
Attendance and Absenteeism Policy

Any late Apprentices at Floorskills Training Centre on the first day of block training must report to office staff giving information on the course they are attending, they will be asked to sign in upon arrival indicating the date and time. Each Apprentice is required to arrive in time for a 9am start, apart from Monday's when we start at 10am. If the Apprentice has not arrived at 9am (10am on Monday's) the centre will contact them on their mobile before reporting their absence to their employer after 30 minutes has lapsed. Any Apprentice who has already started training at the centre but may be late is asked through first day induction to contact the centre, however all Apprentices are rarely late as they generally have accommodation in local hotels.

Each Apprentice is given the contact number for the Floorskills office should there be any issues while they are undertaking training, this also relates to any issues during the evening. Floorskills gives guidance to employers regarding the hotels local to Floorskills Training Centre. There are 2 hotels that Floorskills recommends to Employers this is based upon previous feedback from other Apprentices and the facilities available. These hotels will contact Floorskills should there be an issue with Apprentices during their stay.

Each student is given an attendance register which is part of their portfolio, they are asked to complete and sign this daily throughout their training days at Floorskills. This logs all attendance and this information is relayed to the employer. Employers are contacted by the centre to give a progress update on the training.

Hours in centre:

Arrival 10am on Monday's (to allow for travel)
All remaining days are 9am-5pm including the last day

All Apprentices are made aware of centre hours before arrival and the employer is given a copy of all Training dates throughout the programme in advance. It is imperative that all Apprentices complete the full hours at the centre to undertake all training. A following email is sent again before each block release to remind the employer of the dates that the Apprentice is due into the centre for block release. If there are Apprentice absences this will affect the completion of their training and they may need to be rescheduled with their employer, possibly at additional cost.

In unforeseen circumstances where an Apprentice cannot fulfil the training hours they will be invited back into the centre to complete the missing training, this can easily be re-scheduled by the Apprentice joining another Apprenticeship group covering the week they have missed. This will be discussed with their employer where a suitable date is agreed upon. The Apprentice is offered the next available date so that it does not affect their progression. This is agreed with the employer and a follow up email sent to confirm the additional training for the Apprentice.

If an Apprentice has missed days due to illness, then we would re-book for the full training duration to be completed again as they have missed too much of the week. Missed training is re-booked with the employer/Apprentice within 2 days of cancellation. A review would be completed with the Employer/Apprentice which would outline the new training arrangements.

Performance at the centre:

Any concerns will be initially raised by the Tutor with the Apprentice while they are in the centre. As part of the induction all Apprentices are given a full induction outlining the schedule for the week and centre rules. All Apprentices will be required to contribute to their own personalised Code of Conduct with guidance from the Tutor. At induction all training dates for the Apprenticeship are given to the Apprentices and they are asked to discuss these with their employer. The Employer is already aware of these and has had a copy. Any Apprentice behavioural issues are discussed with the Apprentice on a one-to-one basis and the employer informed.