

# Policy 9 – Qualification Completion Timescales and Processes



## 1. COMPLETION TIMESCALES POLICY

Learners are provided with a programme start and end date, which is the maximum period of time a learner, may complete the qualification.

Fund holders and awarding bodies provide Timescales.

LD Training will support learners to achieve within the dates provided.

Learner progress is monitored throughout the duration of the qualification period to ensure timely achievement.

When mitigating circumstances exist, which may prevent the Learner from completing the qualification within the recommended timescale, the Assessor/Tutor must notify the Centre Manager.

Who will, together with the Assessor/Tutor and learner if appropriate, review the situation in a sympathetic manner to enable the best outcome for the Learner – this may be by extending the period of support provided by the Centre to the Learner to enable a positive outcome.