



FE Progression Policy and Procedure

1. Scope and Purpose

- 1.1. Loughborough College Group aims to create a suitable and appropriate environment for students already studying with us to progress to the next academic level, or an alternative course within the College Group, with a view to continual development and progression towards their chosen destination.
- 1.2. This policy is created to support staff in making fair and consistent decision regarding learner progression. This process ensures that all progression decision consider a range of relevant factors, including academic performance, attendance, behaviour, engagement, and overall suitability for the intended education programme.
- 1.3. This policy is designed to maintain high standards and support positive outcomes for learners, while providing them with appropriate guidance and clear expectation as they move through their education journey at the Loughborough College Group.
- 1.4. This policy and procedure applies to Loughborough College Group and its colleges. References to the Group or College refer to all parts of the group.

2. Policy Statement


- 2.1. Loughborough College Group has an inclusive culture and will ensure that all students have the opportunity to develop their education and skills to the highest level attainable for them.
- 2.2. The Colleges have strong links with their respective local authorities and comply with current SEND (Special Educational Needs and Disabilities) legislation to ensure best efforts are applied throughout a learner's journey.
- 2.3. Reasonable adjustments will be made at any stage of the progression process as appropriate to ensure equality of access for all. These reasonable adjustments may be necessary at various stages to include advertisement, information, invitation, interview, and enrolment.

3. Impact Assessments

- 3.1. This policy/procedure has undergone an impact assessment process during review to ensure that any foreseeable risks and implications have been appropriately considered.

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- 3.2. Equal Opportunities: The policy has been reviewed to uphold principles of equality and non-discrimination in accordance with equal opportunities legislation, ensuring fair treatment for all individuals.
- 3.3. Data Protection: All personal data processing activities governed by this policy have been assessed for risk and are fully compliant with current data protection laws. Privacy-by-design has been embedded as a core approach, with safeguards implemented to protect data subjects.
- 3.4. Safeguarding, Health & Safety, and Environmental Sustainability: Relevant aspects of safeguarding, health and safety, and environmental sustainability have been impact assessed to support a secure, inclusive, and responsible working and learning environments for all.

4. Progression (Next Steps) Procedure

4.1. Progression meetings

- 4.1.1. Careers and progression will be discussed with students in one to one and group tutorials within curriculum delivery, then followed up in the with a Next Steps/Progression review meeting, with all meeting notes uploaded on the student ILP.

4.2. Progression Reviews

- 4.2.1. At the start of the spring term, the Next Steps destination portal will be released to Curriculum staff teams to log students intended destination. All eligible course areas are included.
- 4.2.2. The tool will be updated to reflect their identified Next Steps/Progression destination. For eligible students choosing to continue studies with Loughborough College Group their records will be transferred through to the Student Recruitment department who will generate a Progression Application.


4.3. Apprenticeships

- 4.3.1. The College has both a dedicated Careers and Employability team and an Apprenticeship recruitment team. These teams will deliver outreach workshops and tutorials throughout the academic year to provide advice and guidance to students about the Apprenticeship recruitment process, how to apply and where to go to access additional support. Support will be available for students applying for apprenticeships that are advertised by Loughborough College Group, as well as other training providers.

4.4. Careers Support


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- 4.4.1. Throughout the academic year, should students identify concerns with their current study programme or that they wish to look at alternative career options, then the Careers & Employability team are available. Careers meetings can be requested through the ILP and will be held by specialist trained individuals.
 - 4.5. Progression confirmation:
 - 4.5.1. Once records have been updated by the Student Recruitment department, communication will be generated to students confirming their identified intended destination. For students choosing to continue their studies with Loughborough College Group a Progression offer will be sent to them confirming the conditional offer for their next course.
 - 4.6. Offer acceptance:
 - 4.6.1. Students wishing to secure their place offer will need to accept this within the set timescales. Students who do not accept their offer and subsequently wish to enrol may, where courses are oversubscribed, be added to waiting lists OR need to consider securing an alternative course option where spaces are available at that time.
 - 4.7. Enrolment and Induction
 - 4.7.1. At the end of the summer term, the Student Recruitment department will send out communication confirming the Enrolment process and providing any joining information.
 - 4.8. Actual Destinations
 - 4.8.1. Upon completion of studies with Loughborough College Group, and progression into either Further or Higher Education elsewhere, Apprenticeship study or Employment opportunities the College will actively follow up with ex-students. This will normally be in the form of surveys to confirm the eventual destination their students have taken.
 - 4.8.2. This information enables the College to track the efficiency of our processes and services, and ensure we are working to continually improve and enhance the journey of those who choose to study with us.
 - 4.9. Alumni
 - 4.9.1. Loughborough College Group are always keen to engage with our alumni students who have left the college. We are always eager to celebrate our students' achievements and promote success. Engagement with our alumni will

