

LEARNER WITHDRAWAL POLICY

1) Purpose

This document sets out how Engineering Trust Training (ETT) will deal with learners who withdraw from their Apprenticeship or any other qualification part way through the planned programme. ETT will do all it can to build a positive working relationship with each learner to ensure they have the best possible chance of completing their programme. This relationship is also important in dealing early with any issue, problems or factors that may contribute to the withdrawal of a learner.

2) Scope

- a) This procedure covers Learners who do not complete an Apprenticeship or qualification with ETT due to voluntary withdrawal, redundancy or the termination of their employment.

3) Procedure

- a) A Learner who wishes to withdraw part way through their Apprenticeship or from another type of course are required to notify their Training Officer of their intention to do so. The Training Officer will meet with the Learner and their employer (if applicable) to understand more about what has led to the withdrawal.
- b) For Learners who have a prolonged or unexplained absences, where no confirmation of withdrawal has been received nor a request to have a break in learning requested, the Training Officer will meet with the Learner (if possible) and/or their Employer to try and understand better the reason behind their absence or lack of engagement and discuss their options moving forward, one of which may be to withdraw.
- c) If the withdrawal is confirmed, the Training Officer will complete a 'Learner Withdrawal Form' and submit that to the Head of Delivery for approval.
- d) The Head of Delivery will notify the ETT Finance and Funding Coordinator who will make the necessary amendment to ILR if the withdrawal is from their Apprenticeship programme. The Head of Delivery will also notify any relevant College or Award Body to withdraw the learner from their provision.
- e) The Finance and Funding Coordinator will assess any outstanding fees to be passed onto the Employer and notify the Head of Delivery of the costs that may need to be recovered. These will only be fees that have been paid in relation to the Apprentice's programme that are non-recoverable e.g. college fees.
- f) The Head of Delivery will restrict the learners access to internal systems, such as OneFile.
- g) The Head of Delivery will report all Learner withdrawals to the Director of Delivery and Operations and subsequently to the CEO in the next available SMT meeting. The CEO reports the level of Learner Withdrawal to the Trustee Board every two months.
- h) The SMT monitor the reasons for Learner Withdrawals to improve service and put in measures to reduce the number as much as possible.

APPRENTICE WITHDRAWAL FORM

Information:		
Learner Name:		
Employer Name:		
Training Officer Name:		
Date of withdrawal meeting:		
Date of withdrawal:		
Date of last review:		
(Tick one)	Learner uninterested in the Apprenticeship	<input type="checkbox"/>
	Learner uninterested in the Role	<input type="checkbox"/>
	Learner uninterested in the College course	<input type="checkbox"/>
	Learner dislikes ETT delivery	<input type="checkbox"/>
	Learner dislikes the Employer	<input type="checkbox"/>
	Learner dislikes the College delivery	<input type="checkbox"/>
	Health reasons	<input type="checkbox"/>
	Home of social reasons	<input type="checkbox"/>
	Redundancy	<input type="checkbox"/>
Termination of employment	<input type="checkbox"/>	

Feedback
Comment from Training Officer
Comment from Employer
Comment from Learner

Destination Information		
Does the learner know what they will be doing after they leave their current programme? (Tick one)	Don't know yet	<input type="checkbox"/>
	Going into another form of learning	<input type="checkbox"/>
	Starting a different apprenticeship	<input type="checkbox"/>
	Employment with another company, same industry	<input type="checkbox"/>
	Employment with another company, different industry	<input type="checkbox"/>

Confirmation of Withdrawal			
ETT SMT Signed:		Date:	
ETT SMT Name:			