

College Policy/Guidelines



Policy name:	Right Choice Review – Further Education
Approved:	24 th September, 2018

Purpose:	<p>The Right Choice Review process reviews student performance during the first 6 weeks of autumn term, ensuring they are studying on the correct level, and within the most appropriate discipline.</p> <p>The policy is in place so that staff and students can determine whether a student has made a right choice for their future goals and aspirations and/or has been enrolled at the right level of study.</p> <p>During this review students can move up, or down, a level of study and/or have an opportunity to change curriculum area if they find the course is not suitable.</p> <p>Occasionally, the process might be used to reduce the size of qualification studied by students. This is to ensure student success, to encourage stretch and challenge, and to avoid student withdrawals.</p> <p>Rarely, the process may reveal that choosing to enrol with the college was not the Right Choice and as such the college will facilitate transition to next steps such as employment or apprenticeship, for example, using support from the Careers and Employability team to aid students in this.</p> <p>The purpose of this policy is to outline the college processes used to ascertain the above, and to outline the procedures and actions which will be sanctioned under the policy.</p>
Policy:	<p>The college is committed to supporting all students to fulfil their potential. Under this policy the college will seek to assess whether students are working below or above their expected level, usually during the first full week of studies in October (autumn term), thereby ensuring transfers can take place before November 1st.</p>
Definition:	<p>This policy applies to Further Education students, usually in full-time study.</p> <p>The Right Choice Review process will be undertaken within curriculum teams using all intelligence available to determine student progress and suitability, including Learner Voice.</p> <p>Students with ill health (including mental health issues) will be considered at Right Choice Review in conjunction with the 'Fitness to Study' policy. Support will also be offered to these students.</p> <p>The college expects its students to be able work with others, to conduct themselves in a way which does not have an adverse impact on other members of the college community, placement organisations, or the local community and to achieve their course requirements. Students who are behaving inappropriately will ordinarily be dealt with under the Student Misconduct Procedure. However, misconduct and attendance will be one factor to inform discussions during the review period.</p>
Scope:	<p>Further Education courses delivered by Highlands College staff and on college-managed premises.</p> <p>The college anticipates that no more than 5% of students would ordinarily have their level or programme altered at Right Choice Review.</p>

Operational arrangements:

- 1) 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.
- 2) 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.
- 3) Evidence of assessed work should be used to benchmark the student's performance against others.
- 4) 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.
- 5) 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.
- 6) 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 the Assistant Principal for Students and Core Learning in advance of any changes being made.
- 7) 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.
- 8) For students for whom studying at the college has not been the Right Choice, the college will facilitate transition to next steps, via an Advice and Guidance interview. On rare occasions this decision may be made by the college.
- 9) For further information please see Operational Guidelines

<p>Actions</p>	<ol style="list-style-type: none"> 1) Heads of Department should discuss any students recommended for movement with their relevant Assistant Principal in advance of transfers being completed. 2) Transfer forms should be completed by the Head of Department or nominated person shortly after the end of the review window (within one working week). 3) Students who are unsure whether they wish to continue with new level or programme of study must be offered a guidance interview with the Careers and Employability team. 4) Right Choice review outcomes must also be recorded on Advantage by the end of the specified window. 5) Where a student is under 18, a standard letter outlining the outcomes to the Review should be sent home. 6) Students should be informed of the outcome of the review in a one-to-one tutorial. Students should already have been made aware of this process, and any concerns, in advance of the review window.
<p>Appeals</p>	<p>Any appeals against the actions taken by the college can be made through the normal Complaints and Appeals Process.</p>
<p>Associated Policies</p>	<p>Attendance Policy Admissions Policy Academic Appeals Policy Equality, Diversity and Inclusiveness Guidelines Health and Safety Policy Safeguarding Policy Student Disciplinary Policy and Procedure Health, Wellbeing and Study Support Policy</p>

Originally produced by:	Assistant Principal Students and Core Learning	
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To be reviewed by:	Registry and Assistant Principal - Students and Support	