LMETB RAA Work Based Learning Policy

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Purpose of Policy

This statement applies to the RAA programme to be delivered by LMETB AMTCE as coordinating provider and to all collaborating providers.

This policy aims to ensure apprentices and employers know what they can expect from an apprentice while active on a programme in terms of an agreed set of reasonable and expected behaviours and performance during all on and off-the-job programme elements.

Policy scope

This policy aims to outline measures that can maintain acceptable standards of behaviour on the RAA Programme, encouraging apprentices to accept their obligations and maintain LMETB's AMTCE reputation with approved and participating employers. This policy also sets out expectations that will help ensure a positive environment that contributes to best practice in a diverse community of learning, facilitating the successful completion of an RAA Programme. LMETB does not intend this to be an exhaustive document but instead it is intended to compliment the broader *Solas Code of Practice for Employers and Apprentices* and with due regard to an apprentice also being an employee of an Approved Employer while active on the programme. A link to this code of practice can be found here and this document must be used in conjunction with this LMETB policy https://oemapprenticeship.ie/wp-content/uploads/2021/02/Code-Of-Practice-for-Employers-and-Apprentcies.pdf

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Overarching Considerations

LMETB understands and appreciates that positive interactions and the timely progress of an apprentice on their learning journey provide employer confidence in the individual apprentice and in the wider apprenticeship programme. A negative experience or series of negative behaviours in the off-the-job element of the programmes or workplace can damage the employer's intent to participate in the programme in the future. Consequently, through rigorous monitoring of apprentices' progress on the RAA programme, LMETB, where possible, attempts to ensure early identification of any issue presented.

Apprentices have responsibilities to fulfil on an ongoing basis throughout the programme. These responsibilities are critical regarding interactions with an apprentice's respective employer while on

placement in the workplace and separately with fellow apprentices, instructors/lecturers and Contracted Trainers and with collaborating ETBs while in off-the-job study. Most importantly, however, apprentices have responsibilities to themselves. At the programme outset, each apprentice signs up to the LMETB Apprentice Learner Charter and its provisions. This document sets out a series of clear expectations for those active and participating in a programme.

Policy statement

LMETB expects each RAA apprentice, per the conditions of the Apprentice Learner Charter to be responsible for their own learning throughout their time on a programme that incorporates a mix of classroom-based training and Industry-based learning and assessment. Apprentices must conduct themselves appropriately and respectfully throughout their interactions with and on behalf of LMETB and should not engage in any activity that may negatively impact the name of LMETB, their sponsoring employer, and its staff or any learners. All outgoing apprentice communications noting LMETB or any of its stakeholders must be respectfully based on dignity, equality, and inclusion.

Apprentices must be committed to an appropriate manner regarding general behaviour, satisfy the programme requirements and regulations, and maintain active in-class face-to-face sessions or attend virtually any live webinar as required. Importantly, apprentices must at all times demonstrate positive conduct, responsible use of social media, and respect for premises, property, and staff associated with all apprenticeship stakeholders. Any act or omission that adversely affects the rights of any other member of the apprentice community, including partners or external stakeholders, or that disrupts the conduct of any apprenticeship activity will be considered a breach of the Code of Conduct and subject to disciplinary proceedings. In summary, apprentices must:

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- Attend and actively participate in each module/element of the programme,

- Meet the requirement for full attendance and punctuality,

- Attend all classes face-to-face or virtually on time where applicable,

- Behave in the workplace with due regard to all employer conduct policies,

- Always behave respectfully, considering the needs of others,

- Not engage in any discriminatory or disrespectful language to any stakeholder,

- Ensure conformance with all Health and Safety requirements of FIT and delivering partners',

- Where possible, keep the physical learning environment clean (classroom & lab),

- Complete all forms and other paperwork required by FIT and delivering partners',

- Treat the property of all stakeholders with due care and respect,

- Complete and satisfy all Apprentice Programme content, assessments, assignments, and work practice.

Breach of the Code of Conduct

LMETB anticipates that breaches of the Code of Conduct will occur in rare instances. This may mean that LMETB, a collaborating provider or an employer may need to instigate any form of disciplinary proceedings. Participation in an RAA programme ensures access to timely support that facilitates the completion of an RAA programme. In instances where an apprentice does not fairly engage in accepting appropriate apprenticeship support and their level of performance does not improve, disciplinary proceedings may commence in consultation with stakeholders. However, instigating such proceedings is seen as a last resort. A link to the disciplinary policy can be found here:

Issues Relating to Performance in the Workplace

Approved employers will manage an apprentice issue or series of apprentice issues in the workplace through their Human Resource policies consistent with Irish employment rights legislation. Employers will notify LMETB of any outcome likely to impact an apprentice's capacity to remain in employment or where a breach of the Code of Practice may have occurred.

Issues Relating to General Programme Progression/Apprentice Disengagement

During programme participation, it is likely that when an issue of apprentice disengagement occurs, this may impact progression through both the on and off-the-job elements of the programme. In cases where an apprentice does not satisfactorily rectify a matter of not making the required progress, i.e., being up to date with the various on and off-the-job assessments, LMETB reserves the right to impose a caution, reprimand, or seek an academic termination from the RAA National Programme Board at the next available sitting of the board. Apprentices are advised that they should be academically withdrawn; this will likely jeopardise their standing and employment status with their employer. In cases where a severe disciplinary issue emerges during off-the-job programme elements, this will be managed/processed through a sitting of the National

Apprenticeship Programme Manager and the RAA National Programme Board comprising the Chairperson, an RAA Instructor, ETB and employer representatives, mentors of apprentices in employment and an apprentice representative. An apprentice may appeal the outcome of this process to the LMETB FET Director.