

# Student Transfer Plan

Provider name: Barking & Dagenham College
UKPRN: 10000528

## **Information for students**

“Teach Out” is a status assigned by the Office for Students to allow a provider to continue to deliver its Student Finance England funded designated higher education to enable students to reach the certificated end point of their programme by the published end date. In normal circumstances this would be considered to be by the relevant examination boards in July of the academic year.

All programmes under this “teach out” status are expected to complete by 31<sup>st</sup> July 2020.

Both the College HE Induction event and your programme specific induction will provide you with an opportunity to discuss and raise any questions you have regarding “teach out”. Beyond this you should contact the Head of Higher Level Skills & Enhancement by visiting T218.

Your opportunities for progression to further study or employment will continue to be supported through a range of personal tutorials and personal development planning. The College remain committed to ensuring all students are aware of their options for progression, deadlines for the completion of their UCAS applications by equal consideration deadline of 6.00pm on 15 January 2020 and applications for Student Finance England which are expected to open from February 2020. Student electing to transfer mid-year will be advised on the application process.

## **Evidence of achievement**

All the programmes covered by this “teach out” process are structured around academic credit. Each unit or module successfully achieved is awarded academic credit and on successful completion of the full programme these are accumulated to achieve a full certificated award. In a situation where you do not achieve the full qualification you are entitled to the credits that you have successfully achieved, these are issued via a transcript or record of unit achievement. These can then be used to through Accreditation of Prior Certificated learning (APCL) if you choose to pursue further study at a later date.

The College will work with all its awarding bodies to ensure exit awards, certificates and transcripts are available after the relevant external examining process and examination boards have taken place and the results are fully ratified.

For students undertaking University of East London programmes, certificates and transcripts are issued by the University and records will be kept accessible by the University. The department to contact in regards to certification is the Academic Registry. In the first instance please contact [thehub@uel.ac.uk](mailto:thehub@uel.ac.uk)

For those undertaking the Glyndwr University MBA in 2019, exit awards and transcripts are available after the relevant external examining process and examination boards have taken place and the results are fully ratified. The department to contact in regards to certification is the Student and Programmes Centre [spc@glyndwr.ac.uk](mailto:spc@glyndwr.ac.uk)

For Pearson Edexcel programmes, the College will claim the achievement from the awarding body after the external examining process and examination boards have been completed. Records of achievement, transcripts and certificates will be issued by and remain available from the awarding body. In the first instance you can contact the College Exams Department via [exams@bdc.ac.uk](mailto:exams@bdc.ac.uk) who will offer you support, you can also contact

the awarding body at <https://qualifications.pearson.com/en/support/Services/certificate-services/replacement-documents.html>

### **Transfer options**

For the academic year 2019/2020, the year commences from September 2019 and completes July 2020. It is not anticipated that transfer options will be required during this "teach out" period as at the time of teach out, students are on programme.

However in exceptional circumstances where a student elects to transfer to another provider, in the academic year 2019-2020 the College will work with the student to assist a transition. This may include advising them on the timing of such a transfer, ensuring the academic credit undertaken thus far is achieved and recorded in a transcript. This will be dependent of whether an examination board has taken place at the time of transfer. In addition, students will need to ensure the new receiving provider has agreed the acceptance of the student part way through an academic year and that the student is fully aware of the new contractual arrangements, fees payable to both the new provider as well as any residual liability for the tuition fee to the College.

If as a result of the designation of "teach out" status, you consider a mid-year transfer as being in your best interest, please ensure you inform your Programme Leader and the Head of Higher Level Skills & Enhancement at the earliest possible opportunity so we can advise you on the process, impact and if required, support you in the process.

If at the time of the mid-year or end of year examination boards, it is agreed by the board that you are eligible and entitled to be granted a repeat year or a resit opportunity beyond July 2020, then a supported transfer to another provider may be necessary.

Other potential eventualities are outlined below, however please note that list below is not exhaustive and in the event of any potential risk to your achievement of your qualification within the academic year you should contact the Head of Higher Level Skills & Enhancement to gain personalised advice.

### **Resit Opportunity**

In the case of a "resit" opportunity being granted that would extend beyond the period of the "teach out" approval, the College will make a representation to the Office for Students (OfS) for an extension to the "teach out" period. This will be made at the earliest opportunity and the College will ensure effected students are kept aware of any increased risk of a transfer to another provider being required prior to completing their qualification.

### **Repeat Year**

A transfer to an alternative provider is **most likely** to be the case if offered a "repeat year", where in the interest of the student experience a transfer is likely to be the most appropriate option. As the College application for "Teach out" came in to effect in August 2019, the total higher education student population is appreciably smaller. Students that need to extend their programmes in to the following academic year 2020-21 **may** find themselves to be the only student remaining on the programme.

Whilst the College remains committed to all of its students up to the achievement and certification of their qualification, the student experience in the above scenario would be

seriously undermined and impractical and a managed transfer to another provider would be recommended.

This would certainly be the case where programmes were validated with a requirement for the following; group work, peer learning, team activities, group critiques or peer presentations. If a repeat year is offered the College will consider the specific learning requirements for your programme, according to your awarding body requirements and where possible will seek alternatives. Where an alternative is not possible you will be consulted and supported if a transfer remains the only viable option for the completion of your qualification.

### **Academic Fail**

In the case of an "academic fail" which would require the repeat of an academic year, it is **most likely** that a transfer would be required to another provider. This is most likely where the "student experience" may be diminished due to a reduced peer learning experience, as outlined above.

