

<b>Policy Name</b>	Further Education Student Progression (Full-Time) Policy
<b>Directorate</b>	Young People 16-18 Study Programmes
<b>Created by (Job Title)</b>	Director of Young People
<b>Date Reviewed</b>	March 2022
<b>Date of Next Review</b>	February 2023
<b>Pathway</b>	<a href="https://college.oak.com/Content/File/Index/7be0c81e-361a-46e6-8c83-a9fbbe03371b?forceApprovalStatus=False&amp;reviewComplete=False">https://college.oak.com/Content/File/Index/7be0c81e-361a-46e6-8c83-a9fbbe03371b?forceApprovalStatus=False&amp;reviewComplete=False</a>
<b>E &amp; D Policy Disclaimer</b>	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, The Bedford Sixth Form, 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
  - made every attempt to attend all exams required for their programme of study including functional skills and GCSEs
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.

- For progression to A Level students must meet the minimum requirements for the particular subjects that they wish to study. For progression to T Level courses, students must achieve a grade 4 or above in the appropriate subjects, and the minimum number of subjects, as required for the chosen qualification(s).

## Returning Learners

7. Returning learners are those moving from the first to the second year of either a two year Level 2 or a two year Level 3 programme. These students will be automatically enrolled onto the second year of the programme and learners choosing not to return will be withdrawn following the appropriate process in Pro Solution, to be set out in further detail in the Enrolment Process and below.

### Process

First year learners are enrolled to a 2-year 'header' programme. At the end of first year Registry will 'roll' them onto the second year of the programme.

**Students that withdraw prior to the end of the summer term will continue to be withdrawn by the curriculum team using the ProSolution Change request process.**

- If a year 1 learner has withdrawn, the HOD will process the withdrawal through ProSolution in line with the withdrawal process.
- If the learner completes year 1 but does not return for year 2, the learner will be rolled onto the second year ("2 of 2") and HODs will withdraw these learners as 'non-starters' using the withdrawal process.

Toby Clark  
Director of Young People

## 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. Upward Progression from Level 2 programmes

In March Admissions will send Course Managers / Course Leads links to their area's fast-track progression data. The data will show all active learners who are on our Full-Time Level 2 courses. **A decision must *be completed for each student to:***

- confirm whether the student wishes to progress to the next level identified
- if they are not progressing to the next level identified a reason must be specified as to why they do not wish to progress
- If the student wishes to progress onto another programme at the same or lower level a reason this must be recorded as change level. 'Side-ways' progression must be explained.
- If the student wishes to progress onto another Level 3 programme in a different curriculum area this must be recorded as change level and an interview will be arranged

Programme areas should agree how they wish the data to be completed and the course manager will then have to circulate the data to the relevant person if they are not completing it themselves. 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).

***The deadline for completing the FE Progression tracking report for Admissions is the end April***

Following this, Admissions 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.

In July, communications will be sent out confirming induction details.

### 3. Progression to a programme in a different subject area

For students wishing to progress on to a programme in a different subject area, this should be recorded by the Course Manager / Course Lead and Admissions, will then organise an interview with the 'receiving' programme area (see point 2 above).

**4 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 the spreadsheet being completed by the Course Manager / Course Lead for each student. Admissions will then organise an interview with the 'receiving' programme area.

**5. Monitoring and reporting**

The Head of Enquiries and Admissions will produce a report showing the Level 2 to Level 3 progression outcome of each student. This report will be reviewed by the Executive in May.