<p>1:1 Interviews for each student (where required) by end January Responsibility: HS Course Leads Deadline: End of January 25</p>
<p>FE Course Leads should complete the Fast-Track to HS spreadsheet with students wanting to progress. Responsibility: FE Course Lead Deadline: By UCAS Equal Consideration Date 29.1.25</p>
<p>HS Admissions Team should then share with the HS Course Leads the names of students wanting to progress. Responsibility: HS Admissions Team Deadline: End January</p>
<p>The Admissions Team will send the progression offer letter, HS contract and Student Finance helpsheet to each student Responsibility: HS Admissions Team Deadline: February half term</p>
<p>In March & July the Admissions Team will run a report of students who have accepted offers. The HS Course Lead will contact the students to offer further guidance and confirm students still intending to accept their place. Students encouraged to apply to Student Finance England for loans (or set in place alternative funding). HS Coordinator to check HEP Bursaries Portal to check loan applications and status Responsibility: HS Admissions Team/HS Course Leads Deadline: End of Spring Term (March) + Summer Term (July)</p>
<p>HS content at Open Days: Presentation on HS courses from Central HS team, followed by a talk/ tour/ Q+A by curriculum teams. This is intended to support both students and their parents/ guardians. Responsibility: Head of HS and HS Course Leads Deadline: March Open Day</p>
<p>Student Finance Workshops Guidance on applying for Student Finance for each department area. Timed to enable student loan applications after April Responsibility: Delivered by HS Team Deadline: Window in March-April</p>
<p>Student Finance Drop-ins Weekly MS Teams/in-person Drop-ins to offer support for completing student finance applications Responsibility: Central HS Team Deadline: Window from April to end of Summer Term</p>
<p>In August the Exams Team will provide Admissions a list of student outcomes for L3 Admissions Team will confirm that students have met their offer and can be progressed. Bedford College Group HS Enrolment Form shared with students to complete Responsibility: Exams and Achievement Deadline: A level results day in August</p>
<p>Student Loan Chase Using Admissions & HEP Bursary Portal data, contact students to chase loan applications for those with partial/ not started loans Responsibility: Registry first then Finance Deadline: TBC June-August window. (No contact during UCAS Embargo middle of August)</p>
<p>Partner University Enrolment HS team upload/ share data with partner universities and complete process by enrolment deadlines Responsibility: Central HS Team Deadline: 29 October UoN UoB TBC</p>