

APPENDIX 2 – LEARNER INTERNAL PROGRESSION POLICY PROCESS – A GUIDE FOR LEARNERS

1. Full-Time Learners (up to Level 3)

1.1. You will take part in Progression Weeks during March. During this time, you will:

- Meet with your tutor to discuss your next steps
- Talk about your progress, attendance, behaviour, and goals
- Say whether you want to:
 - Progress in the same subject
 - Transfer to a different course
 - Leave the Group and get careers advice instead

If you want to transfer to another course, you will need an interview with the new area before an offer is made.

1.2. After your meeting tutors will review the notes from your meeting and submit to the Advice & Admissions Team the decision that has been discussed with you (to progress, not progress of to transfer to another course).

1.3. If progressing, you will receive a conditional offer by email by the end of the Easter half-term. You must accept your offer within two weeks, by following the link provided in your email.

After you have accepted your offer, you will be automatically enrolled. Your course tutor will then ensure that you receive your induction details, kit lists and timetable before you leave for the summer break.

If you decline your offer, then we will ask for the reason why, and update your application accordingly, allowing your tutor to be alerted.

1.4. If you are not progressing, then you will receive contact from our Careers & Advice Team for careers advice and guidance to explore other options.

1.5. If you are transferring, you will receive an invitation for an interview with the new programme area for after Easter half-term.

1.6. If you are progressing to a Level 3 course and are aged 19 or over, the Finance Team will contact you about funding.

1.7. If your results mean you no longer meet the entry requirements for your intended next level of study, your course tutor will contact you to discuss the options available and provide personalised guidance. Please be assured that we will work with you to help identify a suitable and positive way forward.

- 1.8. If you choose to withdraw after your enrolment has been completed, you will need to contact your tutor directly so they can request the withdrawal.
- 1.9. All learners who are progressing to the next stage of their programme are expected to attend their scheduled induction at the start of term in September. Your induction timetable was provided to you before the summer break.

Please ensure you refer to this timetable and attend all sessions as outlined. These sessions are an important part of starting your new programme, helping you settle in, meet your tutors, and receive essential information for the year ahead.

2. Part-Time Learners

- During your course, you will be invited to an individual meeting with your tutor to discuss your readiness for the next course and your options.
- 2.2. After your meeting, tutors will review the notes from your meeting and submit to the Advice & Admissions Team the decision that has been discussed with you (whether to progress or not to progress).
 - 2.3. If progressing, you will receive an offer by email providing details on your course and how to enrol with the Customer Contact & Admissions Team.
 - 2.4. Following enrolment, you will receive an email to confirm your enrolment and signpost you to all the information you may need – this will include kit lists, uniform, membership fees and book fees.

3. Higher Skills Learners (Levels 4 - 6)

- 3.1. Your progression meeting will take place from December to January. During this meeting with your tutor, you'll discuss:
 - Your ambitions
 - Your progress
 - Whether you want to progress, transfer, or consider alternatives
- 3.2. After your meeting, tutors will review the notes from your meeting and submit to the Advice & Admissions Team the decision that has been discussed with you (to progress, not progress or to transfer to another course). If you are transferring, you will soon then receive an invitation for an interview with the new programme area.
- 3.3. If progressing, you will receive a conditional offer by email, including your terms and conditions. You must accept your offer within two weeks, using the link provided in your email.

If you decline your offer, then we will ask for the reason why, and update your application accordingly, allowing your tutor to be alerted.

3.4. We will then write to you regarding your enrolment details, requesting documentation we require, and a save the date for your in-person enrolment event.

4. **Sixth Form Students (The Bedford Sixth Form & The Corby Sixth Form)**

4.1. You won't usually take part in the internal progression process, as most learners move onto university.

But you **must** follow the progression process if you want to join a Higher Skills or Higher Education course within the Group. If this is the case, then your tutor will let the Advice & Admissions Team know that you wish to move to another area and the team will arrange an interview and email the details over to you directly – you do not need to submit an application online.