

Level 1 Progression into 2020/21 - Student Guidance

Progression Criteria

Successful progression onto a Level 2 study programme at HNC is conditional upon you meeting the following criteria:

- You have good attendance – we expect at least 95% for each subject you study and 95% overall. If you have 90-95% attendance, explained individual circumstances of genuine absence will be taken into account (for example, you will have provided us with a doctor's note to authorise your absence)
- You are punctual to all lessons
- You have the right attitude to learning – no concerns raised by your teachers or progress tutors regarding your effort and attitude to learning within and outside your lessons or tutorials
- Your behaviour is good and your Cedar BfL (Behaviour for Learning) record is positive
- All BTEC work is completed and submitted to deadlines communicated to you by your department
- If you are re-sitting Level 1 or Level 2 English, you must pass this qualification as this forms part of our entry criteria for a Level 2 study programme
- If you are re-sitting GCSE Maths; you must show an improvement on your previous grade
- You have achieved a pass grade in your BTEC Level 1 Vocational Studies as this forms part of our entry criteria for a Level 2 study programme

Progression preparation process

In November, you had the opportunity to attend a Progression Conference where you were able to speak with departmental representatives from each of the areas where we offer a Level 2 BTEC programme. Your Progress Tutor, the careers team and the senior admissions team were also available for expert guidance and advice. The Level 2 BTEC courses on offer for 2020 entry are; Art and Design, Business, Childcare, Health and Social Care, IT, Science and Sport.

In early January, your Progress Tutor will provide you with an application form which you should complete. The deadline for submitting your application form to your progress tutor is **Thursday 16th January 2020**. During this application period your progress tutor will discuss your progression options with you and will note on Cedar your suitability for progression. This process has been designed to support your progression into the next year and beyond. Your progress reports, attendance/punctuality and BfL (Behaviour for Learning) record will be discussed with you. In relation to your subject choice, we will also consider your future career aspirations.

Progression interview

You and your parents will be invited to a formal admissions interview evening on **Wednesday 22nd January 2020** where your application, progress and aspirations will be discussed. If there are minor actions or intervention strategies that you, or members of staff, can put in place which will enable you to improve and will place you in a position to progress successfully, these will be explained to you and noted on Cedar. If you are successful in your interview we will offer you a conditional place to progress to a level 2 study programme.

If we have concerns regarding your progression, your interviewer may recommend we offer you a conditional place dependent on you successfully meeting any extra improvements we ask you to make. This is known as a L1/L2 Conditional extra offer 'Progression Contract' and a letter is sent to your parents explaining this so you and your parents are fully informed of the conditions for your successful progression. This contract review period will be until **Friday 15th May 2020**. During this review period, you will meet with your Progress Tutor and our progression mentor to ensure you are on track to meet the specified conditions. These meetings and your progress will be noted on Cedar and your success in meeting the specified conditions will determine if we offer you a place to study in 2020.

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If you are successful in receiving an offer of a place, this will be reviewed appropriately if further concerns are reported. Any offer of a place **MUST** be accepted within 10 days to reserve your place next year.

If your subject teachers and Progress Tutor are concerned that you will not be in a position to continue successfully onto a Level 2 study programme, your Progress Tutor and a member of the senior admissions team will explain this to you and write to you and your parents to outline the reasons behind our decision. We will ensure that you have access to our careers team to support you exploring other suitable options.

It is your responsibility to successfully meet our progression criteria, or any identified improvements, as if you do not, you will not be allowed to progress at Huddersfield New College.

Right of Appeal

When considering whether to submit an appeal, you must ensure that the following criteria are satisfied; there is new information available (evidenced) or there are mitigating circumstances, which can be supported e.g. medical reports and that parents/carers have reviewed all information on the Cedar portal, to demonstrate where they believe the conditions for progression have been met.

Appeal

- Any appeal must be received by the college within 10 days of the decision letter being sent
- The appeal should be emailed to studentservices@huddnewcoll.ac.uk and clearly state 'Appeal' in the subject line. Alternatively, the appeal may be submitted in writing, by post to the college and addressed to Student Services and clearly designated 'Appeal'
- Any appeal is referred to the Assistant Principal Student Support (Lee Goddard) and the Assistant Principal Curriculum, Data and Planning (and Head of Admissions, Julie Thomas)
- The outcome of the appeal will be communicated in writing to you. The response will be issued within 10 days of the appeal being received by the college

Final Appeal

- If the appeal response is deemed by you to be unreasonable, you can formally appeal in writing to the Vice Principal who will consider the final appeal and rule on the matter
- The final appeal should be emailed to studentservices@huddnewcoll.ac.uk and clearly state 'Final Appeal' in the subject line. Alternatively, the appeal may be submitted in writing, by post to the college and addressed to Student Services and clearly designated 'Final Appeal'
- The final appeal must be received by the college within 10 days of the initial appeal response letter being sent. The outcome of the appeal will be communicated in writing to you. The decision reached by the Vice Principal or Designate is the final point of appeal