



L2W: Appendix D: Learner Referral Procedure

A problem identified with your attendance, work, behaviour will trigger a Stage 1 Referral. This is to help to support you make progress and achieve your goals.

Stage 1 Referral

- Your subject lecturer/tutor meet with you and set up a plan of action to resolve the problem. They will give specific targets to meet. Additional support may be part of your action plan.
- A date will be set for a review of your progress– usually 4 weeks from the start of the referral – but could be earlier.
- The meeting will be recorded, you will be given a copy. A record that you are on a Stage 1 referral will also be given to your school
- Your parent/carer will be informed.
- Please note: If you are put on referral again after completing Stage 1, it will be directly onto Stage 2.

Stage 1 Review

- After four weeks or earlier if agreed, a review meeting will be held –
- Depending on your progress you could be:
 - a) Satisfactory- signed off Stage 1
 - b) Unsatisfactory – referred to Stage 2
- The outcomes of the meeting will be recorded and will be forwarded to all relevant parties and recorded on your student home page
- Your tutor will inform your parents/carers of the outcome.
- If you are referred onto Stage 2 then you will be given a date for a meeting with your subject lecturer/tutor, co-ordinator and your parents/carer.

Stage 2 Referral

- You will meet with your subject lecturer/tutor, co-ordinators and your parents/carer. as arranged.
- A plan of action to resolve the problem will be set up – giving you specific targets to meet within an arranged timescale – no longer than four weeks. Additional support may be part of your action plan.
- A date will be set for a review of your progress-within four weeks.
- The meeting will be recorded, you will be given a copy.
- All other relevant parties will be given a copy and a record that you are now on Stage 2 of the referral process.

Stage 2 Review

- After four weeks, or earlier if agreed at the Stage 2 meeting, a review meeting will be held-
- Depending on your progress you could be:
 - a) Satisfactory-signed off Stage 2 (but monitored)
 - b) Unsatisfactory-referred to Stage 3
- The outcomes of the meeting will be recorded, and will be forwarded to all parties involved.
- If you are referred onto Stage 3 then a report will be sent to the L2W project manager.
- Stage 3 could result in you being withdrawn from the course.

Stage 3

- If no significant progress has been made on Stage 2 then you will be asked to withdraw from the course.
- You have the right to appeal against this decision but must do so within 7 days of receiving notice that you are to be withdrawn.
- You must write to the L2W project manager who will consider your appeal and arrange an appeal meeting within 14 days of the receipt of your letter.
- Your appeal will be heard by the L2W project manager. You will be able to have someone with you if you wish.
- A decision will be made by the L2W project manager and you will be informed. All relevant parties will be informed of the decision as well.