POLICY

TITLE: DEFERMENT, INTERCALATION AND WITHDRAWAL

POLICY HOLDER: Director of NTTC

APPROVAL BOARD: NTTC Board

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* The review period refers to our internal policy review process. The published policy is current and is the most recent approved version.

Summary:

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Further information: If you have any queries about this policy or procedure, please contact the named policy holder.

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Amendments Log

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Contents

1. Deferment 4
1.2 The process 4
2. Intercalation 4
2.2 Definitions and scope 4
2.3 The process 5
2.4 Making an application for intercalation 5
2.5 Financial aspects 6
2.6 Assessment Points 6
3. Withdrawal 7
3.2 Definitions and scope 7
3.3 The process 7
3.2 Fees 8
4. Post Graduate Teacher Apprentices 8

The procedures and policy in this document relate to all trainees on a year-long NTTC Initial Teacher Training programme. Assessment Only candidates should refer to the AO Policy.

1. Deferment

1.1 Definitions and scope

In this context, deferment refers to a candidate who has already been interview and has been offered and accepted a place on the course but not yet enrolled with CCN.

By deferring, candidates pause their enrolment onto the NTTC course by one academic year or until the next intake.

1.2 The process

Any candidate who meets the course requirements and has accepted an offer to train with NTTC may defer their place. Candidates must notify NTTC in writing of their intention to defer their place on their training course. NTTC will then amend their application status on **Apply** to reflect this choice. Any evidence and information collected on the candidates will be held securely until they are ready to enrol. Candidates must still show evidence of meeting the course requirements when they do return to the course and are ready to enrol.

Candidates must keep in contact with NTTC regularly to ensure they are kept up to date with any course changes for their new enrolment year. Any candidates who have not been in touch with NTTC by July of the following year from deferment (the July before enrolment), will automatically have their offer on **Apply** withdrawn due to lack of communication.

Should a candidate wish to defer for another academic year before enrolment, they must submit a new application form and repeat the interview process.

2. Intercalation

2.1 Definitions and scope

In this context, intercalation refers to a trainee already enrolled with NTTC who wishes to take a break from the course with the full intention of resuming at an agreed date.

By intercalating, the trainee takes a pause in all course activities and requirements, including school placements, professional development sessions at NTTC and all forthcoming assessments.

By agreement with NTTC, any assessments already completed and passed are 'banked' and count towards final assessment upon resumption of the course.

For trainees in receipt of a bursary, all future payments are suspended from the date of intercalating. Trainees remain liable for their course fees up to the point of intercalating.

Intercalating does not refer to a candidate who has yet to enrol but wishes to postpone their application and be considered in the application round the following year. In this instance, please see section on deferment.

2.2 The process

Any trainee already enrolled is entitled to apply for a period of intercalation. The request for intercalation should come directly from the trainee themselves – teaching apprentices should make their request together with their employing school.

In usual circumstances, an application for intercalation can be made by the trainee's representative provided that NTTC has proof from the candidate that the representative is entitled to act on their behalf.

Intercalation does not necessarily have to be for the remainder of that academic year.

Trainees must be made aware of the number of school-based and college-based days required to complete their training following intercalation.

Requests for intercalation must be made on the Intercalation Application Form, signed by the applicant and submitted with the accompanying evidence.

Applications for Intercalation must be submitted to the Director of NTTC as soon as it becomes clear that it is the appropriate course of action.

The Director and phase curriculum leader must consider all aspects of the application, including arrangements made for the trainee's support and must ensure that these arrangements are clearly set out and understood by all parties.

An application for intercalation should normally be reviewed within two working days of receipt with the decision communicated to the trainee within a further two working days. Exceptions to this may include instances where the intercalation is on the grounds of serious illness for example or other circumstances where the candidate may be incapable of making full and accurate representation of their case.

Once a final decision has been made, the Director must then inform the trainee of the outcome of their application either by letter or email.

The Director is empowered to decide whether intercalation can be granted. For apprentices this will be in agreement with the employing school.

Once the application has been approved and signed by the Director, the DfE will be informed and the trainee's central record amended accordingly.

The CCN HE office will be informed so that Student Finance England can be updated.

2.3 Making an application for intercalation

Section one of the form – to be completed by the applicant (or in exceptional circumstances by their verified representative).

- Essential personal details.
- Reasons for the application.
- Evidence provided in support of the application.
- Signature of the applicant.

Section two of the form – to be completed by the Director of NTTC or IT Curriculum Leader:

Start finish dates, duration of intercalation.

