

### **Overview of Progression Requirements: Information for Learners.**

Learners may progress from one programme stage (such as an academic year) to the next stage following successful completion of assessments, once they have adhered to College regulations. However, in many situations learners do not progress seamlessly from one stage to the next. This may occur because the conditions for progression are not yet met, or because personal issues make progression difficult, or because a learner wishes to take a break from their studies. IICP College try and assist learners to manage such transitional issues. This section provides an overview of (i) the requirements for progression and (ii) how a learner can use IICP College policies to help themselves manage progression issues.

This section should be read in conjunction with IICP College's Fees Policy (Policy 4.3) and IICP College's Assessment Policy (Policy 5.2).

Please remember that the College is available to help you manage any progression issues that arise. You can speak with us at any time – just call the College to set up an appointment or speak to a faculty member at Student Care Time.

The academic requirements for progression are set out in Assessment Regulations (Policy 5.2). In summary, these regulations require that in order to progress you must satisfy the following criteria (though please note there are exceptions to these rules, and so you may need to read the full policy in order to understand how this applies to you):

- You must satisfy programme attendance requirements;
- You must have achieved a mark of at least 40% (pass mark) on each subject of that stage (other than where the compensation rule is applied). Where you have not achieved a pass mark then you may be able to repeat an assessment in order to achieve a pass and progress. There are conditions attached to repeating assessment. These are set out in section 7.4 of Assessment Regulations (Policy 5.2).
- You must not have committed any serious act of indiscipline or committed a serious breach of the regulations of the College or any Professional body of which you are a member.
- You must have satisfied all College and programme requirements.

7.3.1 Programme requirements that might impact on your progression include the following:

- You must fulfil all your responsibilities in assessment, including adhering to submission requirements and presenting for an assessment;
- Your attendance must not fall below the minimum;
- Some progression stages require that your progression in clinical practice components has been authorised (see *Readiness to Practise* and *Continuing with Clinical Placement* Policies and procedures);
- You must not have breached any organizational policy and practice or infringement the code of conduct for learners;
- You must not have committed academic impropriety;
- You must have paid all fees and charges;
- Your coursework / assessments may not demonstrate achievement of the minimum Learning Outcomes, in which case you may need to complete extra work to progress.

***Remember that progression is not automatic. Once you have met the conditions for progression then in order to progress you must register with the College, sign your terms and conditions and pay the required fee.***

### **Difficulties with progressing - what can I do?**

The College is aware that your academic progress can be affected by personal circumstances. Something may happen that has an impact on you personally and, therefore, on your academic progress. If any factor or circumstance has a significant effect on you and your studies you should discuss this with student support or a faculty member at the earliest opportunity.

IICP College has different pathways available to learners who experience difficulties with progression. The intention is to facilitate learners to continue with their studies or to exit where they wish to do so. Learners should take great care to ensure that they are aware of the progression (i.e. impact on your assessment results) and fee implications of any course of action they take. The following table summarises the options and consequences.

It is important to note that where a learner does not inform the College that they are leaving or taking a break using the required procedure, then the College assumes that they are still a learner. This means that fees build up and assessments are considered not to have been

submitted even though the learner has actually left. A learner with outstanding fees and charges will not be permitted to register in a subsequent teaching period until such time as the outstanding fees are paid in full. In addition, learners with fees owing may not be presented to the examination board, and will not be issued with academic transcripts or any other official credentials. The range of options provided to you are intended to ensure that you have some pathway open that is useful to you and you do not need to leave without a conversation with the College.

NOTE: Where you are not presented to an examination board with your class then you may need to carry out extra work and pay extra fees. This can occur in all of the situations outlined below. Learners should take into account that they are assessed on how they meet the current learning outcomes when they are presented to the examination board. Therefore, if their programme changes between they complete an assessment and they are presented to an exam board then they may need to redo some course components. For example, if an extra module is added then this extra module must be completed, or if an assessment changes then they may need to do the new assignment.

An overview of the different courses of action available to learners who are having difficulty with progression is as follows.

