

Right Choice Review Operational Guidelines (2019/20)

Highlands College has a **Right Choice Review policy and process**. This is designed to cover the very exceptional circumstances under which students might be required to change their programme of study in the first half term of enrolling on a Further Education course. It is designed to support the success and retention of students in college.

After the first week of the academic year, students will not ordinarily move course or level between week one and Right Choice Review week.

Examples of circumstances where the policy might apply:

- ✓ Where a student's achievement in the first four weeks of study is significantly greater or less than their peers.
- ✓ Where a student has expressed a strong desire to change curriculum area.
- ✓ Where a student had a borderline grade profile and was admitted to a higher level of study on contract/ probation at enrolment.

However, this policy **does not usually** apply to:

- ✓ Significant behavioural issues (as these are dealt with under Student Misconduct policy).

Student Support

In college, students have access to:

- Additional Learning Support (drop in study support)
- Special Educational Needs and Disability support (e.g. one to one or Key Worker support)
- Emotional Health and Wellbeing support
- Counselling support
- Support from an identified Personal Tutor
- Careers and Employability Advice and Guidance.

When applying the policy, teams must be able to evidence that full and sustained attempts to support the student via the above means have been taken, before the policy has been applied.

Students with ill health should also have their needs considered in conjunction with the Fitness to Study Policy.

Process:

- Learner progress is to be considered during a whole team meeting, or, where this is not possible, by a Head of Department following consideration of feedback from all relevant staff, including English and maths lecturers, Student Life, Careers and Employability and Learning Support staff.
- Qualitative and quantitative evidence should be viewed, using Advantage (e.g. 'cause for concern'; 'tutorial' records; 'praise' and attendance %); emails from staff; student testimony; feedback from English and maths staff and attendance to these sessions where relevant.
- Evidence of assessed work should be used to benchmark the student's performance against others.
- Consideration should be given to whether the student has additional learning support needs, SEND (Special Educational Needs and Disabilities), or SEMH (Social, Emotional and Mental Health needs) and evidence must be available to demonstrate that all appropriate support has been offered to students in such cases.
- Students with SEMH needs would, if necessary, ordinarily be offered a reduced programme of study at the same level, rather than being transferred to a lower level of study as is appropriate to ensuring their esteem, and that outcomes are not adversely affected. Students with severe SEMH needs would be considered under the Fitness to Study policy.
- Where a team considers a student to be inappropriate for their curriculum area and recommends a referral to Pathways (E3/L1), evidence must be shared with AP for Students and Core Learning in advance of any changes being made.
- Some students may already be on contract for attendance, or a 'probationary' period at a particular level, as a condition of their enrolment in college. These students will also be considered at Right Choice Review using the same process and may be deemed not to have met the terms of their contract, or offer, if they are not achieving, attending, or participating at the correct level. Consideration should be given to end dates of any contracts and whether the students have had enough time in which to demonstrate their ability if performance is borderline.
- For students for whom studying at the college has not been the Right Choice, the college will facilitate transition to next steps, such as to Trackers, Princes' Trust, JET, employment or WorkRight, via an Advice and Guidance interview. On rare occasions this decision may be made by the college.

Useful contacts:

- Student Life Team (Emotional Health and Well Being Support): studentlife@highlands.ac.uk
- Learning Support/ Inclusion Team: ApplyLS@highlands.ac.uk
- Careers and Employability Team: employability@highlands.ac.uk