

# Catch22 College Policy

## *Leavers Policy Catch22 College*

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Catch22 reserves the right to amend this policy, following consultation, where appropriate.

Policy Owner:	Catch22 Colleges
Queries to:	Will Duke-Oddy
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Catch22 group, entity, hub:	Catch22 Colleges
4Policies level (all staff or managers only)	All Catch22 College Staff

### Document Version Control & Changes

Version	Last modified	By	Changes Made
1.0	7th May 2025	Will Duke-Oddy - Quality & Curriculum Manager - OSH	New Policy Created
2.0	03/11/2025	<i>Tandia Costain – Compliance &amp; Quality Manager</i>	

## 1. What is the policy about?

This policy outlines the processes for managing learner leavers within Catch22 Colleges, ensuring compliance with the Department for Education (DfE), awarding bodies, and other regulatory authorities. It aims to ensure all leaver documentation is completed correctly and that supporting evidence is provided in line with DfE rules.

## 2. Who does this policy apply to?

This policy applies to all learners leaving Catch22 Colleges, regardless of whether they successfully complete their programme with achievement, complete without achievement or withdraw before completion.

This policy should be used in conjunction with procedural document; EoP (End of Programme) Submission Guide, Change Request Submission Guide.

## 3. Policy requirements

### Definitions

- **Completer:** A learner who has completed the programme with full or partial achievement or has completed learning towards an aim without achieving it at point of programme completion.
- **Withdrawal:** A learner who has left the programme without achievement and has not completed their full programme. *In some instances, learners may have partial achievements and may still be classed as a withdrawal.*
- **Non-Start:** A learner who has left the programme or will not complete their programme and has not passed their qualifying period.

### Processing Requirements

Learners that finish their study programme at the communicated planned end date of their timetable and within the DfE funding year are considered to have completed their study programme, learners that finish prior to this date are considered to have withdrawn from their study programme.

Processing requirements differ depending on the learners outcome. To process a learners end of programme (EoP), the following documentation must be completed and submitted to compliance for quality checking.

- Completion with achievement: Submit EoP paperwork including evidence of the learners last day in learning and awarding body evidence of achievement.
- Completion without achievement: Submit EoP paperwork indicating completion status, including evidence of last day in learning evidence, with no awarded qualification.
- Withdrawal before completion: Submit EoP paperwork recording the learners last day in learning, reason for leaving, evidence of reengagement attempts or an intention to return, contact log and any other supporting documentation.

If the required evidence is not provided, the learner will not be processed. All paperwork must be submitted promptly to ensure compliance with data management principles and allow the compliance team sufficient time to process and validate records. Timely submission enables the identification and correction of errors or warnings, ensures data quality, and supports accurate and timely funding reconciliation.

If learners are 'non-start' they do not require the above paperwork to be completed, instead, please inform the compliance team and update the necessary course registers on Pics to ensure the learner is close off correctly. Please refer to 'Learner Journey in PICs' guidance for further information.

### **Achievement**

A learner is classified as an achiever once the IQA confirms that they have met the criteria for their qualification. Upon receiving confirmation, a certificate can be requested by the centre admin. Please refer to the Registration & Certification policy for further information.

### **College Closures**

In the event of a college closure where a learner cannot complete their qualification or learning, Catch22 Colleges will:

- Support the learner in transferring to another suitable Catch22 College site, where possible.
- If no suitable Catch22 site is available, assist the learner in finding an alternative provider to complete their learning.

### **Policy Review**

This policy will be reviewed annually to ensure compliance with DfE, awarding body, and other regulatory requirements. Feedback from staff and stakeholders will be considered during the review process to enhance the policy's effectiveness.

## **4. Related policies**

Attendance & Punctuality Policy – Catch22 Colleges

Behaviour & Code of Conduct Policy – Catch22 Colleges

Registration & Certification Policy – Catch22 Colleges

Induction & New Start Policy – Catch22 Colleges

# Annex 1: Equality Impact Assessment

Catch22 is committed to always: avoiding the potential for unlawful discrimination, harassment and victimisation; advancing equality of opportunity between people who share a protected characteristic and those who do not; and, foster good relations between people who share a protected characteristic and those who do not.

An Equality Impact Assessment (EIA) is a tool for identifying whether or not strategies, projects, services, guidance, practices or policies have an adverse or positive impact on a particular group of people or equality group. While currently only public bodies are legally required to complete EIA's, Catch22 has adopted the process in line with its commitment to continually improve our equality performance.

## 1. Summary

<b>This EIA is for:</b>	Leavers Policy Catch22 College
<b>EIA completed by:</b>	Will Duke-Oddy - Quality & Curriculum Manager - OSH
<b>Date of assessment:</b>	07/05/2025
<b>Assessment approved by:</b>	

### Objectives and intended outcomes

This EIA has been completed in order to ensure that the implications and potential impact, positive and negative, of the Leavers Policy Catch22 College for all staff have been fully considered and addressed, whether or not the staff members share a protected characteristic.

## 2. Potential Impacts, positive and negative

Equality Area	Positive	Neutral	Negative	Summary
<b>Age</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The policy applies equally to all members of staff regardless of age. It's not considered that the policy includes any guidance or rules that may impact either positively or negatively on any member of staff because of their age.
<b>Disability</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The policy applies equally to all members of staff regardless of health/disability. It's not considered that the policy includes any guidance or rules that may impact either positively or negatively on any member of staff because of their disability.
<b>Pregnancy &amp; Maternity/paternity</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	It's not considered that the policy positive or negatively impacts on pregnant women or on staff on maternity or paternity leave.
<b>Race</b> (incl. origin, colour and nationality)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The policy applies equally to all members of staff regardless of their race, origin, colour or nationality. It's not considered that the policy includes any guidance or rules that may impact either positively or negatively in these respects.
<b>Gender and Gender Re-assignment</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The policy applies equally to all members of staff regardless of their gender at any given time. It's not considered that the policy includes any guidance or rules that may impact either positively or negatively on any member of staff because of gender.
<b>Sexual Orientation</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The policy applies equally to all members of staff regardless of their sexual orientation. It's not considered that the policy includes any guidance or rules that may impact either positively or negatively on any member of staff because their sexual orientation.

### 3. Negative impacts and mitigations

Negative Impact	Mitigation	Owner