
Early Leaver Policy

Purpose

The purpose of this document is to clearly define the procedure for a learner leaving the Apprenticeship programme before their planned completion date.

Scope

This process affects all of the Floorskills team, the employer and the apprentice.

Responsibilities

Learner leaving with no achievement

- The learner is identified as a leaver without any achievement.
- A change of circumstances form and the ILP are completed with the correct details before being scanned and emailed to the head office.
- Head office administration are to be informed about the reason the learner has left the programme. It is particularly important to record the reason the learner has left, for example, if the learner has been dismissed or resigned as this information is required by the awarding body.

Learner leaving with part or full achievement

The learner is identified as a leaver with either part or full achievement.

The tutor is to sign a notification of achievement form for any completed units the learner has achieved and inform the Apprenticeship Manager.

The Apprenticeship Manager is to check all details are correct before signing the notification of achievement form.

Only when the notification for has been signed by the Apprenticeship Manager should it be sent along with a completed change of circumstances form and ILP before being scanned and emailed to head office.

Head office administration are to be informed about the reason the learner has left the programme.