



# **KENSINGTON COLLEGE OF BUSINESS**

## **STUDENT TRANSFER PLAN**

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**2020/21**

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## **Information for students**

This information sets out key items you need to know given the decision by the Office for Students that the College will be designated for teach out.

### **New Location**

From January 2021, the College will be operating from its new premises at 28 Portland Place, London W1B 1LY

### **1. KCB designation for teach out communication**

As soon as KCB was designated for teach out by the OfS, and the decision communicated to KCB, all KCB students were contacted. You should have received an email followed by a cover letter in the post with the transfer plan attached and referred to the KCB website where the transfer plan below is published.

### **2. What does designation for teach out mean?**

KCB applied for and has been designated by OfS to be able to teach out all its existing students who, if you were already approved for SLC funding, will be able to continue to access

SLC funding until the end of one of the courses listed below.

Courses at KCB designated for teach out:

The University of Chester BA Business Management

The University of Chester BA Accounting and Finance

The University of Chester LLB Law with Business

Pearson Higher National Certificate in Business

Pearson Higher National Diploma in Business

If you have any enquiries about SLC funding for your course, please contact:

Compliance Manager, 28 Portland Place, London W1B 1LY

Telephone: 0207 404 6330 extension 344, Email: [compliance@kcb.ac.uk](mailto:compliance@kcb.ac.uk)

Under the designation for teach out though, KCB will not be able to enrol any new SLC funded or international students until KCB is accepted on to the OfS register.

Please note that access to student support is until the end of teach out designation, but as before, is contingent on the individual student meeting the Student Loan Company's (SLC) eligibility requirements for access to student support.

### **3. How will designation for teach out affect KCB students?**

KCB is committed to enabling all its students to complete the course they have chosen, at the College they have chosen [KCB] within the period chosen and with SLC funding throughout.

For all KCB students their studies will continue exactly as they were before with no group being disadvantaged and so all KCB students will be unaffected by the teach out designation. The planned teach out calendar enables all students to complete their courses at KCB within the original timescales set and within the end dates of the OfS designation for teach out.

If you have any questions about continuing your studies under the teach out designation, please contact:

Principal, 28 Portland Place, London W1B 1LY  
Telephone: 0207 404 6330 extension 300, Email: [principal@kcb.ac.uk](mailto:principal@kcb.ac.uk)

### **4. What qualifications will KCB students receive in the teach out?**

All KCB students, when they pass the required assessments, will be entitled to receive exactly the same qualifications as always whether that be the award of a Degree, Diploma, Certificate or a lower award such as Unit or Module Certificates from either of the 2 KCB Awarding Bodies: the University of Chester or Pearson.

As described in the Programme Handbook, should students wish to transfer prior to completion of their course, they can expect to receive the following award at different stages in their studies:

University of Chester

Year 1 (achieved 120 credits) - Certificate of Higher Education

Year 2 (achieved 240 credits) - Diploma of Higher Education

Year 3 (achieved 360 credits) - Degree

Pearson HNC/HND partial completion of course - Unit Certificate(s)

You can request and obtain the records of the qualifications you have achieved at KCB at any stage of your course and will need to contact the Programme Administrator for your Course.

[a] University of Chester Administrator

28 Portland Place, London W1B 1LY

Telephone: 0207 4046330 extension 323, Email: [UOCadmin@kcb.ac.uk](mailto:UOCadmin@kcb.ac.uk)

[b] Pearson Higher National Certificate or Diploma [HNC/D]Administrator

28 Portland Place, London W1B 1LY

Telephone: 0207 404 6330 extension 343, Email: [HNAdmin@kcb.ac.uk](mailto:HNAdmin@kcb.ac.uk)

## **5. Options for students**

KCB follows the principle expressed in the OfS Document “Designation for teach out” point 55.i continuity of study which states students should be given the opportunity to complete their chosen course at their chosen provider which is what KCB will provide.

The College has not entered into any sub-contractual or transfer agreements with other providers.

If any student does not want to continue studying at KCB, they have the option of requesting either an exit award [if achieved] with a transcript listing the Modules passed or unit or module certificates only if an award has not been achieved.

These certificates and transcripts can be used to apply for credit transfers at another Higher Education provider.

If a student decides to leave KCB, the other provider alone will decide whether to accept the student and at what part of their course KCB students will start which might not be at the same stage the student has reached at KCB.

For pastoral or disability support, independent advice about your options for continuity of study or in the event of transfer or students wishing to leave KCB prior to completion of their course, please contact:

Admissions Manager/Welfare Officer, 28 Portland Place, London W1B 1LY  
Telephone: 0207 4046330 extension 346, Email: admissionWO@kcb.ac.uk

## **6. How will KCB provide support for students when they leave the College?**

KCB will be able to provide a college transcript of results as well as programme and module specifications in the first instance and will contact the relevant awarding body for their qualification to be issued which will then be sent to the student.

This 2-stage process will ensure there are no delays in students progressing into either employment or further study or transferring to another provider.

Once a student has obtained a qualification the awarding body [the University of Chester or Pearson] will store the student records permanently so that any verification enquiries can be answered, and replacement copies provided at any time.

If you have any enquiries about your records, please contact:

Registrar, 28 Portland Place, London W1B 1LY  
Telephone: 0207 404 6330 extension 301, Email: registrar@kcb.ac.uk

## **7. What students should do if they have any concerns or questions and who students should speak to at the College?**

KCB adopts an open-door policy where students can talk to programme for course-wide academic support or module leaders for module specific academic support or indeed other administrators who will be able to give guidance or refer them to another member of staff with more specialist knowledge described below.

If you have any enquiries about SLC funding for your course, please contact:

Compliance Manager, 28 Portland Place, London W1B 1LY  
Telephone: 0207 404 6330 extension 344, Email: [compliance@kcb.ac.uk](mailto:compliance@kcb.ac.uk)

If you have any questions about continuing your studies under the teach out designation, please contact:

Principal, 28 Portland Place, London W1B 1LY  
Telephone: 0207 404 6330 extension 300, Email: [principal@kcb.ac.uk](mailto:principal@kcb.ac.uk)

Students who want to obtain their award at any stage of their course will need to contact the Programme Administrator for their Course:

[a] University of Chester Administrator  
28 Portland Place, London W1B 1LY  
Telephone: 0207 4046330 extension 323, Email: [UOCadmin@kcb.ac.uk](mailto:UOCadmin@kcb.ac.uk)

[b] Pearson Higher National Certificate or Diploma[HNC/D] Administrator  
28 Portland Place, London W1B 1LY  
Telephone: 0207 404 6330 extension 343, Email: [HNadmin@kcb.ac.uk](mailto:HNadmin@kcb.ac.uk)

If you have any enquiries about your records, please contact:

Registrar, 28 Portland Place, London W1B 1LY  
Telephone: 0207 404 6330 extension 301, Email: [registrar@kcb.ac.uk](mailto:registrar@kcb.ac.uk)

For pastoral /disability support, independent advice about options for continuity of study or in the event of transfer if you wish to leave KCB prior to completion of your course, please contact:

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