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allow our current cohort of students to understand the varied routes individuals have gone onto.

5. Progression Process

5.1. When a further education student successfully completes a programme of study, they may progress to the next level, subject to the following conditions:

- They have met the entry criteria for the programme of study;
- have attended all exams required for their programme of study, including Functional Skills and/or GCSE English and maths where required; and
- They have met the College's standards in relation to punctuality, attendance, and behaviour. Consideration will be given to any failure to meet these standards as recorded in the ILP.
- The course has capacity to accommodate the student.

5.2. If these conditions have not been met, progression may be allowed where there is evidence of sustained improvement following issues being identified earlier in the Academic Year, or where there are significant mitigating circumstances. The Head of Department for the relevant area may convene a panel to consider progression, consisting of the Head of Department and one independent Curriculum or Business Support Manager.

5.3. Once a decision is made, students will be informed of the decision via letter or email.

5.4. Students who are refused progression are offered the opportunity to meet with the Curriculum Manager for the relevant area. During the meeting, the Curriculum Manager will explain the reasons for the refusal and discuss potential alternative options available to the student.

5.5. If a learner believes the progression decision was unfair or without due consideration of relevant evidence, they have the right to appeal. Appeals can be submitted to appeals@loucoll.ac.uk within 10 working days of receiving the progression decision outcome.


6. Appeals Process

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

6.2. All appeals must be made by email to the Director of Governance & Legal Services, outlining the grounds for appeal (e.g. conduct or fairness of the progression procedure, disagreement over decision made) and sent to appeals@loucoll.ac.uk. The appeal must

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be made within 10 working days of receiving the progression decision outcome letter or email.

- 6.3. The Director of Governance & Legal Services or nominated representative will review the appeal submitted to ensure that it includes grounds of appeal. The Director of Governance & Legal Services may request further information from the person appealing. Where an appeal is submitted without valid grounds of appeal, the Director of Governance & Legal Services may dismiss the appeal without further review. In exceptional circumstances, the Director of Governance & Legal in consultation with the relevant College Principal can uphold the appeal without further review. In all other cases where a valid appeal has been submitted and acknowledged, an internal appeal meeting will be set up.
- 6.4. The relevant Principal and a Wider Management Team member will undertake a desk-based review within 10 working days of receipt of the appeal. There is no opportunity for the learner or their parent/carer to attend the desk-based review; however, the panel may contact them if further information or clarification is required. An outcome letter will be sent within 5 working days. The letter will normally be sent by email to the student's personal account and to the parent/carer for learners under the age of 18. Requests can be made for the letter in other formats.
- 6.5. Following a desk-based review, the appeal can be upheld or dismissed. If upheld, the learner may be permitted to progress to their chosen programme, or alternative suitable options may be explored in discussion with the learner and or their parent/carer. Progression decisions remain at the discretion of the College.
- 6.6. The decision of the appeal panel is final and concludes the College's internal progression appeal process. No further right of appeal will be granted.

7. Location and Access

- 7.1. This document can be found here:
- The Loughborough College Group's Website
 - The Loughborough College Group's SharePoint

8. Linked Policies and Procedures

- 8.1. You may wish to view the following policies:
- Equality and Diversity Policy
 - Learner Recruitment Policy and Procedure
 - Careers Policy

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9. Change Log

Date	Version	Details of Change	Reviewer	Reviewer Title

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