The College will immediately contact any student that may be affected by an academic fail, Resit opportunity or a repeat year for which a transfer may be required. The College will discuss the options available to you including options to complete your studies at the College, if permitted by the OfS, or at an alternative provider.

Further information on supporting such a transfer is covered below.

The College and its awarding bodies will continue to operate its processes for Mitigating Circumstances and Extenuation. Students are advised to ensure that if any unforeseen circumstance, which is likely to impact your performance in relation to assessment or progress arises, you promptly submit a formal claim. Further advice can be obtained from the Head of Higher Level Skills & Enhancement or directly through the relevant awarding body.

Whilst under the Office for Students "Teach Out" designation the College will no longer receive "targeted allocations" funding. This includes a Students' Premium and the Disabled Students' Premium, these allocations were previously awarded directly to the College to support students that experience hardship. However the College will endeavour to ensure wherever possible students continue to be supported to achieve by the College. Students that experience personal issues regarding funding or hardship should contact the Student Financial Support Team in Advice Street in the first instance. Students that are eligible for the Disabled Students Allowance (DSA) will still be able to receive this personal support through the Student Loan Company (SLC) during "Teach Out".

The College will wherever possible support you to achieve. We recognise that all students are individuals and if you feel uncertain about the impact of "teach out" on your personal situation, and feel increased pressure due to the designation. Please note the College has a counsellor available to support you if required.

During the period of September 2019 and July 2020, the College may seek to enter in to new arrangements with awarding bodies to develop new programmes through sub-contracting arrangements. Any newly approved provision will be communicated to students undertaking programmes currently designated for "teach out".

As any newly offered programmes will be “new provision”, students will be advised of the programme information through the information, advice and guidance (IAG) process so they can make the most appropriate choices for their progression according to their personal educational ambitions and employment aspirations.

For students completing their Foundation Degrees in Photography, Animation and 3D Design validated by University of East London, progression opportunities currently exist to the University. This progression option utilises the credits achieved at level 4 and level 5 which can aid a smooth transition to level 6.

Please note any transition to a new provider will require a “new” contractual agreement between “you” the student and the new provider. Please ensure you are fully aware of the fee level, contractual details, academic regulations, bursaries and any scholarships available before committing to a new programme or provider. Further advice can be obtained from you Programme Leader or the Head of Higher Level Skills & Enhancement.

The College are committed to supporting all student transitions, however each provider has institutional autonomy in relation to the entry requirements it requires before accepting transfers or acceptance to its courses and as such each student’s application will need to meet the requirements of the new provider before an offer can be made. The requirement for entry may include other elements beyond the formal entry qualifications, for example evidence of English and maths, a specific level of English language and comprehension, a portfolio of creative work, evidence of work experience or a candidates performance in a formal interview, to name a few.

If you currently receive Disabled Student Allowance, or have any particular personal or specific needs that may require a personal adjustment from a new provider, please contact the Director of Learning Support who will ensure you receive the advice and guidance required to aid your transition. [Nicky.Gibson@bdc.ac.uk](mailto:Nicky.Gibson@bdc.ac.uk)

Students will be supported in identifying the most appropriate progression according to their needs at the time of their application. If you wish to obtain more information regarding your prospective progression please either speak with the Careers Team in Advice Street, your Programme Leader or the Head of Higher Level Skills & Enhancement.

The period of “teach out” will operate up to July 2020, therefore it is important that if you experience any factors that are likely to impact on your achievement by that date you inform your Programme Leader or the Head of Higher Level Skills & Enhancement promptly. Advice and support can then be provided, ensuring that you maximise the potential of success and progression.

### **Fee Liability**

Under normal circumstances students are liable for tuition fees for the full academic year.

In the event that the Office for Students refuse to approve the Colleges application for “teach out” during the academic year 2019-20, the College will consider the timing of the decision and will consider the implications in relation to a student’s outstanding fee liability or if paid in full any proportional refund.

Any student that has paid their **full fee** for a programme will receive a refund according to the proportion of their programme that has not been delivered.

Where a student's tuition fee has been paid by their employer, the College will refund the employer according to the proportion of the programme that remains undelivered.

The College recognise that any termination of Teach Out is outside of the student's control, therefore the College would approach the calculation of any outstanding tuition fee liability, or the proportion of refund where the full fee has been paid with due consideration of the student's best interest, the timing of the termination, and the Colleges reasonable costs incurred in providing its services up to the point of termination or a student's successful transfer.

If a student elects to transfer to another provider prior to the certificated end point, the College will consider any tuition fee paid or outstanding balance and will endeavour to balance the costs incurred by the College at that point in time and the best interest of the students.

Refunds where a tuition fee has been paid through Student Finance England, the payment schedule, whereby the College receives its tuition fee funding termly in three payment instalments at 25%, 25% and 50% will be carefully considered, as will the timing of a student's transfer.

In the case of a resit opportunity a student will not incur any additional cost.

In the case of repeat year, a student will be required to pay the annual fee for the repeat year.

For a repeat year to be delivered at the College, the College would require specific approval by the OfS to enable a student to continue to receive access to Student Finance England support for academic year 2020/21. If this situation arises, the College will contact the student to ensure they are aware of the options available to them.

The College does not anticipate a situation whereby the College would seek to terminate its "teach out" designation prior to all its students having reached the end of the taught programme.

The College regards this scenario as very unlikely, however if this situation was to materialise the College would immediately inform the Office for Students and ensure all students were informed. In this situation refunds would be provided for any undelivered taught elements and students requiring a transfer to another provider would be supported by the College.