



## Completion/Withdrawal Form Guidance (page 1 of 2)

This document provides some guidance to tutors and other members of staff on how to complete the Completion/Withdrawal form.

This form is to be completed by the tutor, one form per learner.

### Course Title

Please ensure that we can tell what the subject is from the course title.

### Provider Name

Your organisation name. You may want to pre-populate this before printing since it'll be the same each time.

### Achievement Status

If the learner has **completed** the course, please fill out this section. Select whether the learner achieved, did not achieve, or whether you're awaiting the exam result. Please also state the date of the outcome.

If the learner has achieved a regulated aim (e.g., an Award, Diploma, Certificate or a Unit), please submit a copy of the certificate from the awarding body along with the completed Completion/Withdrawal form. If you are waiting for the certificates to be sent out, please upload a copy to us and let us know you've sent it as soon as possible.

### Outcome Achievement

This section should only be filled out for learners of Non-regulated and Community Learning courses. Please state the number of **course goals** and **personal goals** set/achieved by the learner, as discussed at the beginning of the course.

### Learner Attendance

It is important that we are able to show learner attendance data for all courses we fund. This data should be supported by the registers that you submit for each course.

**Scheduled hours for Learner:** the number of hours in which you would expect the learner to undertake the course. This may not be the same as the expected GLH for the course or the GLH suggested by the awarding body, but can be the GLH you expect the learner to need to complete the course, i.e., it can be unique to the learner.

**Actual hours attended:** the number of sessions (in hours) that the learner actually attended.

**Authorised absences:** It might be that the learner missed sessions due to illness or other pre-agreed circumstances. If the learner has missed sessions due to foreseen or authorised reasons, then please state (in hours) here. This is authorised absences from the scheduled hours for the particular learner in question, and not necessarily the course GLH.

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### Learner Withdrawal Reason

If the learner has **withdrawn** from the course, please fill out this section by choosing the appropriate option.

If the learner has transferred, please specify whether the learner has changed to a new learning aim with at the same Provider, or whether the learner has transferred to a new Provider.

If the learner has withdrawn due to an employment outcome, please also complete the **Employment Outcome form**.

If the learner has withdrawn due to an **agreed break in learning**, please state the reason for the break. The learner must also sign to state that he/she intends to return and continue with *the same learning aim*.

### Intended Destination

Please work with the learner to work out which intended destination is most applicable to the learner. It can simply be whichever option you believe the course is best suited to lead into.

