

Progression Agreement Template

Between
Sending Institution(s)/Organisation(s)

Name of Institution/Organisation	Course(s)/Programme(s) Title
Chartered Management Institute (CMI)	Level 4 <ul style="list-style-type: none"> • Award in Management & Leadership • Certificate in Management & Leadership • Diploma in Management & Leadership
	Level 5 <ul style="list-style-type: none"> • Award in Management & Leadership • Certificate in Management & Leadership • Diploma in Management & Leadership

And
Receiving Institution(s)/Organisation(s)

Name of Institution/Organisation	Course(s)/Programme(s) Title
Leeds College of Building	L4 British Institute of Facilities Management (BIFM)

This Progression Agreement will commence in *July 2013*. This Progression Agreement is initially agreed for a 2 year period. This Progression Agreement will be evaluated by all parties annually in *July* of each of the two years. *This agreement forms part of a wider, multi-entry; multi-exit agreement involving a number of HEART partners. Details of all progression opportunities from CMI awards are located at <http://www.heart.ac.uk/management-courses/>.*

1. Course/Programme Entry Criteria

Required element:

Learners will be expected to have successfully completed the CMI qualification from which they wish to progress. Learners will also be expected to have successfully completed GCSE grade C (or above) in English and Numeracy or an equivalent award in communications and numeracy or be operating at this level.

2. Guaranteed interview, or review of learner's transcript/portfolio, or place

Required element:

All part-time learners with the relevant entry criteria will be guaranteed a place for progression onto the appropriate programme from the CMI award from which they are progressing. For some programmes an informal pre-entry interview may be required and these programmes are noted on the accompanying progression details on the HEART website <http://www.heart.ac.uk/management-courses/>.

All full-time learners with the relevant entry criteria will be guaranteed an interview and subject to outcome and places being available at their selected institution for progression offered a place on the progression route of choice for their particular CMI qualification.

Where stated on the HEART website, any credits being allowed against the CMI qualification will be agreed in advance at the point of offer of place on the progression award.

3. Application Process

Required elements:

Applications must be made directly to the receiving institution using the standard application process/form for each individual receiving institution. Details of the application process and copies of any standard application forms will be available from the receiving institutions upon request and links to the institutions will be held on the HEART website.

In the event that a potential learner considers that they have particular needs, including a disability, this should be notified to the receiving institution during the application process.

Any information about particular needs of a learner (e.g. disability) held by the sending CMI centre will be communicated to the receiving institution wherever this will support the learner and subject to the learner's permission.

Additional elements:

Feedback on any unsuccessful application will be provided via e-mail detailing specific reasons for the unsuccessful application.

4. Learning, Career and Progression Planning

Required elements:

CMI learners will be able to make contact with Leeds College of Building, using the information on the accompanying CMI progression area of the HEART website. All successful applicants will receive induction on their selected programme with their peer group.

Learners will be able to discuss the Progression Agreement with Leeds College of Building and will have access to additional details via the HEART website.

All CMI learners progressing to Leeds College of Building will be inducted along with their peer group. As the wider progression agreement involves a range of receiving institutions and a range of potential progression awards the exact nature of induction will vary however common themes of acclimatisation to surroundings and being a Higher Education student, access to facilities (e.g. library, IT, student union, careers, disability support etc.) and introduction to key personnel involved in the selected programme and the supporting infrastructure will be covered.

Additional elements:

Learners will be able to discuss the Progression Agreement with each individual receiving institution and will be provided with the CMI progression opportunities for their specific level of award by CMI centres engaged in the progression agreement and/or via the CMI website or directly from the HEART website.

Each partner institution will offer support via either their careers/student support function or directly via the faculty/administrative office. Details of contacts are provided on the CMI Progression area on the HEART website.

5. Curriculum Planning and Development Activities

Required element:

Any changes or modifications to the courses/programmes with respect to progression will be shared between representatives at the annual review meetings.

Additional elements:

Information on curriculum developments will be shared and collaboration on specific curriculum developments to aid and enhance progression opportunities will be developed through the annual review meetings.

6. Publicising the Progression Agreement

Required elements:

The following statements should be included in all course information and marketing materials:

Sending Institution/s

This award is covered by a Higher Education Access Rewarding Transforming (HEART) Progression Agreement enabling clear and consistent opportunities for progression to higher levels of study. For full details of the opportunities this presents please ask your course leader/coordinator.

Receiving Institution/s

As a partner in the Higher Education Access Rewarding Transforming (HEART) partnership we have committed ourselves to a progression agreement for a range of Chartered Management Institute (CMI) awards. When applying please state that you are seeking progression from a CMI award, providing exact details of the award achieved or pending achievement.

HEART will publish and promote this progression agreement together with any agreed credit transfer available on the HEART website and utilise their links with the Leeds City Region to disseminate information to the wider community.

HEART partners will publicise the agreement utilising the standardised text above and ensure that all awards covered by this progression agreement carry details of the CMI awards accepted for progression.

CMI will ensure that details of the progression agreement are clearly articulated on their website, providing a link to the HEART website and will endeavour to ensure that promotional materials are distributed to centres across West Yorkshire.

7. Modification or Termination of the Progression Agreement

Required elements:

Any modifications to this agreement will be agreed with sufficient notice to avoid disadvantaging learners currently on programme.

Termination of this agreement will normally only be considered where there are substantial changes to the CMI qualifications or the receiving institutions awards or when sending or receiving courses are discontinued. HEART must be notified in advance and termination/adjustment must be carried out in accordance with the procedures agreed by the HEART Partnership Board.

It is the responsibility of the CMI to advise learners of any substantive changes to this agreement.


8. Review of the Progression Agreement

Required element:

This progression agreement will be reviewed annually in July and details of outcomes and any substantive changes shared between all partners.


Signatures

Course Leader Sending Institution(s)/Organisation(s)

Name	Position	Signature
Penelope Summerfield	Head of Awarding Body and Compliance	

Date:	August 2013
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Course Leader Receiving Institution(s)/Organisation(s)

HEART Partner	Name	Position	Signature
Leeds College of Building	Brian Duffy	Faculty Director	

Date: 10/6/13	
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