



Progression Agreement

Between

Course title: BSc (Hons) Combined Studies, University of Bradford (Year 3, full or part time)

Name of Institution: University of Bradford

And

Course(s)/Programme(s) title: Foundation Degree in Health & Social Care (University of Bradford)

Name of Institution: Calderdale College

This Progression Agreement will commence in January 2009. This Progression Agreement is initially agreed for a 3 year period. This Progression Agreement will be evaluated by both parties, bi-annually in June and December of each year.

1. Course/Programme Entry Criteria

Required element:

University of Bradford agrees the following entry criteria:

Learners on the Foundation Degree in Health & Social Care applying for BSc (Hons) Combined Studies (Year 3, full or part time) will need to achieve:

a successful completion of the Foundation Degree in Health & Social Care

University of Bradford has the final authority on all matters relating to the admission of learners. In borderline cases the admission tutor from University of Bradford will consult with the Sending Representative from Calderdale College.

2. Guaranteed interview, or review of learner's transcript/portfolio, or place

Required element:

Learners on the Foundation Degree in Health & Social Care applying for the BSc (Hons) Combined Studies:

In order to be eligible for a guaranteed interview a learner's current coursework must be up to date, they should have participated in IAG activities and current tutor supports application.

3. Application Process

Required elements:

Learners on the Foundation Degree in Health & Social Care should apply for the BSc (Hons) Combined Studies by:

[Between September and January 15th] applying online, [Between January 16th and 30th June] applying through UCAS, [After 30th June] applying directly to University of Bradford School of Lifelong Education and Development Admissions Office The words **Progression Agreement** should be entered by the referee at the beginning of the Reference section of the UCAS form.

Where an individual students learning need is identified by Calderdale College and the student has agreed for that information to be shared between the institutions then Calderdale College agrees to inform the disability service within the college who will in turn inform the University of Bradford's Disability Service.

4. Understanding HE

Additional element:

October	University Open Day plus additional informal visits or telephone discussion with a tutor can be arranged with the School of Lifelong Education and Development Administration Office. Member of staff presentations to the 2nd year learners once a year.
September to October	Complete UCAS forms supported through Personal & Professional Development (PPD) sessions at Calderdale College.
January	Completed UCAS forms to be with the University by the 15th January.
February	University Open Day
July	University Open Day

5. Personal Career and Development Planning

Required elements:	
June - July	Introductory IAG session on HE as a next step option and potential progression routes (Year 1). College and University staff jointly deliver a briefing session on the Progression Agreement.
September November	IAG group session on applying to HE. IAG group session on financing HE studies. Programme leaders briefing to learners on Progression Agreement content and processes and discuss progression options with learners as part of their Individual Learning Plan.
January - April	
May - June	College and University staff jointly deliver a briefing session on “changing institutions” ”
July	Students receive results by end of July

6. Curriculum Planning and Development Activities

September to December	University & College staff Link Meeting to discuss any concerns with course delivery Strategic Advisory Group University & College staff to discuss course changes content etc. Staff Student Liaison Committee. College and University staff exchange academic calendars. University representative provides recruitment data and final year destination data to college representative. Informal contact maintained between Calderdale College and University of Bradford
January to April	University & College staff Link Meeting to discuss any concerns with course delivery. Staff Student Liaison Committee. Course Assessment Board - college staff and module leaders
May - July	Course Management Board (University & College staff and student rep.) – Chaired by HOD to discuss – results, individual module feedback, student feedback Staff Student Liaison Committee. Course Assessment Board – module leaders Exam Board – Programme leaders and external examiners Moderator days College and University staff meet to update one another on course developments

7. Publicising the Progression Agreement

Required element:

Month	Activity
TBA	College Prospectus
TBA	College Website
TBA	University Prospectus
TBA	University Website
TBA	WYLLN

8. Modification or Termination of the Progression Agreement

Required elements:

This Progression Agreement may be modified at any point with the agreement of the College and the University. The Progression Agreement will be terminated if

- the Foundation Degree in Health & Social Care at Calderdale College is discontinued or the BSc (Hons) Combined Studies at University of Bradford is discontinued.
and/or
- the BSc (Hons) Combined Studies at University of Bradford is redesigned and following discussions with the representatives at Calderdale College it is agreed that an appropriate curriculum match no longer exists
and/or
- following discussions with the representative at University of Bradford it is agreed that an appropriate curriculum match no longer exists with the Foundation Degree in Health & Social Care at Calderdale College

Learners will be informed of any modifications or termination by email to their college email account and a notice posted on Moodle. Representatives will inform learners of alternative HE course options available to them.

Representatives will ensure details of the Learner Progression Agreement are removed from their institution's website and WYLLN's website

9. Review of the Progression Agreement

Required element:

This Progression Agreement will be evaluated by both parties, bi-annually in **June** and **December** of each year.

May – June: Representatives advise one another of any professional, academic or other changes to their respective course provision.

September – December: College and University staff meet to update one another on course developments.

End of year review meeting of course tutor and admissions tutors

Signatures

Sending Representative, Foundation Degree in Health & Social Care, Calderdale College


Signature: 

Date: 17/12/08

Name: Linda Haigh

Position: College Co-ordinator

Approved by senior representative of Calderdale College


Signature: 

Date: 17/12/08

Name: Kath Bradwell

Position: Associate Head of Faculty, Health, Care, Education and Business

Receiving Representative: BSc (Hons) Combined Studies University of Bradford

Signature: 

Date: 17/12/08

Name: Peter Lassey

Position: Associate Dean, Learning & Teaching

Approved by senior representative of University of Bradford (Dean)

Signature: 

Date: 17/12/08

Name: Nadira Mirza

Position: Dean, School of Lifelong Education and Development