

**Policy:** Student Entitlement Policy **Date:** September 2019

**Approved by:** Vice Principal – Curriculum and Quality

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**1. Scope**

1.1 This policy applies to all full time further education students enrolled with Gloucestershire College.

**2. Aims**

2.1 The policy details a student's entitlement.

**3. Policy statement**

3.1 All College students are entitled to:

3.1.1 impartial advice and guidance about programmes of study;

3.1.2 detailed information about programmes of study;

3.1.3 detailed information about the College and its services;

3.1.4 selection based on fair and valid assessment methods, including consideration of prior achievement and relevant learning / experience, initial and diagnostic assessment of skills;

3.1.5 an appropriate induction to the College and their programme of study;

3.1.6 study in a safe and secure learning environment;

3.1.7 levels of protection in accordance with legislation set out in the Child Protection and Safeguarding and Health and Safety Policies;

3.1.8 high quality teaching from appropriately qualified staff;

3.1.9 access high quality learning facilities and to have open access to information technology;

3.1.10 a structured learning experience which provides the opportunity to achieve their qualification aim (s) / learning goal (s);

3.1.11 learning support which provides the opportunity to achieve their qualification aim (s) / learning goal (s) and which is based on assessment of needs;

3.1.12 access to guidance on careers and progression;

3.1.13 regular assessment and review of their progress;

3.1.14 regular verbal and written feedback on the quality of their work and progress which confirms achievement, guides improvement, and encourages learning;

3.1.15 regular contact between College staff and their employer / sponsoring organisation if course fees are being paid by them;

- 3.1.16 fair, valid and unbiased internal assessment;
- 3.1.17 express appreciation and concerns about any aspect of the College which will be treated equitably;
- 3.1.18 engage with staff to influence improvement;
- 3.1.19 an opportunity to comment on and influence their experiences at College;
- 3.1.20 access activities which provide opportunities to enhance their learning experience in preparation for work and future life;
- 3.1.21 regular contact between College tutors and parent / guardians;
- 3.1.22 structured preparation for higher education, including the application process.
- 3.1.23 a work related opportunity to enhance their understanding of the work environment.
- 3.1.24 all personal information processed in line with the data protection principles as set out in Data Protection Legislation.

### Related policies and procedures

<b>Ref. No.</b>	<b>Related Policies and Procedures</b>
POL-09	Safeguarding, Children, Young People and Vulnerable Adults Policy
PROC-01-10	Talkback Procedure
PROC-01-11	Student Disciplinary Procedure
POL-04	Data Protection and Information Security Policy
POL-49	Careers Education and Information, Advice and Guidance Policy

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Approved by: S Steed

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