D

CURRICULUM AND QUALITY COMMITTEE REPORT

Subject: Courses for Concern and Praise; Early Withdrawal 2018-19	**Purpose:** **For Approval** ☐ **For Discussion** ☒ **For Information** ☐
Prepared by: H Anderson	**Date:** 13 February 2018

Purpose:
To inform the Curriculum and Quality Committee of any courses for concern

Linked to Strategic Goal 2: Deliver successful outcomes for all our learners.

Executive Summary:

To inform the Curriculum & Quality Committee of the Early Withdrawal rates of full time courses for academic year 2018-19. The report provides a comparison to the sector average and the college targets. A summary of the actions identified to improve the Early Withdrawal figures are also included

Courses for Praise are those courses who have improved withdrawals significantly compared to the previous year.

Recommendation:
For the committee to discuss.

Previous Committee Approvals:

For publication ☒	**For publication with redactions** ☐	**Not for publication** ☐

COURSES FOR CONCERN AND PRAISE – EARLY WITHRAWAL 2018-19

1. DEFINITION OF EARLY WITHDRAWAL

Number of students withdrawn prior to student funding point x 100
Number of students who enrolled on the course

2. COMPARISON AT 6 FEBRUARY 2019

Early Withdrawal	Actual % EW 2017-18	Current % EW 2018-19	% Change
FEFT	7.1	8.3	-1.2
No EW	69 students	78 students	9 more withdrawn
No Enrolled	977	934	
HEFT	3.4	3.2	0.2
No EW	8 students	8 students	same
No Enrolled	233	247	

The table above shows the College Early Withdrawal Figure has reduced slightly for Higher Education Full Time (HEFT) by 0.2% but Further Education Full Time (FEFT) has increased by 1.2%.

I have included the actual numbers who enrolled and the number who withdrew early within the table as this has an impact on the percentage figure. We have recruited less FE FT students and 9 more students withdrew early compared to the previous year. This has resulted in 8.3% early withdrawal rate.

We have recruited a greater number of HE FT students with the same number of students withdrawing early. This has resulted in an 0.2% improved in the Early Withdrawal figure.

The Scottish Funding Council no longer publishes Early Withdrawal figures and therefore a sector comparison is not possible.

The Senior Leadership Team have discussed the reasons for the disappointing increase in early withdrawals for FEFT and have concluded that a combination of the following has had a negative impact:

- Recruitment targets for FE were not met in August and teams were less selective to meet their targets.
- A greater proportion of “late starts” were recruited to try to make up the shortfall.
- Within 3 programmes, courses were combined after the October break due to the lack in recruitment which resulted in some students leaving as they were no longer satisfied with the course.
- Financial impact of those moving onto Universal Credits as there is a 5 week break in their income.
- Changeover within Admissions Process has caused issues.
- Changes to Bursary rules from “100% attendance” to “engagement and progress” caused staff to delay processing withdrawals leading to an earlier assumption that early withdrawal was better than the previous year, when in fact it was worse.

DRAFT

3. EARLY WITHDRAWAL REASONS

The reasons for early withdrawal compared to the previous year are shown below:

WITHDRAWAL REASON		2018-19 No w/d		2017-18 No w/d	Difference
Dissatisfied with College Course		**3**		**1**	2
Entering Employment		**20**		**15**	5
Finance		**9**		**2**	7
Finance Related - Bursary or EMA Withdrawn	1				
Finance Related - Inadequate other Financial Support	3		2		
Finance Related - Not entitled to Bursary or EMA	5				
Personal/Domestic		**32**		**32**	0
Personal/Domestic	3		1		
Personal/Domestic - Childcare Issues	4		2		
Personal/Domestic - Mental Health Issues	15		11		
Personal/Domestic - Other Carer Support Issues	1		1		
Personal/Domestic - Poor Physical Health	4		7		
Personal/Domestic – Pregnancy	2				
Personal/Domestic - Relationship Issue	1		3		
Personal/Domestic - Work Related Issues	2		3		
Personal/Domestic – Housing			4		
Returning to School		**3**			3
Transferring to another College		**1**			1
Unknown		**3**		**3**	0
Withdrawn by College for poor attendance		**15**		**22**	-7
Withdrawn by College for poor achievement				**2**	-2
Grand Total		**86**		**77**	**9**

The figures indicate that 9 more students withdrew early compared to the previous year.

