

LEARNER WITHDRAWAL POLICY

1) Purpose

- a) 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.
- b) 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.
- c) Furthermore, this policy ensures that all withdrawals are managed in compliance with DfE/DWP funding rules, and internal quality standards to guarantee accurate data returns and the fair treatment of learners.

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 must hold a final review meeting involving the Apprentice and the Employer. This meeting serves as the primary source of information for the withdrawal process. The Training Officer must then complete the 'Learner Withdrawal Form' on ARP and submit that to the Head of Delivery for approval.
- d) The Head of Delivery will notify the ETT Finance and Funding Coordinator (cc'ing the Director of Delivery and Operations) who will make the necessary amendment to ILR if the withdrawal is from their Apprenticeship programme.
- e) The Head of Delivery or Head of Academy will also notify any relevant Subcontractor, Awarding Organisation or Assessment Organisation to withdraw the learner from their provision and/or records.
- f) The Finance and Funding Coordinator will assess any outstanding fees to be passed onto the Employer and notify the Director of Delivery and Operations 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.
- g) The Head of Delivery will restrict the learners access to internal systems, such as OneFile.