

# LMETB Attendance and Absence Policy

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an Aontas Eorpach

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## Policy Version Control

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Review Due Date	3 years from above date

Document Title/Reference	LMETB RAA Attendance Policy
<b>Purpose</b>	The purpose of this policy is to set out the attendance and absence policy and guidelines for the RAA Apprenticeship programme.
<b>Scope</b>	These guidelines apply the RAA programme provided by LMETB/AMTCE as coordinating provider and to all collaborating providers.
<b>Contents</b>	
<b>Related Policies</b>	
<b>Audience &amp; Communication</b>	Applicable to all staff and RAA apprentices of LMETB as coordinating provider and to collaborating providers. This policy will be made available on the LMETB website and Learner Handbooks.
<b>Policy/Procedure Owner &amp; Implementation</b>	The Policy owner is the CE of LMETB. It is the responsibility of the QA sub-committee and AMTCE to ensure the policy/procedure is implemented.

<b>Monitoring, Evaluation and Continuous Improvement</b>	The LMETB/AMTCE QA Office shall be responsible for keeping the policy and procedure up-to-date and for ensuring that only approved versions of the Policy/procedure are accessible via the LMETB website. The policy will be subject to a periodic review.
<b>Revision History &amp; Commencement Date &amp; Date of Next Review</b>	Commencement Date: i.e date LMETB board noted  Date of next review: 4 years after above date

## External Authentication Procedures

### Policy Statement

This attendance and absence policy refers exclusively to the 30% off-the-job training incorporated on the Robotics and Automation (RAA) programme. This policy is based on the information contained in the Apprenticeship Code of Practice for Employers and Apprentices.

Apprenticeship engagement is essential for the successful completion of the Robotics and Automation programme. All apprentices are expected to engage fully with all scheduled in- person training, teaching, practicing and assessment elements. Attendance is mandatory for all elements of the programme.

Apprentices are required to attend the mandatory apprenticeship induction presentation and attend, on time, all scheduled classes and training sessions of all off-the-job training elements of the apprenticeship programme. Additionally, apprentices are required to complete the specified number of training days to meet the requirements of the Robotics and Automation Apprenticeship RAA programme.

The AO is the first point of contact between the Employer and the Apprentice and deals with all issues regarding attendance and absence. Apprentice attendance records are sent to employers at the end of each calendar month by the National Programme Manager.

### Calculating Absences

#### Authorised Absences

Absences **may** be authorised at the discretion of the relevant RAA National Programme Manager in the Coordinating Provider or the Programme Manager (Collaborating Provider) on presentation of proven/certifiable evidence that the absence is for one of the following reasons:

Absence	Proven/certifiable evidence required
Medical	Doctor's or counselling certificate
Family bereavement	Written explanation

### Calculating Absences

#### Off the Job Training Phases

**Authorised absences** occurring during the phases of the off-the-job training period are calculated as follows:

**Unauthorised Absences are counted per day.**

## Calculating Total Absences

Authorised absences will be counted when calculating total absences.

If an apprentice has accumulated 11 or more absences in total (Authorised or unauthorised) in any one phase, **all** absences accumulated during this phase will be counted as absent days.

**Absences for work with the employer, in-house training or attending external training are strictly prohibited.**

## Apprentice Responsibilities

Apprentices are required to notify their RAA Contracted Trainer/Instructor on the morning of any absence, or during the first morning of any period of absences.

Apprentices are responsible for submitting all evidence related to authorised absences *within three working days of the absence.*

It is the sole responsibility of the apprentice to compensate for missed learning during all absent periods. Apprentices may be guided towards appropriate learning resources on Moodle and support services provided by the Collaborating Provider.



## Absenteeism Scale

**Note:** Evidence of all absenteeism correspondence to Employers/Mentors, Providers, RAA NPM, Programme Managers, SOLAS and Apprentices must be retained for the duration of the Apprentice's engagement on the programme.