The most significant difference is that 7 more students withdrew due to financial reasons and linked to this is 5 more withdrawing to enter employment.

Although the number of early withdrawals due to personal/domestic reasons has remained the same, the number of students leaving for mental health issues has increased by 4 students.

4. COURSES FOR PRAISE

The table in Appendix A highlights a number of courses who have reduced the number of students withdrawing early compared to the previous year.

5. COURSES FOR CONCERN

The courses with an Early Withdrawal rate above 15% are shown in Appendix B. There are 17 groups, 4 of which appeared as a Course For Concern last academic year. There are also 4 courses who have a very small enrolment figure and only one student withdrew early (SVQ II Landscaping, Access to Sport & Exercise, SVQ Level 3 Horsecare and SVQ III Brickwork). They are all taught within a combined group situation which enables the college to deliver these programmes, despite the small numbers.

DRAFT

A number of immediate actions have been put in place to minimise both further withdrawal and to enable students to fully complete their qualification. In addition, actions are being carried out now that will reduce withdrawal rates next academic year.

6. IMMEDIATE ACTIONS

ACTION 1

The college is investing in extra Achievement Coach hours until the Easter break across all 3 portfolio areas. This will be reviewed after the Easter break and if this is having a positive impact, the additional hours will continue until the end of term.

ACTION 2

The college is investing in extra Additional Needs Assistant hours for Animal Care.

ACTION 3

The college is investing in extra teaching hours for the Horsecare and Landscaping groups to enable dedicated time for each level.

ACTION 4

The college is investing in extra learning support hours to provide remediation and study skills sessions.

ACTION 5

All Curriculum and Learning Managers are tracking and monitoring students progress with assessments and creating individual learning plans for those at risk of withdrawing or not succeeding on their course.

ACTION 6

College management are now focussing on Total Withdrawal figures which includes Early Withdrawal and Further Withdrawal. Additional Achievement Coach and tutorial time is being targeted at courses where total withdrawal is causing concern.

7. ACTIONS FOR NEXT ACADEMIC YEAR

ACTION 1

The Admissions Process has been automated utilising an online system. This should improve the flow of information and should improve the overall experience for applicants.

ACTION 2

Interview sessions will include financial information to enable applicants to make an informed choice before they enrol at college.

ACTION 3

A review of the Course Tutor system will be undertaken with the aim of providing a greater focus on the tracking and monitoring of student progress.

ACTION 4

A working group has been established to improve the Induction of students, particularly for those who start late at college.

DRAFT

APPENDIX A Courses identified for Praise

IMPROVEMENT MADE BY THOSE HIGHLIGHTED AS A COURSE FOR CONCERN IN EARLY WITHDRAWAL LAST ACADEMIC YEAR

Dept	Course code	Course title	Level	Total Enrolment	No. Withdrawn Early	Early Withdrawal	2017-18	% reduction
CAF	18CELVHF1	SVQ I Amenity Horticulture - FT	FE	9	0	**0.0%**	50%	-50.0%
CAF	18CELCGF	HNC Gamekeeping with Wildlife Management – FT	HE	10	1	**10.0%**	25%	-15.0%
CEL	18CELNBF	Construction - Introduction to Brickwork - FT	FE	8	1	**12.5%**	20%	-7.5%
CIS	18BEFNAF	NC Business Administration Level 5 - FT	FE	14	1	**7.1%**	18%	-10.9%
CIS	18CISVBF1A	NVQ I Introduction to the Hair and Beauty Sector – FT	FE	18	2	**11.1%**	18%	-6.5%
CAF	18CAFQCF1A	National 4 Care - FT	FE	30	2	**6.7%**	17%	-10.7%
CEL	18CELNPF	Construction - Introduction to Plumbing - FT	FE	17	1	**5.9%**	15%	-9.1%
CEL	18CELNEF	NC Electrical Engineering (Level 6) - FT	FE	16	0	**0.0%**	15%	-15.0%

