



# **KLP – 015 Learner Absence & Withdrawal Policy**

## **Learner Absence and Withdrawal Policy**

### Preamble

The following procedures provides a framework within which action may be taken by Group Horizon Ltd (GHL) to withdraw learners from the Apprenticeship/NVQ programmes. This does not affect the learners, parents or employers rights to appeal.

The procedures apply to full and part-time learners.

### **The Learner in Difficulty**

Withdrawal action may be taken in a variety of circumstances. These may include –

Persistent absences from off job training (2 consecutive months) without a valid reason

Persistent failure to complete action plans (2 consecutive months) without a valid reason

Persistent cancelling of on job appointments (2 consecutive months) without a valid reason

The first line of action will be via the learner's supervisor and assessor. This should include discussion with the learner and, if this is unsatisfactory, contact (written or by telephone) must be made with the employer. A record of this contact and any important issues or agreed actions must be noted on the learner file. If the situation does not improve the appropriate Manager will be informed and given suggested improvement guidelines and support arrangements. The Manager will arrange a meeting (notification in writing), with employer.

The assessor (or Manager if appropriate) will monitor the situation in association with the supervisor and, if the learner's attendance/progress does not satisfactorily improve over a 3 months period, issue a final oral warning to the learner, after inviting the employer (in writing) to be present at this meeting. This must be noted on the learner's file, with improvement guidelines.

If there is no subsequent improvement in the learner's attendance/progress the Manager, or, in the absence of the Manager, the assessor will formerly withdraw the learner from the Apprentice/NVQ programme.

### **Sickness, Injury and Maternity**

Temporary withdrawal from the Apprentice/NVQ programme may be put into place during certain circumstances.

These could include –

Maternity leave

Expected absence from the work place due to illness or injury

Extended holiday/travelling

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Any other authorised leave

The Manager can temporarily withdraw any learner from the programme if they are expected to be away from the workplace for a period of 2 months or longer. This will not affect the length of time the learner is entitled to on any given programme. The learner will re-join the programme on their re-commencement of work. The employer is responsible for communicating leave arrangements with the Manager/Assessor, the learner should discuss with their assessor. Records of leave arrangements will input into appropriate tracker with details on learners manual file.

## **Unemployment**

Withdrawal from the Apprentice/NVQ programme could take place if learner's personal circumstances change. These may include –

The learner resigns from their job

The learner is asked to leave employment

The learner takes up employment an unrealistic distance away

Redundancy

The first line of action will be via the employer, Assessor and learner to identify reasons for unemployment. Once learners occupational suitability has been confirmed the Business Development Manager for Apprenticeships will advise learner of any job vacancies and support with job search and interviews.

If the learner has been asked to leave employment due to anti-social behaviour, such as theft, breaches of employer policies or legislation, disciplinary procedures will be followed and learner will be withdrawn from Apprenticeship/NVQ programme.

In the event that a learner moves to an employer that is an unrealistic distance for GHL Assessors to travel or too far for learner to attend off job training, a local provider will be contacted to continue with the Apprentice/NVQ programme.

## **Health and Safety**

Learners will automatically be withdrawn from the Apprenticeship/NVQ programme if their place of employment falls below the required standards under Health and Safety legislation.