

## The Learning Institute Plan for Continuity of Apprenticeship Training

### Policy Statement

The Learning Institute is the outreach training arm of Westcountry Schools Trust. The purpose of this policy is to provide guidance to relevant individuals on handling possible issues of interest that may arise as a result of The Learning Institute's role as an apprenticeship training provider. This is where there is the potential that an individual apprentice's training may be interrupted or terminated for any reason. This policy applies to all apprentices where The Learning Institute is the Training Provider, and will be adjusted to meet any specific requirements from relevant awarding bodies.

### This policy:

- defines what is meant by continuity of training
- sets out the roles and responsibilities for managing risk to continuity of training
- gives illustrations of actions that might be taken as a result of interruption to training.

*All actions must be in accordance with the current iteration of the Apprenticeship Funding Rules for Employer-Providers*

### Scope

It is the policy of The Learning Institute that apprenticeships delivered by them are successfully completed in a timely manner. Where The Learning Institute or its representative becomes aware that this is at risk, this plan identifies the actions that will be taken by The Learning Institute and/or its representatives to ameliorate the impact of that risk. It further states actions that might be taken by The Learning Institute should an apprentice face termination of contract with their employer for whatever reason.

It is the responsibility of employees of The Learning Institute who deliver on the apprenticeship programme to be aware of risks to timely completion of an apprenticeship programme and take action to engage with employers and notify The Learning Institute should they become aware of such risks. This is set out in more detail under the procedure below.

### Definition

Continuity of training refers to any threat to an individual completing their apprenticeship in a timely manner. It might involve a temporary interruption or permanent cessation of training. It does not refer to short-term or day-to-day interruptions to individual schedules (up to 4 weeks).

Examples of threats to continuity of training might include:

- Provider based:
  - interruption of training due to critical incident in organisation
  - interruption of training due to availability of resources, staffing or training venue
- Apprentice based:

- interruption of training due to illness, physical or mental incapacity, maternity, parental responsibilities or personal reasons
- interruption of training due to change of working circumstances, including promotion
- Employer based
  - interruption of training due to critical incident in organisation
  - interruption to training due to changes to contractual arrangements
  - interruption of training due to change of employer, cessation of employer business, redundancy or other termination of contract

It is not possible to provide a definitive list of examples of threats to continuity of training, but the above indicate possible scenarios where this might occur.

### **Roles and Responsibilities**

All relevant staff involved in the development, delivery and award of apprenticeships including those undertaking assessment or moderation have a responsibility to be aware of threats to apprenticeship timely completion. It is likely that Standard Lead might be the first person to be aware of this, but concerns may be raised by anyone involved in the apprenticeship process. It is the duty of all tutors and assessors to disclose any actual or potential issues relating to completion of apprenticeships

Such situations must be carefully managed to ensure that responses do not detrimentally impact on the standards of, or public confidence in regulated units and qualifications and in The Learning Institute's or any awarding bodies' reputation.

The following constitutes actions that may be taken in the case of anticipated interruptions to training:

#### **Provider based:**

- Critical Incident
  - WeST maintains back-up of IT systems in case of cyber attack or physical damage to hardware/software
  - TLI database of apprenticeship records is backed up in Cloud system
  - Alternative channels of communication would be instigated where normal communications are not possible (email, social media groups, mobile and landline phones, information via website)
  - Communications hub would move to alternative site
  - Training would move to alternative site or be held online to avoid transportation issues
  - ESFA and partners would be informed of interruption to business
- Staffing/resources/venue availability
  - TLI would undertake to find alternative provision and inform all involved of arrangements in a timely manner

#### **Apprentice based:**

- TLI staff to ascertain nature of interruption and likely duration
  - Seek medical confirmation of condition where relevant
  - Maintain communication with apprentice, employer and all parties
  - Re-negotiate Apprenticeship Agreement and reissue Commitment Statement where change in working conditions results in changes to contract/apprenticeship standard being undertaken
  - Review and adapt training schedule where possible, revise the apprenticeship

agreement, notify ESFA of changes to completion date (if longer than 4 weeks), ensure that ILR records are updated to accurately reflect circumstances

#### **Employer based:**

- Professional Programme Coordinator to liaise with employer/apprentice to ascertain nature and likely duration of interruption
  - Provide information to TLI staff and relevant bodies
  - Maintain communication with employer/apprentice
- Standard Lead/Professional Programme Lead to liaise with employer
  - explore alternative apprenticeship provision in keeping with change of role
  - explore alternative employment opportunities with partner organisations
  - confirm arrangements at all stages of process with apprentice
  - inform relevant bodies (awarding bodies and/or ESFA)

#### **Withdrawal**

When a student is identified as being at risk of withdrawing from the apprenticeship every effort must be made to support them and enable them to continue. Through regular meetings with the Work-based Mentor the apprentice will have any learning, social or professional needs identified and support put into place wherever possible.

Any difficulties identified for Apprentices that cannot be addressed, a cause of concern should be raised with the work-base manager and the Standard Lead at The Learning Institute ([wbo@learninginstitute.co.uk](mailto:wbo@learninginstitute.co.uk)).

Requests to withdraw from the apprenticeship by Apprentices must be given in writing, signed by the apprentice, work-based mentor and manager. This should be sent to TLI's Standard Lead for processing (copied to [apprenticeships@learninginstitute.co.uk](mailto:apprenticeships@learninginstitute.co.uk)).

Any difficulties identified for all other Apprentices that cannot be addressed or a cause of concern should be raised with the work-base manager and the Professional Programmes Coordinator at The Learning Institute ([ania@learninginstitute.co.uk](mailto:ania@learninginstitute.co.uk)).

Requests to withdraw from the apprenticeship must be given in writing, signed by the apprentice, work-based mentor and manager, by requesting official documentation. This should be sent to TLI's Professional Programmes Coordinator ([ania@learninginstitute.co.uk](mailto:ania@learninginstitute.co.uk)) for processing.

#### **Notifications**

In the event of any incident leading to breaks or threatened break in provision the following are contact details that may be required:

- Professional Programmes Coordinator: [ania@learninginstitute.co.uk](mailto:ania@learninginstitute.co.uk)
- Internal Quality Assurance Officer: [trevor.davies@learninginstitute.co.uk](mailto:trevor.davies@learninginstitute.co.uk)
- Work Based Officer: [wbo@learninginstitute.co.uk](mailto:wbo@learninginstitute.co.uk)
- IT Support: [westsupport@westst.org.uk](mailto:westsupport@westst.org.uk)
- TLI GDPR Officer: [dpl@learninginstitute.co.uk](mailto:dpl@learninginstitute.co.uk)
- Designated Safeguarding Lead (WeST): [rwoodland@westst.org.uk](mailto:rwoodland@westst.org.uk)
- Director of Education: [RLight@westst.org.uk](mailto:RLight@westst.org.uk)
- WeST Chief Executive Officer: [rharing@westst.org.uk](mailto:rharing@westst.org.uk)

- ESFA: [nationalhelpdesk@apprenticeships.gov.uk](mailto:nationalhelpdesk@apprenticeships.gov.uk)

This plan will be deemed successful where employer/apprentice satisfaction surveys return positive outcomes for all partners.

This plan shall be the subject of a three year review cycle or following an example of interruption to learning. The Learning Institute Governing Board is responsible for the periodic review of this Policy.

### **Review**

The Learning Institute Governing Board is responsible for the annual review of this Policy.