

Apprenticeship Engagement Policy 2020/21

Summary of policy

- Purpose
- Principles of Progress i.e. what constitutes sufficient academic, skills and behaviours progress for apprentices to be able to continue studying for their apprenticeship qualification
- How progress is monitored
- How and when study restrictions are applied to apprentices
- Consequence of lack of engagement

1. Purpose

The purpose of this policy is to explain how we monitor whether sufficient progress is being made by individual apprentices and how we support and react to those apprentices who experience repeated difficulties, or do not otherwise positively engage, in successfully completing study in a timely manner, as defined by the apprenticeship tutor, in order to successfully complete the learning activities within the specified time frame of the apprenticeship.

2. Principles of progress

You will be deemed to be making sufficient progress in the context of this policy if you have successfully completed your most recent set targets, as defined by the apprenticeship tutor, (or core tasks for NPQML/NPQSL as defined by the course programme) allocated in your monthly reviews and have logged the required off-the-job-training hours (OTJT) relevant to your time on programme (as defined in the apprenticeship handbook).

3. How progress is monitored

You will be deemed not to be making sufficient progress and considered as 'alert' status if you have not successfully completed set targets for ONE review meeting (and/or not completed the most recent activity requirements for NPQML/NPQSL as defined by the course programme) or are behind (i.e. more than 10% of the total required) on recording activities to meet the OTJT monthly figures.

You will be deemed to be making inadequate progress and considered 'at risk' if you have not successfully completed set targets for TWO consecutive review meetings (and/or not completed the most recent activity requirements for NPQML/NPQSL as defined by the course programme) or are substantially behind (i.e. more than 20% of the total required) on recording activities to meet the OTJT monthly figures.

4. How and when study restrictions are applied to apprentices

'Alert' status

If you have not successfully completed your most recent study requirements (as defined in section 3 of this policy) and are at 'alert' status, both you and your employer will be notified by your apprenticeship tutor (or equivalent contact in their absence) in order to support you, advise you of how this may affect your participation in the apprenticeship programme and agree a timescale to complete the overdue activities and/or record sufficient OTJT time.

You will no longer be at 'alert' status when you have successfully completed outstanding activities within an agreed timescale and/or recorded sufficient OTJT hours.

'At risk' status

If you have not successfully completed your study requirements (as defined in section 3 of this policy) and are 'at risk' status, both you and your employer will be notified by your apprenticeship tutor (or equivalent contact in their absence). Your tutor will be able to provide you with advice and guidance to support you to complete outstanding activities and/or record sufficient OTJT time. Additionally, your tutor will discuss your ongoing engagement in the programme with your employer in order to provide as much support as reasonably possible in order for you to re-engage successfully with the apprenticeship programme.

You will no longer be 'at risk' status when you have successfully completed outstanding activities and/or recorded sufficient OTJT hours within a reasonable timescale defined and agreed by your tutor and employer.

You may move from 'at risk' status and return to 'alert' status as you progress through completing outstanding activities if the timeline spans more than one review period. You will no longer be 'at risk' or 'alert' status when all outstanding activities are successfully completed within the agreed timescale.

Lateness, lack of communication and cancellations

Lateness, lack of communication and/or cancellation of monthly review meetings will lead to 'alert' status in the first instance and both you and your employer will be notified by your apprenticeship tutor (or equivalent contact) who will, in order to support you, discuss maintaining appropriate professional conduct at all times.

Subsequent lateness, lack of communication and/or cancellation of monthly reviews will lead to 'at risk' status and both you and your employer will be notified by your apprenticeship tutor (or equivalent contact) who will, in order to support you, discuss your ongoing engagement in the programme with your employer in order to provide as much support as reasonably possible in order for you to successfully complete the apprenticeship programme.

'Alert' and 'at risk' status will be removed when you are not late, communicate effectively and do not cancel monthly reviews, unless under exceptional circumstances. 'Alert' and 'at risk' status may, however, be reinstated if any lateness, lack of communication and/or cancellations of reviews reoccur.

5. Consequence of lack of engagement

- if you are placed 'at alert' or 'at risk' status for any reason defined in this policy you may be in jeopardy of losing your place on the apprenticeship programme. Your tutor will discuss this with both you and your employer as defined above
- if you are at risk of losing your place on the apprenticeship programme, consent may be needed from your employer and/or funding provider for you to continue.
- repeated occurrences of 'alert' and/or 'at risk status' may lead to the loss of your place on the course.
- an 'alert' or 'at risk' status applied under this policy will show on your student record only for as long as it is in place and, once it is cleared, will not be retained in your student record. It will not appear on any certificate, transcript, or other document issued on successful completion of your studies.

