

Learner Withdrawal Procedure

Key Information	
Procedure Reference Number	CCSW - LWP
ELT Post responsible for policy update and monitoring	Vice Principal Innovation, Curriculum and Quality
Date approved	10/11/2020
Approved by	ELT
Date of next policy review	10/11/2023

I. Purpose

- I.I The purpose of this procedure is to:
 - (a) Set out the principles and procedures that the College will apply when withdrawing a learner from their programme of study
 - (b) Explain the process for learners if they wish to withdraw from their programme of study.

2. General Principles

- 2.1 To support learners by ensuring they have relevant information before withdrawing
- 2.2 To provide staff with clarity regarding the learner withdrawal process.

3. Related Policies and Procedures

- 3.1 This procedure will apply, in conjunction with other policies and procedures, namely:
 - (a) FE Admissions Policy / HE Admissions Policy
 - (b) Learner Disciplinary Policy
 - (c) Learner Attendance Management Policy
 - (d) Tuition Fees Policy
 - (e) Fitness to Study Policy
 - (f) Fitness to Practice Policy
 - (g) Malpractice and Maladministration Policy
 - (h) FE Complaints Policy
 - (i) HE Complaints Policy
- 3.2 The College accepts that for many complex reasons learners may themselves decide that college is not currently the right place for them, or conversely, the College may decide the learner needs to be withdrawn.
- 3.3 Withdrawal will ultimately be the Vice Principals decision, however, learners have the right to complain if they are unhappy with this decision, stating clearly the grounds for their complaint.

4. Disciplinary Policy

4.1 The College reserves the right to withdraw or expel learners where there is sufficient evidence and due process has been followed.

5. Attendance

5.1 Learners have the best chance of success if they attend all timetabled lessons. Attendance is monitored daily and non-attendance is considered a concern. Weekly reviews take place to identify attendance concerns and identified learners are supported to re-engage with learning. Failure to improve attendance after support and interventions could result in withdrawal.

6. Fees Policy

6.1 The college has an agreed fees policy and will apply this, where necessary, in the case of withdrawals.

7. Fitness to Study & Fitness to Practice Policy

7.1 If the College believes that a learner is currently not in a position to complete their studies they may refer to either of these policies and associated processes to withdraw an individual.

8. Malpractice & Maladministration

8.1 If a learner engages in malpractice as outlined in the policy it could result in withdrawal or suspension of studies.

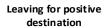
9. Learner's Decision to Withdraw or Suspend Studies

9.1 Learners should always discuss matters with their Assistant Director or PDT to ensure they have received the necessary support and are fully aware of the consequences associated with a withdrawal.

10. Key Responsibilities

10.1 **Appendix I** explains the process for withdrawals and outlines the key responsibilities of individuals within this process.





Learner notifies Personal Development Tutor/ Assessor that they have secured a positive destination.

Personal Development Tutor/ Assessor responsible for having a discussion with learner to ensure that it is the right move for learners.

Personal Development Tutor/ Assessor responsible for ensuring that 16 - 18 year olds are remaining in education, training or employment with training. In the case of apprenticeships, determine whether the transfer of apprenticeship to a new employer is possible

Personal Development Tutor / Assessor completes withdrawal request on Pro Solution including destination and reason for leaving.

Assistant Director to formalise withdrawal request, ensuring information regarding destination and reason for leaving are completed.

Assistant Principal / Director to confirm.

Withdrawal to be confirmed and processed through the Vice Principal, Innovation, Curriculum and Quality.

End

Withdrawal Process

Leaving and unsure of options / no confirmed destination

Learner notifies Personal Development Tutor/ Assessor that they want to leave but don't appear to have any other confirmed

plan.

Personal Development Tutor/ Assessor to find out why the learner wants to leave (bring in others if needed such as ALS, Learners Mentor, Lecturer & Assistant Director) to try to overcome any barriers to learning where possible.

Create an action plan with learner/ Apprentice to overcome barriers/concerns and review in 2 weeks.

Personal Development Tutor/ Assessor refer to Careers Adviser/ Talent Pool and further discussion about potential withdrawal takes place.

Careers Adviser/ Talent Pool to complete 1-1 action plan with learner. Create comment with link to meeting on ProMonitor/ Smart Assessor and copy FAO Lecturer where appropriate.

If learner is withdrawing, Personal Development Tutor / Assessor to complete withdrawal request on Pro Solution including destination and reason for leaving.

Careers Adviser/ Talent Pool to caseload learners if they do not have a positive destination, notify learners of any new courses opportunities termly.

Update Pro Solution with destination.

Assistant Principal / Director to receive withdrawal request, ensuring information regarding destination and reason for leaving are completed.

Withdrawal to be confirmed and processed through the Vice Principal, Innovation, Curriculum and Quality.

Learner has stopped attending / never attended.
Unable to contact learner

Personal Development Tutor to work with Attendance Co-ordinator to contact learner and record intervention on ProMonitor.

Personal Development Tutor/ Assessor and Attendance Co-ordinator to raise safeguarding concerns if there is no contact within 3 days for learners who have attended. Home visit to be arranged if necessary.

Personal Development Tutor/ Assessor and/or Attendance Co-ordinator to continue to contact learner (within 1 week).

Personal Development Tutor/ Assessor to complete withdrawal request on Pro Solution including destination and reason for leaving.

Careers Adviser/ Talent Pool to caseload learners if they do not have a positive destination, notify learners of any new courses opportunities termly.

Update Pro Solution with destination.

Assistant Director and Assistant Principal/ Director to receive withdrawal request, ensuring information regarding destination and reason for leaving are completed (within 3 weeks)

Withdrawal to be confirmed and processed through the Vice Principal, Innovation, Curriculum and Quality.