



ST. ANDREW'S
COLLEGE
Cambridge

COLLEGE POLICY DOCUMENT

**Quality Assurance System
Joining programmes which fit the needs of students**

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| Issue No.: 04 | Document Number: STAN: 0012009 |
| Issue Date: 27th June 2011 | Originator: Wayne Marshall |
| Version: 08 | Responsibility: Principal |
| Reason for version change: Update | Dated: 10th May 2009 |
| Authorised by: Wayne Marshall Date: 28th July 2017 | Signature: <i>Wayne Marshall</i> |

The following procedure has been put in place to review the provision of courses offered to our students and to ensure that each one of them is on the best course given their need, current academic ability and potential ability.

The system will review the student during their time with the college and advice on the best course available given their individual needs, potential and aspirations.

The first contact the new student / agent will have with the college will be with the Registrar. He/she will take a note of their key facts and discuss courses with them and the potential placement within the college.

The student concerned will then be asked to complete a placement test English test. In conjunction with the test, the Registrar, in discussion with the Principal, will review the student's past academic qualifications including the student's current English qualifications (IELTS etc.).

Once all this information has been obtained and the previous results have been accepted the student will be advised as to which course would be suitable.

The student will then be monitored once he/she joins the college by the tutor allocated. Several meetings will take place in the first four weeks of study to ensure the student is on the correct course.

The tutor will talk to his/her teachers and based on that information and the student's own thoughts the course can, if required be changed. However, after the first four weeks have elapsed the student is not advised to change course as the period of catch up may leave them with too much work to do.

The student goes through continuous review throughout the year using internal examinations and reports. On completion of the first year (if applicable) the course is again reviewed to assist the student in coming back and to complete the right course (the Student Progression Policy maybe applicable in some cases).

Reviewed:

September 2010, 2011, 2012, 2013, July 2014, July 2015, July 2016 and July 2017.

Next review: 1st August 2018.