



Westwood Training and Consultancy

Dropout Procedure

Procedures Overview

The Drop Out Procedure is activated when the centre administrator is informed that a learner has failed to make progress despite having been contacted by the Tutor, or Placement Tutor, or where the learner has failed to take agreed action despite the initiation of the Cause for Concern Process. A cause for concern form and procedure are activated when the learner has:

- Missed 4 consecutive sessions of lectures without prior agreement
- Had no contact with tutor for more than 14 days without notification

The Tutor, and/or Head of Academic Programmes should try to discourage withdrawal and outline the deferment procedure as a preferred option.

The centre administrator will make every effort to establish contact with the learner (and be able to provide evidence of this) through:

- At least 3 emails giving timeframes, all with Delivery and Read Receipt
- Telephone contact
- Letter in the post

If there has been no response within the given timeframe the centre administrator will set in motion the drop out procedure. The learner file will be kept in a separate 'Dropout file' for at least 2 years from their registration date, and their status will be changed to

The learner will be emailed to confirm that their file has been archived and the reason for this. Delivery and Read Receipt.

When one year has elapsed since registration date without contact from learner since dropping out, the Registrar will set in motion withdrawal procedure.

Associated Procedures

Withdrawal procedure
Deferral procedure

Review

The procedure will be reviewed in September 2022



Westwood Training and Consultancy

We will review this procedure and its associated procedures annually as part of our self-evaluation arrangements and/or in response to learners, or regulatory feedback and any trends that may emerge in the types of queries we may have received