

Continuation and Completion Policy

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1. Introduction

- 1.1. This policy is produced in line with guidance provided by the awarding body (i.e., Pearson) and is set out based on the expectations of the conditions set by Office for Students (OfS).

2. Aim

- 2.1. The Continuation and Completion policy is designed to ensure that programmes and individual learning outcomes allow appropriate student development towards successful outcomes, enabling graduates to seamlessly succeed in employment.

3. Policy

3.1. Student Continuation:

- 3.1.1. For students who are considered for continuation from Year 1 to Year 2, their academic status needs to be ratified and recorded by the Assessment and Progression Board at the end of first year;
- 3.1.2. To be enrolled into the second year of study, a student must achieve minimum 90 credits in the first year (Level 4) and, if appropriate, a specific number of work-based learning hours as defined in the Programme Handbook (applicable for HND in Healthcare Practice and HND in Social and Community Work);
- 3.1.3. In the first year, each unit carries 15 credits, hence the student must pass a minimum of 6 units;
- 3.1.4. A student who passes all units in the first year will automatically continue to the second year;
- 3.1.5. Students who are unsuccessful in achieving 90 credits (achieve Pass grade in minimum 6 units), cannot automatically continue to Year 2;
- 3.1.6. Students who do not meet continuation requirements may either be required to repeat units in Year 2 term 1, or their studies could be discontinued;
- 3.1.7. Students will be given one additional term in the third year to complete their second year modules (usually, the first term of the second year);
- 3.1.8. The Assessment and Progression Board is responsible for undertaking judgements and making decisions based on student performance, using the principles of integrity, equity and merit.

3.2. Grading Classification

- 3.2.1. To achieve a Pass, a student must satisfy all the Pass criteria for the learning outcomes, showing coverage of the unit content and therefore attainment at Level 4 or 5 of the national framework;
- 3.2.2. To achieve a Merit, a student must satisfy all the Merit criteria (and therefore the Pass criteria) through high performance in each learning outcome;
- 3.2.3. To achieve a Distinction, a student must have satisfied all the Distinction criteria (and therefore the Pass and Merit criteria) and these define outstanding performance across the unit as a whole;
- 3.2.4. The award of a Pass is a defined level of performance and cannot be given solely on the basis of a student completing assignments. Students who do not satisfy the Pass criteria should be reported as Unclassified;

3.3. Completion

- 3.3.1. To be awarded an HND qualification, students must achieve the minimum Pass grade for Level 4 and 5 units (amounting to 240 credits);
- 3.3.2. For a compensated award, a student must have:
 - 1. Attended units equivalent to 120 credits and achieved at least a pass in 105 credits at Level 4;
 - 2. Attended units equivalent to 120 credits and achieved at least a pass in 105 credits at Level 5;
- 3.3.3. HND Healthcare Practice, HND Social and Community Work programmes require a number of hours of work experience as described in the Programme Handbook(s) to be completed in order to pass. In such cases, evidence of the work experience which is kept in the Professional Learning and Development portfolio (PLAD) will need to be submitted and validated before the student can be considered to have completed the course successfully.
- 3.3.4. A student should complete the programme within 12 months from the end date of the programme of study.

3.4. Compensation Provision for the HNC

- 3.4.1. Under the Regulatory Qualifications Framework (RQF), the Assessment and Progression Board can at their discretion consider compensating one 15-credit (core/optional/specialist) unit based on the Pearson programme specification for a student who has exhausted his or her submission attempts and not passed.

3.5. Compensation Provision for the HND

- 3.5.1. Under the Regulatory Qualifications Framework (RQF), students can be awarded the HND if they have attempted but not achieved a Pass in one of the 15 credit units completed at Level 4 and similarly if they have attempted but not achieved a Pass in one of the 15 credit units at Level 5. However, they must complete and pass all of the remaining units, to attain the HND.

3.6. Further Information

- 3.6.1. Further information on this can be found in the Pearson programme specifications, which can be located on the Pearson website: <http://qualifications.pearson.com/en/qualifications/btec-higher-nationals.html>

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