



Withdrawal Policy

Summary

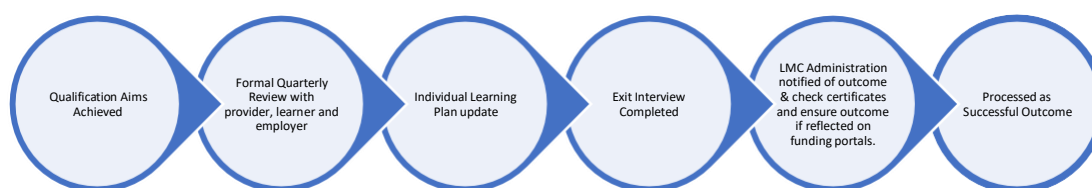
London Metropolitan College (LMC), have the intention that all students undertaking a qualification will be supported through the successful achievement of the programme. However, in some circumstances it is recognised that circumstances will result in both the success and non-successful outcomes of the learner's qualification. As a result, London Metropolitan College have in place a stringent process to support the withdrawal of a learner from programme both with a successful and non-successful outcome.

Successful Completion Withdrawal

When a candidate has completed the on-programme learning, elements of standard requirements and successfully achieved the End Point Assessment, the candidate will be processed as a successful outcome for LMC.

Upon notification from the End Point Assessment organisation that the candidate has achieved all areas, the delivery team within LMC will conduct a final quarterly review. This will ascertain the further learning and development that has been undertaken and the encapsulation of all achievements within the candidate's Individual Learning Plan. The review will also review the further career aspirations of the candidate and employer requirements and further programmes identified to support these and with the intention that the candidate continues to progress both professionally and personally through their career. Upon completion of the above, the delivery team will then notify the LMC administration team of the outcome, to enable the candidate to process as a successful outcome.

Overview of process.



Non-Successful Withdrawal

Should a learner with employer consent elect to be withdrawn from programme, having not achieved the full outcome of the programme. LMC, will review the evidence where applicable and provide an overview to on programme achievements. In addition to this, the learner and employer will be engaged in a formal quarterly review to ascertain the reasoning for the withdrawal from programme, where possible. At this point the delivery staff member, will also complete a Withdrawal Form (appendix A).

The trainer will submit the quarterly review to the Head of Centre for review and analysis of the reasoning for withdrawal. Engagement with the employer at a senior level will be conducted and final agreement for withdrawal will be confirmed by the Head of Centre. Upon agreement, the review, and withdrawal form will be submitted to the LMC administration team to formally suspend and withdraw the learner from programme.

Should reimbursement of funding or co-investment be identified this will be returned as per the standard financial process.



Learners will be withdrawn from programme in accordance with the Individual Learning Record areas of withdrawal to identify and enable LMC to analysis the justification within the achievement success rates for the programme, these are;

Code Definition

2 Learner has transferred to another provider³

Learner injury / illness

7 Learner has transferred between providers due to intervention by or with the written agreement of the ESFA

28 OLASS learner withdrawn due to circumstances outside the providers' control²⁹

Learner has been made redundant

40 Learner has transferred to a new learning aim with the same provider

41 Learner has transferred to another provider to undertake learning that meets a specific government strategy

42 Academic failure/left in bad standing/not permitted to progress - HE learning aims only⁴³

Financial reasons

44 Other personal reasons

45 Written off after lapse of time - HE learning aims only⁴⁶

Exclusion

47 Learner has transferred to another provider due to merger⁹⁷

Other

98 Reason not known

Annex A

Withdrawal Form

To be completed by delivery team member on the identification of a candidate no longer participating in the programme.

Learner Name				
Qualification			Start Date	
			Expected End Date	
Employer				
Employer Address				
Employer Contact details	email		telephone	
Quarterly Review Completed	<input type="checkbox"/> YES <input type="checkbox"/> No		Date of Review	
Exit Questionnaire:				
1. How did you make of your learning experience with LMC?				
2. What skills and behaviour you have learned during the programme that will benefit you in your current role?				
3. Would you join in near future to complete the course, should your personal circumstances change ?				
Reason for Withdrawal				
Confirmed Date of Withdrawal				
Code for Withdrawal (see withdrawal policy)				
Learner Signed	Name			
	Date			
Employer Signed	Name			
	Date			
LMC Head of Centre Signed	Name			
	Date			