

## Learner Progression Policy

**Updated: December 2015**

**Next revision date: December 2016**

### 1. Objectives

1.1 To enable the assessor/tutor to follow up and support learners after leaving their Learning Programme

### 2. Scope

2.1 To cover all activities within learning programmes

### 3. Key principles

3.1. When a learner has left the programme the assessor or tutor will follow up and support the learner via:

- a) word of mouth
- b) Personal Advisers
- c) correspondence with the learner
- d) telephone calls with the learner
- e) drop-ins
- f) references for jobs
- g) social media

3.2. With the permission of the learner, assessors/tutors can record any information received from learner about their experiences after their learning programme

3.3 On leaving, the learner and trainer undertake an exit review and complete the exit review form and learner survey form. The learner is given a copy of the exit review, his/her portfolio, course work, individual learning plan and all certificates achieved.

3.4 Learners at risk of leaving their programme early may be noticed by non-attendance at tutorials, at assessment meetings or technical certificate training sessions. If unexplained absence continues for two weeks a meeting will be held between the employer, learner and assessor/tutor or relevant IYSS Advisor. Further meetings will be held as required.

3.5 A learner is deemed to have withdrawn from the programme when he/she:

- a) is known to have made a decision to withdraw from the programme
- b) has exceeded either the authorised or unauthorised absence entitlement
- c) is dismissed by Develop or the employer or setting
- d) cannot be contacted for a period of four weeks

Document name		Location/File path	
Learner Progression Policy		\\developserver\Data\Company\Policies\Policies 2015-16	
Created by	Date issued	Version No	Approved by
Mark Pike	01/12/2015		Mark Pike

3.6 In the case of an apprentice Develop will decide within 28 days if they have withdrawn from the programme or is on an agreed break in learning of up to six months, with a the intention of returning to complete the programme. Examples of agreed breaks are:

- a) work secondment
- b) sickness or injury
- c) religious trips or pilgrimages
- d) maternity or paternity leave

#### 4. Staff responsibility

4.1 Assessors/tutors and administrators

4.2 CEO has overall and final responsibility for all matters relating to apprenticeship progression

4.3 The day-to-day responsibility for delivery of teaching and learning at the Learning Provider remains with the Regional Director, who will ensure that:

- a) Adequate resources are made available to implement this policy
- b) Adequate arrangements are made to bring this policy to the notice of all staff, learners, apprentices, employers/settings and visitors
- c) The effectiveness of the policy and its arrangements are reviewed annually during the relevant Team meeting or more frequently if deemed necessary

#### 5. Monitoring and evaluation

5.1 Self assessment and inspection frameworks

5.2 This policy is liable to equality impact assessment annually.

#### 6. Supporting Documents

6.1 This policy should be read in conjunction with the following documents:

- Observation Policy
- Disability Statement
- Equality & Diversity Policy
- Health and Safety Policy
- Quality Policy
- Exit review form
- Guidance note on sources for help and referral

Policy signed by CEO: *Mark Pike* Date: 01/12/2015

Document name		Location/File path	
Learner Progression Policy		\\developserver\Data\Company\Policies\Policies 2015-16	
Created by	Date issued	Version No	Approved by
Mark Pike	01/12/2015		Mark Pike