DRAFT

APPENDIX B Courses for Concern – Early Withdrawal 15% or greater

Dept	Course code	Course title	Total Enrolled	No. Withdraw Early	Early Withdraw	Concern in past 2 years	ACTIONS AND INTERVENTIONS TO RETAIN STUDENTS
CAF	18CELVAFH2	SVQ II Landscaping - FT	3	1	33%	Y	1. Course structure being reviewed to potentially include cemetry services as there is a lack of trained staff in the Borders
CAF	18CELVAFH1	SVQ 1 Landscaping - FT	8	2	25%	Y	1. Additional support provided to 2 BYT students 2. Provide additional time for this group outwith combined class time
CIS	18CISNSF1	Access To Sport and Fitness	3	1	33%	N	1. Ensure students are on correct course initially (Interview & Induction) 2. Develop group identity when combined with another class
CAF	18CAFQCF2B	National 5 Care B - FT	24	7	29%	N	1. CLM tracking assessment and attendance weekly 2. Additional time to those falling behind
CAF	18CAFQCF2A	National 5 Care A - FT	27	5	19%	N	
CIS	18CISVCF1A	NVQ I Certificate in Hospitality Services - FT - Grp A	16	4	25%	Y	1. Offered student a kitchen only programme as working in the restaurant was causing extreme anxiety 2. Offered a 2 year programme to student with health issues 3. Integrating some practical sessions with Level 2 and 3 to improve motivation
CEL	18CELGMF1A	Certificate in Vehicle Maintenance & Repair 1 - FT	14	3	21%	N	1. Additional Achievement Coach hours until Easter break
CAF	18CELNAFCB	NC Animal Care Level 2 - FT-Grp 2	15	3	20%	N	1. Careful tracking and monitoring of student assessment and attendance 2. Encourage those requiring LS to engage 3. Regular meetings now taking place with CLM and Achievement Coach
CAF	18CELVAFN2A	SVQ2 Agriculture – FT	10	2	20%	N	1. Additional Achievement Coach time until Easter break 2. Entry requirements are being revised for both agriculture levels 3. Progression from SVQ2 to NC will be monitored carefully to ensure the right student progresses 4. CLM to oversee assessment tracking on a regular basis and provide additional support if required
CAF	18CELVAFN2B	NC Agriculture – FT	11	2	18%	N	
CIS	18CELVHFCL2	SVQ Horse Care - Level 2 - FT	8	2	25%	N	1. Additional teaching hours will be input
CIS	18CELVHFCL3	SVQ Horse Care - Level 3 - FT	5	1	20%	N	1. Additional teaching hours will be input
CIS	18CISVHF2A	NVQ II Hairdressing - FT - Grp A	16	3	19%	N	1. Students receiving financial assistance 2. timetabling an additional day to ensure assessments are completed
CEL	18CELNDF	Construction - Introduction to Painting and Decorating - FT	11	2	18%	Y	1. Additional Achievement Coach hours until Easter break
CEL	18CELNCF	Construction - Introduction to Carpentry and Joinery - FT	18	3	17%	N	1. Additional Achievement Coach hours until Easter break
CEL	18CELNBC1	SVQ III Brickwork - CITB BR1	6	1	17%	N	1. Additional Achievement Coach hours until Easter break
CEL	18CELNEFE	NC Electrical Engineering (Level 5) – FT	18	3	17%	N	1. Additional Achievement Coach hours until Easter break

DRAFT