

Course Place Review Guidance

First and foremost, we aim to educate and support students to meet college expectations through timely use of intervention to tackle the cause of any concerns. Staff will intervene to support improvements in attendance, punctuality, studentship, behaviour and/or engagement. Reasonable adjustments may be agreed to help a student get back on track after a justifiable absence or a temporary period of difficulty.

When a course or college place becomes unsustainable

There are occasions when, despite the efforts of a student and/or the best endeavours of staff, either part or the whole of a student's programme of study may become unsustainable. In such circumstances, we will work with the student to discuss what further reasonable adjustments, if any, can be made. Decisions about what constitutes a 'reasonable adjustment' will ultimately be determined by the learning support team at the college.

The impact of any adjustments implemented will be reviewed within a suitable timeframe, and a decision will be taken on whether the adjustment is working for all parties, is reasonable, and if continued study on the course or at the college is therefore sustainable. If required, the review process will progress through 3 stages:

Stage 1: Informal discussion with tutor and learning support advisor. If needed refer to next stage.

Stage 2: Meeting with learning support advisor and intervention advisor. If needed refer to next stage.

Stage 3: Meeting with Adult Education Manager along with any other relevant member of the college staff.

If the adjustment is unsustainable, the college reserves the right to remove the adjustments, or to withdraw the student from a course or the college.

In making a decision about the sustainability of continued study on a course, we will primarily consider four key factors: Attendance, Engagement, Behaviours and Risk. College staff will always be guided by, but not determined in their judgement, by all other relevant parties' advice. Where students require specialist help, the college will offer what extra support it can. The support offered will necessarily be bounded by the college's resource limitations and not necessarily by the specific needs required for an individual student's success.

Attendance & Engagement: A course or programme of study is no longer deemed sustainable when a student has missed a large proportion of the GLH, to the point that:

- the workload required for a student to catch up is deemed unreasonable/impossible
- the volume of content missed is hindering progression in that subject
- the level of coursework missed makes the qualification unachievable
- a student has not completed non-examined assessment (NEA) and/or not submitted coursework to deadline

- the student has not shown sufficient evidence of active engagement on the course to enable government funding to be claimed
- the level of support required to enable the student to achieve would be unreasonable and/or to the detriment of other students' learning and progress

Behaviours & Risk: A student's place at college could be considered unsustainable if a student exhibits behaviour (either on or off-site) which:

- requires a level of support that is deemed unmanageable through our current staffing and/or or within our current staffing expertise
- is contrary to our Health and Safety policy and causes a risk of harm to themselves or others
- presents a level of risk to themselves or others that is judged to be unmanageable through current staffing and/or within our current staffing expertise
- constitutes gross misconduct or breaks the Student Code of Conduct