



## Student Transfer Arrangements

**Provider's name:** Joseph Chamberlain Sixth Form College

**Provider's UKPRN:** 10003511

**Legal address:** 1 Belgrave Road, Highgate, Birmingham. B12 9FF

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### Student Transfer Arrangements for Higher Education Programmes

#### INTERNAL TRANSFER

The College offers the Diploma in Education and Training and this is the only higher education provision so there is no opportunity to transfer to another HE course internally. However, the College does offer an Access to HE course. Transfer between the two is unlikely given the target group that each course is aimed at. It may be an option though in the following scenarios.

Example 1. A student has the appropriate industry experience to undertake the DET but no level 3 qualification. They have undertaken the Access course to revisit academic study. It becomes clear that their academic ability is sufficient to cope at level 5 with their industry experience acting as acquired prior experience and learning (APEL). Consideration would be given to a transfer to the DET.

Example 2: A student has the necessary prior qualifications too undertake the DET and commences this programme. However, it becomes clear that having been out of education they struggle with the academic side of the programme and want to develop this before continuing with the DET. Consideration would be given to a transfer to the Access programme.

Any fees paid by transferring students would be set against the costs of the course to which a student was being transferred. Any transfer would be dependent on the conditions of entry as identified in our *Higher Education Student Recruitment, Selection and Admissions Policy* and the last enrolment cut-off date, usually mid-October.

Where a student transfers programmes we will provide the necessary support to minimise the disruption to them and the host programme including a form of bespoke induction.



Shortlisted  
Sixth form college of the year



## TRANSFER FROM AN ANOTHER HIGHER EDUCATION PROVIDER

Where a student wishes to transfer from another provider we would initially ascertain the reasons why and seek to support the student in continuing with their current provider. We are aware that when students transfer this interruption of studies or change of environment may have a negative impact on their outcomes. Once we were satisfied that sufficient support, advice and guidance had been provided to the student, if they still wished to transfer we would provide Personal Development Tutor (PDT) and careers' advice and support about how to do so.

We would take into account any relevant completed work and would negotiate what prior learning could be considered as contributing to the programme transferred to with the Awarding Organisation (AO). In doing so we would operate under the AOs **Recognition of prior learning policy and process**. Other procedures would follow our **Higher Education Student Recruitment, Selection and Admissions Policy**. Where a student transfers from another provider we will provide the necessary support to minimise the disruption to them and the host programme including a form of bespoke programme and a College induction.

## TRANSFER FROM A COLLEGE PROGRAMME TO ANOTHER PROVIDER

Where a student wishes to transfer to another provider we would initially ascertain the reasons why and seek to support the student in continuing at the College. We are aware that when students transfer this interruption of studies or change of environment may have a negative impact on their outcomes. Once we were satisfied that sufficient support, advice and guidance had been provided to the student, if they still wished to transfer we would provide PDT and careers' advice and support about how to do so. We would provide the necessary information required by the new institution to support the student's transfer provided the student has given us explicit permission to share this information.

Where a student transfers, any fees paid would be subject to our **Access and Higher Education Student Tuition Fees and Refund Policy** and our **Access and Higher Education Student Terms and Conditions of Contract**.

## COMMUNICATING THESE ARRANGEMENTS

These **Student Transfer Arrangements**, together with relevant higher education policies are available through our website. All students will be directed to relevant policies during the course research and application stage, at interview, in our offer letter and as part of induction.



In the event of changes to policies or processes these will be highlighted to enrolled students via email and through tutors, and to prospective students, via updates to the website.

Last updated 7 October 2020

**Related Documents:** Access & Higher Education Student Terms and Conditions, Access & HE Student Tuition Fees & Refund Policy, Access & Higher Education Student Information & Consumer Protection Policy

