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Current author:	Matt Fraser	Disseminated by:	Matt Fraser
		Disseminated to:	MC members and VLE

Student Engagement Policy

1. The Student Engagement Policy has been developed as part of Futureworks commitment to providing a supportive learning environment which enables all students who have chosen to study with us to achieve their full potential.
2. Futureworks recognises the investment that students and their sponsors make when a student enrolls on a course and believes that, as a responsible institution, it has a duty to monitor engagement, and to act on non-engagement, so that students can be supported to complete their programmes of study.
3. All students at Futureworks are expected to be independent learners and as such are active participants in their own learning experiences and must take responsibility for achieving their learning outcomes and reaching their potential. Regular engagement and participation is closely linked to retention, progression and academic achievement and can facilitate the development of core skills such as teamwork and professional communication. Therefore by monitoring student engagement we can provide support and guidance to those students who, as a consequence of their non-engagement, are identified as struggling with motivation and commitment to their studies.
4. The following points outline what we expect from students when they are studying at Futureworks:
 - 4.1. Student attendance at the timetabled learning activities of programmes and modules is expected. Students who are unable to attend timetabled learning activities for any reason should apply for authorisation for leave of absence from their Programme Leader as soon as practicable. Unauthorised absence is not acceptable and may be taken into consideration at the Programme Assessment Board.
 - 4.2. A student who does not engage with absence procedures regarding continuous unauthorised absence may be deemed to have withdrawn from the course. The date of withdrawal will be recorded as the last day of engagement with the institution.
 - 4.3. In the event of absence due to illness, students must inform Futureworks either by phoning reception on 0161 214 4600 or by contacting their Module Tutor through the VLE. Medical certificates should be produced promptly to the Programme Leader whenever Futureworks so requests and, in any event, if the absence continues for seven days or more. Any student who has submitted a medical certificate shall refrain from engagement with Futureworks if that is recommended by the medical certificate.



- 4.4. Students should arrive on time for classes and remain for the duration of the teaching session. Late arrival at, and early departure from, teaching sessions is disruptive, discourteous, unprofessional and unfair to other class members and tutors. It is the students' responsibility to catch-up with academic work missed during a period of absence.
5. In order for Futureworks to fulfil its duty to monitor engagement and act upon non-engagement it must ensure that:
 - 5.1. Information on the procedures to be followed by students for reporting on and, where appropriate, certificating absence, is explicit in relevant handbooks and online information, and during student inductions. Personal Tutors must also be aware of such procedures so as to be able to advise students.
 - 5.2. Expectations for students in terms of their participation within the taught elements of their programmes are clearly outlined. This should be stated in the Programme Handbook.
 - 5.3. The mechanisms for monitoring student engagement are agreed by Heads of School and the Head of Student Services, and are supported by appropriate processes for recording and reviewing engagement/absence.
 - 5.4. There is a mechanism within Futureworks by which a review of student engagement with the institution is undertaken to determine whether appropriate action needs to be initiated.
 - 5.5. There is a procedure by which Futureworks will follow up on continued unauthorised absence and non-engagement with the institution. The full procedure will be clearly communicated on the MyFutureworks VLE.
 - 5.6. In the case of students in receipt of a loan or grant for tuition fees and/or maintenance from Student Finance England or a Local Education Authority (LEA), the appropriate body is notified of appropriate absences.