

Apprentice Attendance and Engagement Policy

At Logical Training we have high expectations of all our Apprentices. All our Apprentices are expected to attend all sessions as there is a direct correlation between high attendance and high achievement.

To ensure high standards and clear lines of communication, we expect all learners to notify Logical Training if there is a reason that they will be late or cannot attend scheduled sessions. For non-attendance this should be 24hrs in advance, where possible and at least 30 minutes in advance for lateness. Apprentices must then be committed to reschedule this time for teaching and learning. Apprentices are also expected to demonstrate engagement with the programme by completing all set work and keeping up to date with tasks.

It is also a requirement from the Education & Skills Funding Agency that all Apprentices must: 'be involved in active learning throughout the apprenticeship, from the learning start date to the learning actual end date.' Active learning must take place at least every 4 weeks, where this cannot be evidenced then the Apprentice should agree a Break-in-Learning or be withdrawn from the Apprenticeship.

Policy: Apprentice Non-engagement

- Apprentices are expected to actively engage in their studies and to comply with any work and attendance requirements. It is the responsibility of the Apprentice to notify Logical Training of any absence.
- Attendance and engagement are part of the eligibility criteria to remain on the Apprenticeship Programme. Logical Training record and monitor this for eligibility and auditing purposes.
- An Apprentice may request permission from their tutor to be temporarily absent from sessions for good and valid reasons. Tutors may request supporting documents where appropriate.
- Apprentices must advise their tutor of any absence, prior to the start of the lesson by telephone, email (or in person, where applicable).
- Where an Apprentice is absent without permission from sessions, a mark of 'absent with no prior notification' will be recorded. This will affect your engagement figures.
- Where an Apprentice fails to submit work by agreed deadlines, a mark of 'non-submission with no prior agreement' will be recorded. This will affect your engagement figures.
- Logical Training operates on a five step non- engagement process based on occasions of non-engagement. Where an Apprentice shows an unacceptable level of engagement and fails to respond to the final written warning, Logical Training may withdraw you from your Apprenticeship programme of study without any further contact.
- Logical Training will attempt to make contact with you after any occasion of non-attendance or non-completion of work as agreed, to offer support to keep you on track. Your employer will also be advised after the first occasion.

Five-Step Process

- Step 1: On the first occasion of non-attendance or non-submission of work, your tutor will contact you by email or telephone to discuss and agree your next point of engagement.
- Step 2: On the second occasion of non-engagement, Logical Training will advise your employer and set an action plan to support you to catch up on missed teaching and learning. This will be sent out by email. Your tutor will continue to try to make contact.
- Step 3: On the third occasion of continued non-engagement, a first warning letter will be sent to you and your line manager will be notified. Your employer may discuss this further with you in the workplace and take action.
- Step 4: On the fourth occasion of continued non-engagement, a final warning letter will be sent to you and your line manager will be notified. This means that if you fail to engage in any session or learning you are at risk of being withdrawn from your Apprenticeship programme without further contact.
- Step 5: On occasion five, if you have failed to engage in any part of teaching or learning related to the programme, Logical Training will notify your employer that you will be withdrawn from the programme. Logical Training have a duty to advise the Education and Skills Funding Agency (ESFA) of any Apprentices that have not engaged for a period of 4 weeks or more and will advise them that your Apprenticeship has stopped.

Where multiple absences or lack of progress occurs, this will be dealt with as misconduct under the Logical Training Learner Code of Conduct.

Please Note: This process will not disadvantage any Apprentice that is experiencing difficulty, hardship, ill health or any other issue which may affect engagement with the programme. Any Apprentice in this situation should discuss with their line manager and tutor at Logical Training so that support options can be discussed to ensure learning can be continued. This may be through an agreed Break-in-Learning.