

Policy Review

This policy will be reviewed in full annually

The policy was last reviewed and agreed by Adam Russell, Head of Quality on 16th July 2018.

It is due for review in August 2019

Signature:
Head of Quality

Date:

Aim of the Policy

This policy refers to the circumstances where a learner may transfer and outlines the procedures and processes.

This document is applicable to all learners enrolled onto:

- a. An accredited qualification or programme of study
- b. A traineeship
- c. An apprenticeship
- d. A non-accredited course or programme of study e.g. short courses

This document is applicable to all teaching and non-teaching staff at the Academy. The Head of Quality is responsible for making sure the policy is updated and relevant to all learners studying at the Academy. The Academy ensures that the policy is transparent and consistently applied.

Introduction

A 'Transfer' is where **a learner has transferred to a different programme or learning aim within the same provider within the same academic year.**

- 1.1. The Academy will consider transferring a learner in exceptional circumstances only. All requests must be made in writing and submitted to the Head of Quality.
- 1.2. The review of the request should take no longer than five working days. Within that time period, the Head of Quality may contact the learner or relevant staff.
- 1.3. The learner will be required to attend an exit meeting with the Head of Quality and parents/legal guardian [if the learner is under 18 years old].
- 1.4. The outcome of the meeting will be communicated to the learner and all relevant people within five working days.
- 1.5. The learner will pay, on request, any outstanding costs, and this payment cannot be transferred or used as payment for the new course, and will sign a new learner contract.

2. Transfer Appeals

- 2.1. All appeals regarding the transfer process will be address individually. An appeal should be made in writing to the Head of Quality within three days of the decision. The Head of Quality will respond within ten working days of receiving the appeal. Any further appeal should be made in writing to the Head of Academy within three working days. The Head of Academy will respond within five working days.