- Programme Return Plan.
- Signature of Director who, in so doing approves (or disallows) the application.

Completed Application forms will be logged and retained by the Director. The Director is responsible for informing the NTTC Qualifications Board that intercalation has been agreed at its next meeting.

2.4 Financial aspects

Before commencing (or as reasonably soon as possible thereafter) a period of intercalation the student must ensure that they have cleared any outstanding debts to the College including:

- The return of any outstanding library books and the payment of any fines.
- The return of any borrowed materials or equipment.
- Outstanding fees for tuition, visits, trips or any other activities for which a bill has been issued by the College, but which remains unpaid and unscheduled for repayment.

If a trainee's intercalation commences part-way through an academic year, their fees will be re-calculated based on the start date of the intercalation.

- Term 1 – 25% fee.
- Term 2 – 50% fee.
- Term 3 – 100% fee.

Upon return to the course, the trainee will be charged the outstanding balance for the remainder of the programme.

During a period of intercalation, a trainee will not normally be eligible to receive a student loan. All matters regarding entitlement to or any other issue relating to student loans should be taken up by the trainee directly with the SLC.

During a period of intercalation, a trainee will not normally be entitled to any financial support from NTTC nor City College.

Further bursary or scholarship payments will be suspended with immediate effect.

2.5 Assessment Points

All assessments which have met 'pass' assessment criteria, including QTS evidence, will be banked and count towards the final submission upon return.

A trainee who has returned from a period of intercalation may not resubmit retrospectively to any assessment point where the deadline for submission has already passed.

The number of days completed on placement will usually count towards the statutory requirement (currently access to 120 days) and the trainee will be made aware at the point of intercalation the number of days yet to complete to fulfil this requirement.

NTTC cannot guarantee that a returning trainee will resume placement at their previous school, although where this is a reasonable course of action and the partner school is willing, NTTC will endeavour to ensure maximum continuity of positive school experience.

We encourage trainees who have deferred to stay in contact with NTTC and their curriculum leader should they wish to.

During a period of intercalation, trainees will not normally retain access to course materials. This will be at the discretion of the Director.

During a period of intercalation, trainees will not normally retain access to The Information Store at City College.

Any query regarding access rights to college facilities during a period of intercalation should be addressed to the IT Curriculum Leader in the first instance.

2.6 Communications

It remains the responsibility of the trainee to inform NTTC of their current home address and all other means of communication during the period of intercalation.

During the period of intercalation, NTTC will not normally be in contact the trainee without explicit agreement from the trainee that they are willing to engage with us.

Prior to the resumption of training, the Director will arrange a face-to-face meeting with the trainee to assess their fitness and readiness to resume their training and to ensure that the trainee is fully aware of the demands associated with resuming the course. For apprentices this will be with the employing school.

2.7 Returning from a period of intercalation granted on medical grounds

NTTC will require any trainees who is preparing to return from a period of intercalation granted for medical reasons to produce evidence from an appropriately qualified medical practitioner that they are sufficiently recovered to be able to resume the programme of training.

3. Withdrawal

3.1 Definitions and scope

In this context, withdrawal refers to a trainee who has already been enrolled with CCN.

By withdrawing, trainees leave the training course with no future intention of re-joining.

3.2 The process

Any trainee looking to withdraw from the course should raise their concerns with the Director of NTTC in the first instance. Trainees should not discuss their withdrawal from the course with their placement/employing school until NTTC has been notified.

The Director will then invite the trainee to discuss their circumstances to investigate the reasons why a trainee wishes to withdraw.

The trainee is then given a week ‘cooling off’ period before any formal decision is made.

After the week ‘cooling off’ period, if a trainee decides to remain on the course, the Director will work with them to ensure any concerns are addressed. If a trainee wishes to continue with their withdrawal, they should notify the Director in writing. For apprentices the employer will be part of this decision.

Once formal notice has been received, NTTC will notify the CCN HE Office who will process the withdrawal of access to CCN sites and services, they will also notify Student Finance England (if applicable). NTTC will also notify the DFE.

NTTC will send the trainee an exit interview for completion so that NTTC can formally review the reasons for the withdrawal.

NTTC will also formally inform the placement/employing schools.

3.2 Fees

If a trainee's withdrawal commences part-way through an academic year, their fees will be re-calculated based on the date last attended the course.

4. Post Graduate Teacher Apprentices

For any apprentices wishing to defer, intercalate or withdraw please follow the processes above. NTTC will also work with your employer and the CCN Apprenticeship team to ensure all the correct apprenticeship admin is completed.