At Risk Learners



New appointment within 2 weeks/work submitted. Learner attends and makes progress OTJ updated

NO ACTION REQUIRED

Contact re- established. Review and monitor progress

NO ACTION

Learner not in contact with trainer/cancelled appointments/no work produced/

Trainer to contact learner and/or employer to re - establish contact

Contact no successful, No contact or progress for 2 months, Team manager to be informed.

Team Manager to contact learner and employer with timeframe given to respond within 5 days

No contact with time frame/learner does not want to continue and employer agrees. referred to BD/OPS meeting. If withdrawal agreed Lerner must be informed in writing with copy to employer

WITHDRAW

Team manager to

Complete withdrawal/BIL copy to MI if agreed Ensure IQA to enable unit achievement Monitor BIL spreadsheet to ensure timely return

Funding compliance

- Learners must be in learning for at least 6-8 weeks to claim apprenticeship funding, seen and made progress after 6 weeks
 - learners must not be out of learning for more than 1 month
 - Reporting timescale to claim funding starts is 2 months
- · Reporting timescales timescale breaks in learning and withdrawals is 3 months
- Monitoring of learner attendance and progress to identify at risk learners ensures accurate and timely funding claims

Learner should be seen monthly and must not be out of contact for more than two months

If unsuccessful BDT contacted to contact lead employer. 5 days to sort

Learner off work
Referred to BD/OPS meeting BIL for
agreed length of time. Learner must
be informed of BIL in writing with
copy to employer
BREAK IN LEARNING

At Risk Learners



Example 1 Joan started her apprenticeship on 10/10/23. She cancelled appointment on 10/11/23 and has submitted no work. Trainer contacted and arranged short 1 hour meeting on 17/11/23. Joan did not attend. Actions • Trainer contacts Employer to clarify commitment • Joan to have meeting and produce work within 5 days • Does not attend- team manager informed-non start to be confirmed with employer • Attends and produces work- continues

Example 2 John started his apprenticeship on 10/07/23. He cancelled appointment on 10/11/23 and has submitted no work. Trainer contacted and arranged short 1 hour meeting on 17/11/23. John did not attend. Actions • Trainer contacts Employer contacted to clarify commitment • John to have meeting and produce work within 5 days • Does not attend- team manager informed • Team Manager contacts learner and employer • Meeting agreed • John attends and produces work- continues • John does not attend, sends no work • BDT contacts employer to reengage • John attends and produces work- continues • John does not attend, no work- withdrawal

Example 3 Christine started her apprenticeship on 10/03/23. She attended appointment on 10/11/23 but had submitted no work. She is only on 20% progress and has not been recording OTJ. • Trainer and Christine agreed she must submit work in next 5 days • Christine does not submit work agreed • Team manager informed • Team Manager contacts learner and employer • Meeting agreed • Christine attends and produces work- continues • Christine attends but has done no work - BDT contacts employer to reengage • Christine attends and produces work- continues • Christine does not attend, sends no work- withdrawal