Procedure (When might this be useful?)	What is it?	How might this effect my fees?	How might this effect my progression?	How do I do it?	Are there any other consequences?
<p><b>Withdraw (I do not want to finish my studies)</b></p> <p><b>Policies:</b> Policy and Procedure for Programme Withdrawal.  Policy and Procedure for Mitigating Circumstances</p>	<p>Withdrawal is the complete termination of a learner's registration in the programme of study and all activities associated with it (such as workplace learning and supervision). Withdrawal from a course is a learner's right. A learner who wants to withdraw must notify the College. Otherwise they are expected to attend course requirements and submit assessments, and continue to accrue fees.</p> <p>Unlike with a deferral, should a learner wish to return following withdrawal they would have to re-apply and there is no guarantee of re-admittance.</p>	<p>Withdrawal may occur prior to the commencement of a programme or at any stage during a programme. The effect of withdrawal on fees depends on the date of withdrawal. The date of withdrawal is the date of receipt by the College of completed applications for withdrawal. Verbal notification of withdrawal does not count as a formal withdrawal.</p> <p>The effect of withdrawal on fees depending on the date of withdrawal is detailed in <b>Refund policy: Withdrawal</b></p>	<p>A learner can apply to return once all outstanding fees are paid. Recognition of Prior Learning may be used to see if previous assessments may be used against assessments in year of readmission.</p>	<p>Learners need to read and follow the Withdrawal Policy. Learners should ensure that they notify the College on the appropriate form as soon as possible.</p>	<p>Where an enrolled learner does not inform the College in writing that they are withdrawing then this is an unofficial withdrawal. Learners</p> <ul style="list-style-type: none"> <li>• will continue to be marked on assessments</li> <li>• Continue to have their attendance recorded</li> <li>• will continue to accrue fees.</li> </ul> <p>If there is an outstanding Fee then the College may not present a learner to the exam board, and</p>

					will not provide a transcript, until fees are paid.
Procedure (When might this be useful?)	What is it?	How might this effect my fees?	How might this effect my progression?	How do I do it?	Are there any other consequences?
<p><b>Unofficial withdrawal</b> (I want to leave but I don't want to talk to anyone or submit any forms).</p> <p><b>Policy:</b> Policy and Procedure for Programme Withdrawal.</p>	<p>Where a learner has not submitted or taken part in an assessment and has not submitted a request for deferral / withdrawal, or extension, <u>then they will still be registered as a learner and will still be expected to, and marked on, assessment submissions.</u> Any assessment that is not submitted within the required period may receive F (Fail) grade for that assessment at the next exam board.</p> <p>A learner who receives all Fs in any programme stage (Semester or Academic Year) may receive an <u>academic warning</u> in writing from the registrar. The College reserves the right to issue an academic warning based on the totality of a learner's results in a stage.</p>	<p>Failure to submit a deferral or withdrawal application will result in accumulation of fees owed until a learner makes contact with the College or is unofficially withdrawn.</p> <p>You will not be able to re-register at the College, or request an official transcript if any unpaid past due charges remain on your account</p>	<p>If you stop attending classes during the semester without completing an official withdrawal, you will still be enrolled for classes and expected to attend and submit assessments. As with any unsubmitted assessment you will risk receiving a fail (F) for your assessment.</p>	<p>This occurs where you do not notify the College appropriately of your intention to discontinue your studies.</p>	<p>This route can be risky. First, you will accumulate fees payable to the College. Second, assessments will be considered not to have been submitted while you remain a registered student. Non-submission results in a fail grade.</p>

