

# Appropriateness of Study Policy

## Appropriateness of Study Policy

Date approved: 24 August 2018  
Approved by: SMT  
Responsible Manager (s): Director for Students  
Executive Lead: Vice Principal HE & Student Enhancement

Applicable to staff: Yes  
Applicable to students: Yes  
Accessible to students: Yes  
Accessible to general public:  
(including clients) Yes

### Consultation

Consultation undertaken with:	Date:
• SMT	27.7.18
• AMT	10.7.18 / 17.7.18
• CCMT	13.6.18
• Students	12.6.18
• Employee representatives ( <b>HR policies only</b> ) NA *	

*\* please delete as appropriate*

Policy review frequency normally two years.

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## **1. Scope and purpose of policy**

1.1 This policy applies to all students and potential students who wish to study at Blackpool and The Fylde College (B&FC).

1.2 Appropriateness of study relates to an individual's ability to engage safely and effectively as a student, in relation to academic, social, enhancement and industry related activities.

1.3 B&FC will risk assess past and in year criminal convictions or allegations and where reasonable take appropriate actions to support the learning or academic achievement of all students.

1.4 B&FC will provide a positive approach to the management of physical, emotional and mental health issues and where reasonable take appropriate actions to support the learning or academic achievement of all students.

## **2. Policy Statement**

2.1 This policy is designed to ensure that all students who may fall within scope are dealt with in a fair, equitable manner and provided an appropriate, proportionate, prompt and flexible response to concerns about their appropriateness of study.

2.2 There may be instances where appropriateness of study is called into question at either enrolment or, due to changes of circumstances, mid programme. In such cases a Current Appropriateness of Study Assessment (CASA) must be completed, such instances may arise where, for example,

- a student poses a risk to their own health, safety and / or well being and / or that of others
- a student's behaviour is (or is at risk of) adversely affecting the learning, teaching and / or experience of other students
- a student's behaviour is (or at risk of) adversely affecting the day to day activities of B&FC or industry partner
- a student's support need falls outside the scope of the support services that B&FC can reasonably be expected to provide.

2.3 Where an appropriateness of study concern has been identified, B&FC may work in conjunction with a range of external partners in order to complete the CASA this may include, but is not limited to

- Medical Agencies
- Mental Health Practitioners
- Youth Offending Teams
- Probationary Service
- The Police

2.4 The outcome of the CASA may be to recommend suspension pending external interventions, an alternative programme of study or to recommend non enrolment or non continuation within the current academic year.

2.5 Where students are unable or unwilling to participate in any part of the CASA B&FC will continue to follow the procedure where it is appropriate and reasonable to do so.

2.6 Where reasonable B&FC will provide levels of support to remove any barriers to engagement and will facilitate re – engagement where a student has been temporarily absent.

2.7 A right of appeal to the Vice Principal Quality and Curriculum or Vice Principal HE and Student Enhancement follows the appeal process as outlined in the associated procedure.

### **3. Accountability**

3.1 Heads of Curriculum Areas are responsible for ensuring the appropriateness of study policy is adhered to and make decisions regarding applicants and students under their jurisdiction.

3.2 The Director for Students is responsible for approving the appropriateness of study decision.

3.3 The Vice Principal Quality and Standards or Vice Principal HE and Student Enhancement is responsible for approving the appeal decision.

3.4 The Director for Students is responsible for ensuring this policy is regularly reviewed and updated.

### **4. Student Involvement**

4.1 Students were consulted in the updating of this policy through the elected Representatives of the Student Union.

### **5. Linked Policies**

- Safeguarding Policy (Student)
- Positive Student Behaviour Policy
- Positive Student Behaviour Policy (Attendance)
- Positive Student Behaviour Policy (Misconduct)
- Data Protection Policy

## **6. Linked Procedures**

- Positive Student Behaviour
- Anti bullying and Harassment Procedure (Student)
- Safeguarding Procedure (Students)
- Positive Student Behaviour Procedure (Misconduct)
- Positive Student Behaviour Procedure (Attendance)
- Appropriateness for Study Procedure
- CASA declaration form

7.

**Impact Assessment for the 4 strands of Equality, Safeguarding, Health and Safety and Sustainability. Initial Form to be completed with Risk Assessments or as part of a proposal or change to a policy, plan or new way of working.**

<p>Title of Activity: Appropriateness for Study Policy          Author and Date: Director for Students July 2018</p>	<p>New/<u>Revision</u> (Underline as appropriate)          Expected Implementation Date: July 2018          What is the review date: May 2020</p>
<p><b>Equality and Diversity.</b>          Which of the characteristics maybe impacted upon?          And, if yes, how has this been considered?          What are the risks? What are the benefits?</p>	<p>No E&amp;D characteristics maybe impacted upon.          Yes                      No X          This policy mitigates any risks for staff and students.</p>
<p><b>Safeguarding:</b>          Are there any aspects of this proposal which could cause a learner/member of staff/visitor to feel unsafe?          If yes, how has this been considered?          What are the risks? What are the benefits?</p>	<p>The aim of this policy is to ensure all staff students and visitors feel safe at all times.</p>
<p><b>Health and Safety:</b>          Have any risks been identified?          If yes, how has this been considered?          What are the risks? What are the benefits?</p>	<p>No X          There are no H&amp;S risks associated with this policy.</p>
<p><b>Sustainability:</b>          Are there expected benefits or impacts on sustainability or environmental issues?          If yes, how have these been considered?</p>	<p>Yes                      No X</p>
<p><b>Evidence:</b>          What evidence do you have for your conclusions and expectations for these conclusions?          How will this impact be monitored for all these considerations?</p>	<p>This policy mitigates any risks associated with appropriateness for study and enhances existing Safeguarding and H&amp;S policies.</p>
<p>Is this policy of a high/medium or low risk? :</p>	<p>Low Risk</p>