### Early Intervention

On second day of absenteeism, the apprentice should be consulted regarding their absenteeism to explore:

- Reasons for absenteeism
- Supports that may help

The outcome of the consultation is a documented action plan of required improvements (refer to Apprentice Handbook). Apprentices must be reminded of consequences of continued absenteeism.

### RAA Apprenticeship Absenteeism Scale:

Absences	Level	Stage of Disciplinary	Action	Template
3 days	1	First Warning	1. Email notification to Employer and Apprentice	<b>Level 1 – First Warning:</b> <ul style="list-style-type: none"> <li>• Email to Employer</li> <li>• Email to Apprentice</li> </ul>
4 days	2	Verbal Warning	1. Verbal warning 2. Meeting request issued to Employer and Apprentice 3. Notification to SOLAS Authorised Officer and RAA National Programme Manager	<b>Level 2 – Verbal Warning:</b> <ul style="list-style-type: none"> <li>• Meeting Request (Employer)</li> <li>• Meeting Request (Apprentice)</li> <li>• Email to AO and RAA NPM</li> </ul>
6 days	3	Written Warning	1. Collaborating Provider issues written warning to Apprentice 2. Notification to SOLAS Authorised Officer, NPM and Employer	<b>Level 3 – Written Warning:</b> <ul style="list-style-type: none"> <li>• Written Warning to Apprentice</li> <li>• Email to SOLAS Authorised Officer, NPM and Employer</li> </ul>
8 days	4	Final Written Warning	1. Collaborating Provider issues final written warning 2. Notification to SOLAS Authorised Officer, NPM and Employer	<b>Level 4 – Final Written Warning:</b> <ul style="list-style-type: none"> <li>• Final Written Warning to Apprentice</li> <li>• Email to SOLAS Authorised Officer, NPM and Employer</li> </ul>
11 days	5	Dismissal	1. Apprentice notified of dismissal from AMTCE/Collaborating Provider 2. Apprenticeship is paused 3. Notification to SOLAS Authorised Officer, NPM and Employer	<b>Level 5 – Dismissal:</b> <ul style="list-style-type: none"> <li>• Notification to Apprentice of Dismissal and Paused Apprenticeship</li> <li>• Email to SOLAS Authorised Officer, NPM and Employer</li> <li>• National Programme Board Informed</li> </ul>



### Level 1

If an apprentice has three off-the-job training days of **unauthorised** absences, the [Contracted Trainer/Instructor](#) will notify the employer and the apprentice by email. This email should express the [Contracted Trainer/Instructor's](#) concern regarding the apprentice's attendance and the repercussions of continued absences.

### Level 2

If an apprentice has been absent for a total of four off-the-job training days, the [Contracted Trainer/Instructor](#) will immediately action a meeting with the apprentice and the employer to:

- issue a verbal warning
- discuss the repercussions arising from continued absences
- investigate reasons for the absences
- explore potential solutions to the issues

Meetings between the [Contracted Trainer/Instructor](#) employer and apprentice can be conducted online/on- site.

Additionally, the [Contracted Trainer/Instructor](#) will email the relevant SOLAS Authorised Officer and the RAA NPM with a brief report of the meeting outcomes.

### Level 3

If an apprentice has been absent for a total of six off-the-job training days, the [Contracted Trainer/Instructor/Tutor](#) will issue a written warning to the apprentice. Additionally, the [Contracted Trainer/Instructor](#) will notify the relevant SOLAS Authorised Officer, the RAA NPM, the [Programme Manager](#) and the Employer of the issued written warning, highlighting the apprentice's attendance and the repercussions of continued absences.

### Level 4

If an apprentice has been absent for a total of eight off-the-job training days, the [Contracted Trainer/Instructor](#) will issue a final written warning to the apprentice. Additionally, the [Contracted Trainer/Instructor](#) will notify the relevant SOLAS Authorised Officer, the RAA NPM and the Employer of the issued final written warning, highlighting the apprentice's attendance and the repercussion of one more absence.