	<p>A learner who receives an academic warning is required to meet with the Registrar’s office in order to determine strategies for progression.</p> <p>It is important to note that a learner who does not attend this meeting will not progress, and will cease to be registered as a learner. This is an important step taken by the College to ensure that learners who are unofficially withdrawn do not accumulate debt and academic results for unsubmitted assignments.</p>				
<b>Procedure</b> (When might this be useful?)	<b>What is it?</b>	<b>How might this effect my fees?</b>	<b>How might this effect my progression?</b>	<b>How do I do it?</b>	<b>Are there any other consequence?</b>
<b>Defer</b> (I want to take some time out of my studies and then resume)  <b>Policies:</b> Policy and Procedure for	<p>This is a temporary break in study. If granted, you will be able to return to the programme at a later date, usually the beginning of the next academic year.</p> <p>You must apply for a deferral using the appropriate forms. Whether you are granted a deferral is at the discretion of the College.</p>	<p>Where a deferral is granted, remaining programme fees from the date of deferral will be credited against the fees owed on return to the programme. It is important to note that re-joining a programme can result in additional</p>	<p>When you return you must complete any outstanding work from the deferred academic period. This can include modules required by any changes that happen to the programme –</p>	<p>Prior to making an application you must discuss your circumstances with a member of faculty. Applications for deferral must be in writing and must follow the procedure set out</p>	<p>You need to take into account that you may have additional course work to do when you return, and this additional coursework may incur additional fees.</p>

<p>Programme Deferral</p> <p>Policy and Procedure for Mitigating Circumstances</p>	<p>A deferral only lasts for one year. <b>You will not be a learner during this period of time. You will not be required to attend, or to do coursework.</b></p> <p>This means that you will not be able to count any work done – such as clinical work or personal therapy - as part of your course work</p>	<p>fees. Extra fees will be incurred for the completion of modules outstanding prior to the granting of a deferral, and new or revised modules introduced into the programme to which you return.</p> <p>NOTE: You must notify the College when you wish to resume your place.</p>	<p>such as a new module or course requirement. This can also include work not completed at the date of the deferral.</p>	<p>in the Deferral Policy. When a deferral application is granted, you will agree a date of return. Usually this will be the start of a relevant study period such as an academic year or teaching block.</p> <p>Deferral is NOT a learner's right and must be agreed by the College.</p> <p>A learner may not continue with course work during the deferral period. Any workplace activities (such as clinical practice or personal therapy) will not be counted as coursework.</p>	<p>The deferral policy will give you a sense of what might be required, but each case is different. Therefore, you need to speak with the College to see what the consequences are for you</p>
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Procedure (When might this be useful?)	What is it?	How might this effect my fees?	How might this effect my progression?	How do I do it?	Are there any other consequences?
<p><b>Repeat assessment without penalty / Time adjustment</b> (This is particularly relevant to clinical components of programmes. For example, learners may not be considered ready to commence practice). <b>This is at the discretion of the College.</b></p> <p><b>Policies</b> Policy and Procedure for Late</p>	<p>This will allow you to complete coursework and assessment over a longer period of time; or postpone assessment for a specified period of time; all without deduction of marks from assessment results.</p> <p>You will remain a registered learner during this time. Usually this extension cannot be greater than the maximum period of registration for your Programme as outlined in the Programme Schedule. Under exceptional circumstances extending periods of registration may be required. However, in this case the College will review the currency of the modules/courses that you have completed and decide</p>	<p>Other than timetabled classroom learning, tuition may be adjusted and the time for coursework / assessments submission lengthened. This may mean that supervision / personal therapy requirements of the programme are adjusted to fit with an individual learner's progression route. Extra supports may incur an additional fee. In addition, where the time adjustment requires that the period of registration is extended beyond that in the course schedule then extra coursework may be required to ensure that your learning is current. This</p>	<p>You may have been unable to complete or sit for an assessment due to mitigating circumstances. Alternatively you may require more time to complete clinical hours, workplace learning, assessment or other course work</p>	<p>This may relate to difficulties with completing a module due to mitigating circumstances or to progression decisions regarding clinical work, or to personal circumstances such as illness. Usually where this relates to personal circumstances you need to fill out a mitigating circumstances form. Postponement is not a right, and is at the discretion of the College</p>	<p>This is a discretionary procedure, intended to assist learners to manage a range of situations impacting on progression. In particular it recognises that progression to clinical work can vary for different learners. The implications are different in different situations, and you need to discuss your particular circumstances with a faculty member.</p>



Submission of Coursework	whether the credit can contribute to your award.	can incur additional fees			
Policy and Procedure for Mitigating Circumstances					

