

The Bosco Centre	
Policy:	Withdrawal of learner from programme procedure
Applies to:	College and Independent school
Reviewed:	October 2018
Next Review:	October 2019

1. ILR completed with dates of achievement and actual end date  
(This may be different from the achievement date according to special circumstances – interview skills, job search, but usually the same.)
2. Destinations and outcomes to be entered into the ILR
3. Note of termination to be kept on the learner's file with date and if appropriate the reasons