

Learner Internal Progression Policy

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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.

LEARNER INTERNAL PROGRESSION POLICY

1. PRINCIPLES

- 1.1 The Bedford College Group (TBCG) is committed to creating an environment that enables learners to move confidently to the next level of study within the Group. Progression is a vital part of a learner's journey. It ensures continual development of knowledge, skills and confidence, helping learners achieve their long-term goals. By supporting progression, TBCG aims to improve the life chances of our learners by opening doors to higher education, skilled employment and personal growth. Every step forward equips learners with stronger qualifications, better opportunities and the ability to thrive in an ever-changing world.
- 1.2 This policy sets out the eligibility for learners to progress on to the next level of their chosen programme, ensuring high standards and positive outcomes for learners by giving them clear information, guidance and expectations as they move through their education with us.
- 1.3 It has been designed to ensure fair and consistent decisions about learner progression.

2. SCOPE

- 2.1 This policy applies to all learners studying a full-time programme or part-time course where progression routes are available.
- 2.2 This policy applies to all of TBCG's colleges including, but not limited to, Bedford College, Central Bedfordshire College, National College for Motorsport, Shuttleworth College, The Bedford Sixth Form, The Corby Sixth Form and Tresham College.
- 2.3 Learners who wish to progress to an apprenticeship should contact the apprenticeship recruitment team direct at apprenticeships@bedford.ac.uk for support or speak to their teacher. Apprentices already on an apprenticeship programme should speak to their Training Co-ordinator.
- 2.4 This policy is drawn up in line with TBCG's values of valuing teamwork, improving continuously, student centred, inclusive, open and caring, and nurturing educational excellence.

3. DEFINITION

- 3.1 The term 'internal progression' is defined as a learner moving from one programme, course or level of study to the next within TBCG, rather than leaving to study elsewhere. For example:
 - A learner completing a Level 1 programme progressing internally to a Level 2 programme at a college within the Group

- A learner finishing a Level 3 programme moving on to a higher skills course offered at a college within the Group, such as a Higher Technical Qualification.

4. POLICY STATEMENT

- 4.1 TBCG has an inclusive culture and will ensure that all learners have the opportunity to develop their education and skills to the highest level.
- 4.2 To support learners with their progression choices, TBCG will provide a wide range of support and guidance through the Group's Careers Programme.
- 4.3 If a learner successfully completes their programme or course at one level, we aim to fast-track progression on to the next level programme or course in the same programme area subject to the conditions set out below:
- a) For learners on full-time programmes up to and including Level 3:
 - Meet the entry requirements for the programme or course they are progressing on to; AND
 - Actively engage in Progression Week, which will include an information, advice and guidance (IAG) meeting with their teacher to demonstrate readiness for their next step.
 - b) For learners on part-time courses:
 - Meet the entry requirements for the course they are progressing on to; AND
 - Attend an IAG meeting with their teacher to demonstrate readiness for their next steps.
- 4.4 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 6 where a suitable course is available at the Group.
- 4.5 If a learner wishes to transfer to another programme area, they will also be required to attend an IAG meeting with the course lead of the receiving programme or course. This will be organised by the Group's Admissions Team.
- 4.6 There are some circumstances where it may be more suitable for a learner to progress to a programme or course at the same level within the Group, for example where they do not meet the conditions to progress on to the next level programme and would benefit from developing their skills further in a related career pathway. Where this is the case, the teacher will discuss this option at their IAG meeting.

5. APPEALS

- 5.1 Learners have the right to appeal a progression decision if they believe it was made unfairly or without due consideration of relevant evidence.

- 5.2 To appeal a progression decision, learners should appeal in writing within 30 days to the Vice Principal of the College, who will investigate and provide an outcome of the decision in writing.
- 5.3 If a learner is still not satisfied with the outcome and feels that it is unfair, the learner can appeal through [TBCG's Complaints, Suggestions and Compliments Policy](#).

6. ROLES AND RESPONSIBILITIES

- 6.1 The Executive lead for internal learner progressions is the Executive Director of Strategy & External Affairs.
- 6.2 The Group Director of Marketing & Student Recruitment is accountable for setting and overseeing the implementation of this policy.
- 6.3 The Group Director of Student Experience is responsible for overseeing the Group's careers programme which specifically covers next steps.
- 6.4 The Group Head of Customer Contact & Admissions is responsible for setting the process for internal learner progressions and ensuring it is implemented.
- 6.5 Principals, Vice Principals, Heads of Schools and Programme Managers are responsible for familiarising themselves with the policy and associated processes and ensuring these are implemented fairly and consistently across their departments and teams.

7. LINK TO OTHER POLICIES AND STRATEGIES

- 7.1 This policy links to the following strategies and policies:
- Careers Programme
 - Complaints, Suggestions and Compliments Handling Policy & Procedure
 - Student Experience & Inclusion Strategy (Belong, Thrive, Grow)
 - Student Positive Engagement & Behaviours Policy (including Disciplinary Process)
 - Student Recruitment Strategy.

8. APPENDICES

- 8.1 Appendix 1: Learner Internal Progression Process – A Guide for Staff
- 8.2 Appendix 2: Learner Internal Progression Process – A Guide for Learners