

Loughborough College

Further Education Progression Policy and Procedure

1. Scope and Purpose

The College aims to create a suitable and appropriate environment for students already studying within the College to progress to the next academic level, or an alternative course within the College, with a view to continual development and progression towards their chosen destination.

2. Policy Statement

Loughborough College has an inclusive culture and will ensure that everyone in our student community has the opportunity to develop their education and skills to the highest level attainable for them.

The college has strong links with local authorities and complies with current SEND (Special Educational Needs and Disabilities) legislation to ensure best endeavours are applied throughout a learner's journey.

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. Progression Process

When a further education student successfully completes a programme of study at one level then they will be guaranteed a place on the programme for that subject at the next level if available, or on any programme in a different subject area that is offered by the College at the next level, subject to the conditions set out below;

- Completed and achieved the main qualification element of their current programme
- Attended all exams required for their programme of study including functional skills and/or GCSE English/maths where required
- Submitted all of their coursework and assignments
- Met the College's standards in relation to performance, attendance and behaviour.

Any student refused progression for any reasons other than those listed above will need to be approved by a panel, which will consist of the Curriculum Manager for the area and two Business Support Managers.

If you wish to appeal a progression decision, please refer to the college's appeals policy. Appeals can be submitted to appeals@loucoll.ac.uk

Conditions for progressing to another programme area

In general, the College will aim to offer progression on to any programme area at the next suitable level. However, in some cases this is not possible without some additional qualifications or skills, for example;

- Some vocational skills programmes at Level 3, such as Hairdressing, Hospitality and Motor Vehicle, require students to have Level 2 skills in that occupation beforehand. Should a student wish to

transfer to such programmes then the incoming curriculum team may look at options to offer a fast-track Level 2 qualification with the option to advance onto a Level 3 qualification at the end (subject to meeting the requirements noted above).

- Some Level 2 and Level 3 programmes in technical areas, such as Engineering and Sports Science, 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 within the same subject area (as programmes are designed to aid progression to the next level), however in some cases they may need to achieve additional maths, English or science qualifications first, or be able to evidence that they already have them.

4. Progression (Next Steps) Procedure

Progression meetings

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.

Progression Reviews

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.

The tool will be updated to reflect their identified Next Steps/Progression destination. For eligible students choosing to continue studies with Loughborough College their records will be transferred through to the Student Recruitment department who will generate a Progression Application.

Apprenticeships

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, as well as other training providers.

Careers Support

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.

Progression confirmation

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 a Progression certificate will be sent to them confirming the conditional offer for their next course.

Enrolment and Induction

In summer term, the Student Recruitment department will send out communication confirming the Enrolment process and providing any joining information.

Actual Destinations

Upon completion of studies with Loughborough College, 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.

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.

Alumni

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

5. Location and Access to the Policy and Procedure

SharePoint

College Website

6. Persons Responsible for the Policy and Procedure

Vice Principal - Curriculum and Quality

7. Linked Policies and Procedures

Equality and Diversity

Learner Recruitment Policy and Procedure

Learner Disciplinary Policy and Procedure

Careers Policy

Fees Policy

Appeals Policy

8. Change Log

Date	Version	Details of change	Review / Revision by	
			Name	Title