Persistent lack of engagement, for any of the reasons as defined within this policy, will be shared with the Apprenticeship Director at Best Practice Network and you will be notified in writing that this is the case.

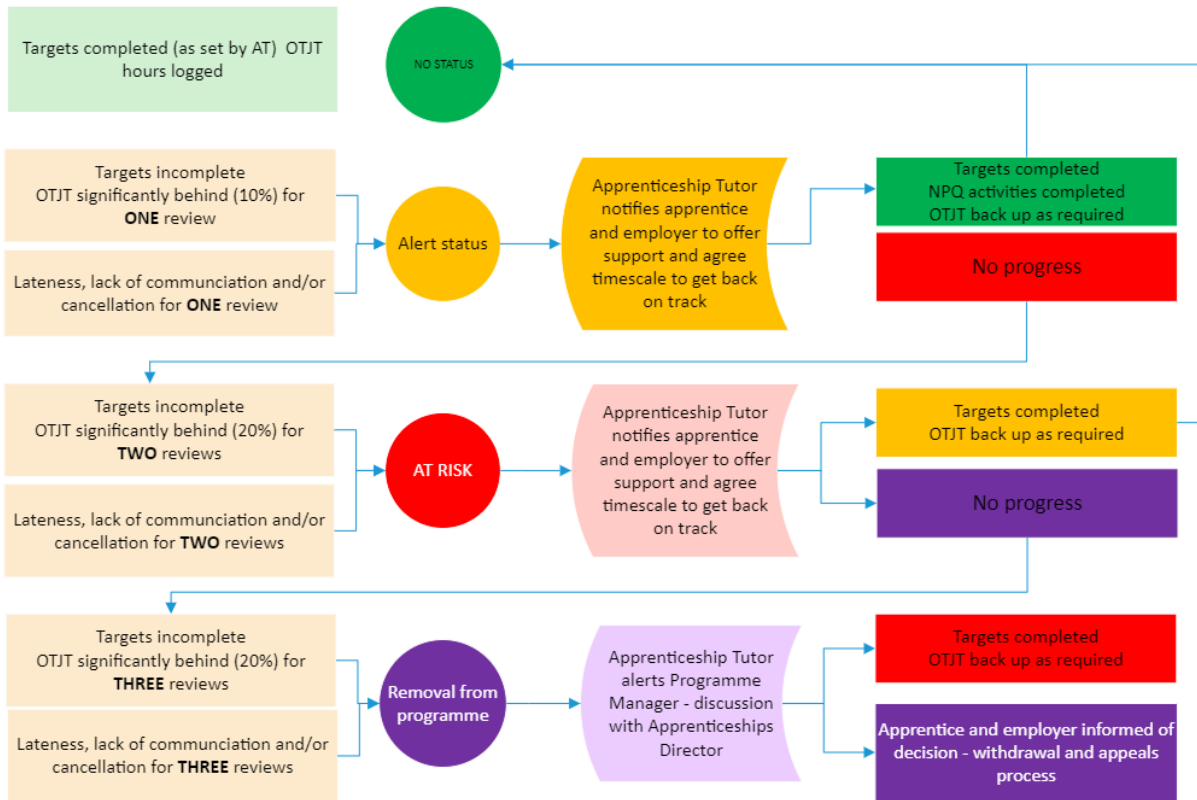
Persistent, for the purposes of this policy, is defined as having not successfully completed set activities for THREE reviews meetings (consecutively or cumulatively), and/or late for THREE reviews, and/or lack of communication on THREE occasions and/or cancellation of THREE review meetings and/or any combination of these criteria.

Discussion with the Apprenticeship Director, who will take apprentice participation, employer and tutor feedback into account, may lead to the decision that the apprentice is removed from the programme. You will be notified of the decision in writing within ten working days of you being informed that the matter is being considered by the Apprenticeships Director.

If this is the case, you may appeal to have the decision reconsidered within ten working days of receiving written notification from Best Practice Network. Appeals should be sent via email to tracyclement@bestpracticenetwork.co.uk or via post to Tracy Clement, Apprenticeship Director, Best Practice Network, Newminster House, 27-29 Baldwin Street, Bristol BC1 1LT.

The decision will be reconsidered by Best Practice and you will be notified of the final outcome within ten working days of receipt of your appeal. The decision by Best Practice, following consideration of your appeal, is final.

Apprentices Engagement Policy Early Years 2021



Apprentices Engagement Policy 2021

