

<b>Policy Name</b>	Full-Time Student Progression to Higher Education Policy
<b>Directorate</b>	Higher Education
<b>Created by (Job Title)</b>	Director of Higher Education
<b>Date Reviewed</b>	February 2021
<b>Date of Next Review</b>	August 2021
<b>Pathway</b>	<a href="https://college.oak.com/Content/File/Index/0b7ec451-33cb-4091-a8fc-2d31402aba4d?forceApprovalStatus=False&amp;reviewComplete=False">https://college.oak.com/Content/File/Index/0b7ec451-33cb-4091-a8fc-2d31402aba4d?forceApprovalStatus=False&amp;reviewComplete=False</a>
<b>E &amp; D Policy Disclaimer</b>	<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 all students studying at the Bedford College Group.
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 and enables participation in Higher Education.

### **Progression policy**

3. If a student completes and achieves their full-time programme of study at Level 3 (2 years) they will be guaranteed a place on the course for that subject at higher education level (Level 4).
  - To utilise the guarantee, the student must be progressing in the same subject area as their Level 3 qualification.
  - A student must meet the entry requirements of the course which includes Maths and English (**where applicable**).
4. All fast-track conditional progression offers will be signed off by Course Managers / Course Leads.
5. 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.

## **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 spreadsheet and the student will complete an online RPA form from a link in the offer letter, or refer them to the Student Recruitment / Customer Service Team who can assist the student to complete these forms.

The spreadsheet must be signed off by the Course Manager / Course Lead of the 'receiving' course, or as otherwise agreed within the programme area. The spreadsheet should then be returned to the HE Admissions and Conversion Administrator Team. ***The deadline for returning these forms to HE Admissions and Conversion Administrator is the 18<sup>TH</sup> January 2021.***

Please note: Application through the spreadsheet 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 applications will be entered onto Radius by HE Admissions and Conversion Administrator. Following this, HE Admissions and Conversion Administrator 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 June, before the end of term, the HE Admissions and Conversion Administrator will ask the Course Managers/Course Leads to update the spreadsheet to confirm all the conditions, other than the main qualification element, have been met. The enrolment letters will be sent out to these students before the end of July. Once Exams have confirmed the main qualification element has been achieved the HE Admissions and Conversion Administrator will send a communication to the student confirming their place is now unconditional. The Course Manager / Course Lead is responsible for checking that any conditions attached to the offer have been met before enrolling the student

### **3. Monitoring and reporting**

The CRM Administrator or HE Admissions and Conversion Administrator 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.

## Full-Time Student Progression to Higher Education Process 2020 - 2021

