


Responsibility:	Head of Quality & Compliance	Date doc. created:	April 2022
Print name sign off:	Chris Garcia	Last review date of doc	April 2024
Signature:		Next review date:	April 2025

Apprentice and employer-mentor engagement policy

Purpose

Apprenticeships are either funded by co-investment from the government via the Apprenticeship Service or by the Employer's Apprenticeship Levy.

To comply with the ESFA funding rules, as set out for main providers and employers delivering apprenticeships;

Apprenticeship funding rules for employer and main providers August 2023 to July 2024

https://assets.publishing.service.gov.uk/media/653b726de6c9680014aa9c05/Apprenticeship_funding_rules_2324_Version_2.pdf

To outline how we monitor and take actions to ensure sufficient engagement/progress is being made by individual apprentices. How we support and react to those apprentices who experience repeated difficulties, or do not otherwise positively engage in successfully completing off-the-job training hours (OTJT) in a timely and consistent manner.

Principles of progress

Apprentices will be deemed to be making sufficient progress in the context of this policy if they have successfully completed their most recent set activities, and/or engaged with functional skills as defined by the apprenticeship tutor or individual training plan (*or core tasks for the integrated NPQ as defined by the course programme*) and/or attended and signed your review meetings and have logged the required off-the-job-training hours (OTJT) relevant to your time on programme (as defined in the apprenticeship handbook).

NEW ESFA RULE FOR APPRENTICES STARTING FROM 01 AUGUST, 2023:

ALL APPRENTICES ARE REQUIRED TO DEMONSTRATE THEY HAVE ENGAGED WITH THEIR APPRENTICESHIP PROGRAMME WITHIN EACH CALANDAR MONTH.

How progress is monitored

- 1. Two weeks.** After two weeks of inactivity on the programme as evidenced through Bud (or Canvas for those with integrated NPQs) apprentice flagged to Apprenticeship Tutor for monitoring.
- 2. Three weeks.** After 3 weeks of inactivity apprentices and employers will be notified that BPN may pause funding or place the apprentice on a Break in Learning if there is no activity within the four-week period since the last engagement.
- 3. Four weeks.** At four weeks, if there is no engagement or communication the apprentice will be placed on a Break in Learning and only put back on programme when BPN is confident of future engagement. The Training plan and Apprenticeship Agreement will be revised with new dates and sent for signature to both the apprentice and the employer.
- 4. Five weeks.** At five weeks, if there is no engagement or communication the apprentice and employer will be contacted by their Performance Manager to discuss options.
- 5. Eight weeks.** At eight weeks, if there is no engagement or communication with the apprentice and employer BPN could consider this as an automatic withdrawal and the apprentice may be withdrawn from the programme.

Lateness, lack of attendance, lack of communication, unsigned documentation and cancellations (Learner rating)

Green

Apprentices are engaged, making progress against their training plan and/or functional skills, meeting their off the job training hours, completing activities in the planned time and this is evidenced on Bud or Canvas. Progress reviews are well attended on time, signed and demonstrate full engagement and participation by all parties by

Amber

Lateness, lack of attendance, lack of communication, unsigned documentation and/or cancellation of monthly review meetings will lead to 'alert' status in the first instance. Apprentices and their mentor/employer (as relevant) will be notified by their apprenticeship tutor to discuss and agree a recovery plan.

Red

Subsequent and repeated lateness, lack of attendance, lack of communication, unsigned documentation and/or cancellation of monthly reviews will lead to 'at risk' status and Apprentices and their mentor/employer (as relevant) will be notified by their regional Performance Manager. They will discuss ongoing engagement with the mentor/employer (as relevant) in order to provide as much support as reasonably possible to keep the apprentice on programme, possibly with a revised training plan.

'Alert' and 'at risk' status will be updated and returned to Green when Green status is met. 'Alert' and 'at risk' status may, however, be reinstated if any lateness, lack of communication, unsigned documents and/or cancellations of reviews reoccur.

Consequence of lack of engagement

- if you are placed 'at alert' or 'at risk' status for any reason defined in this policy you may be in jeopardy of losing your place on the apprenticeship programme which may include participation on the integrated NPQ (where applicable). Your tutor will discuss this with both you and your mentor/employer as defined above
- if you are at risk of losing your place on the apprenticeship programme and integrated NPQ (where applicable), consent may be needed from your employer and/or funding provider for you to continue
- continued lack of engagement may lead to the loss of your place on any joint programmes (e.g.NPQ or Diploma)

Discussion with the Head of Apprenticeship Delivery, who will take apprentice participation, Performance Manager, employer and tutor feedback into account, may lead to the decision that the apprentice is removed from the apprenticeship and NPQ or Diploma integrated programmes.

Apprentices will be notified of the decision in writing within ten working days from being informed that the matter is being considered by the Head of Apprenticeship Delivery.

If this is the case, apprentices should follow Best Practice Networks' Appeals Policy;

<https://www.bestpracticenet.co.uk/Media/Policies/2024/2024%20updated/BPN%20Complaints%20and%20Appeals%20Policy%202024-25.pdf>

The appeal will be considered by Best Practice Network and you will be notified of the final outcome within ten working days of receipt of your appeal. The decision by Best Practice Network, following consideration of your appeal, is final.