### Level 5

If an apprentice has been absent for a total of eleven off-the-job training days, the RAA National Programme Manager will issue the dismissal. The [Contracted Trainer/Instructor](#) will notify the Authorised Officer, and the Employer that the apprentice's participation on the programme has been paused and the NPM will ensure that a record of this dismissal is held on file. The [Contracted Trainer/Instructor](#) will inform the apprentice of their right to appeal this decision, which must be completed in writing and submitted to the FET Director.


### Paused Apprenticeship

An absence rate higher than 20% results in the pausing of the apprentice's participation on the programme. To recommence the apprenticeship programme, the apprentice must first contact the RAA National Programme Manager who will discuss the apprentice's application with the RAA National Programme Board

### Policy Responsibilities

It is not the responsibility of the Collaborating Provider or the Contracted Trainer/Instructor to pursue absentee apprentices. In an event where an apprentice is unavailable or does not respond or engage with communications relating to their absenteeism, additional absences will result in escalation through the absenteeism scale; this means that where the Collaborating Provider issues actions and there is no response from the apprentice and/or the employer, continued absences will result in progression through the absenteeism scale.

Where absences occur, it is the responsibility of the apprentice to access appropriate learning resources and supports, using the resources outlined in the induction period, to catch up on missed learning. If an apprentice is unable to meet an assessment deadline, they must contact the Contracted Trainer/Instructor and the NPM (LMETB) or Programme Manager (Collaborating Provider). Any request for an extension to an assessment deadline will be considered on a case by case basis.

 Further information is available to apprentices in the Apprenticeship Handbook. It is the responsibility of the apprentice to familiarise themselves with and to adhere to all RAA policies and to the Apprentice Code of Conduct

This policy will be reviewed at the end of the pilot phase and thereafter as deemed necessary and in line with LMETB policy review procedure.

# RAA Apprenticeship Programme

## Procedures & Code of Conduct

Programme Manager:

## Class Attendance

The classes listed in the Academic Calendar are mandatory and Apprentices must attend for all classes.

If for any reason you cannot attend you

- Email your Instructor in advance of the class and copy in your Mentor on the email.
- We appreciate there may be mitigating circumstances which prevent you from providing advanced notification. In those instances, send the email as soon as possible thereafter.
- Note: it will not be sufficient to notify your lack of attendance using any other means other than the referenced email.

**If an Apprentice fails to attend 3 non-consecutive classes in any given module, without prior notification or a valid reason, we will then contact your Mentor and employer.**

As part of the RAA Apprenticeship programme, your employer has committed to releasing you for all classes and has received a copy of your academic calendar

## Annual Leave

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If you are taking annual leave you must email your Instructor in advance and copy in your Mentor on the email.

You will be expected to catch up on content you have missed and to liaise with your Instructor regarding any questions you have.

## Workplace Task/Assessment Deadlines:

All deadlines must be adhered to unless there is a mitigating circumstance.

If you are unable to meet a deadline, you must email your Instructor in advance of the submission date and copy in your Mentor on the email.

We will of course consider extensions on a case by case basis.

Failure to do so may be seen as a missed opportunity, and you may have to resubmit your work, potentially resulting in capped marks.

Apprentices are not permitted to take phone calls during class. As mentioned above, your employer has committed to releasing you for the duration of all classes.

#### **Code of Conduct:**

This **Student Handbook & Code of Practice** has been put in place to enable you to take the best possible advantage of the training programme you are undertaking. The discipline and work ethic required to complete the programme will give you a good grounding in the standards required to obtain and keep employment or to follow and complete progressive further or higher education and training. You will be expected to follow and respect our 'Code of Conduct'. Compliance with this code assists us in maintaining a high standard of safety and a good environment to benefit your learning experience of

Also please observe the general procedures & policies around behaviour, attendance

A copy of the **Apprenticeship Handbook & Code of Practice** is available at the top of your Moodle page.