

Learners at Risk Policy and Procedures



The Link Training
Academy

Learners at Risk

The Link Training Academy is committed to creating a positive and full inclusive learning/working environment to keep learners engaged and enjoying their learning. There are cases where learners become disengaged and “at risk” of coming off their course for a number of reasons. This policy sets out how to identify an “at risk” learner and the escalating process for dealing with this effectively.

EXAMPLES OF LEARNER BECOMING “AT RISK”

- 10% behind planned progression
- 5% behind planned off-the-job training
- Missed 3 consecutive training sessions
- Learner not handing in homework on two consecutive occasions
- Learner not handing in homework on three separate occasions

If these occur within the first 60 days on programme please escalate to IQA immediately.

These examples are the first trigger points for learner’s having poor attendance or disengaging with their learning. Tutors should deal with these issues by planning meeting with the learner and/or employer if appropriate. The steps and actions agreed should be recorded in OneFile to be visible for Audit and IQA.

EXAMPLES OF WHEN TO ESCALTE AN “AT RISK” LEARNER

- 20% behind planned progression
- 10% behind planned off-the-job training
- Missed 3 consecutive training sessions (even if this is due to work)
- Overall attendance falls below 80%
- Learner showing signs of needing additional support
- Mental or physical changes
- Apprentice has left their employment
- Apprentice has more than 2 unexplained absences at work

These examples are when the learners has not improved after the first intervention and at this point tutors should discuss the problems with their IQA and decide the steps needed together.

How to escalate?

Tutors should email their IQA with subject heading [**Learner at Risk – Meeting**] to set up a meeting to discuss. IQA and Tutors should make every effort to have this meeting within 5 days. The meeting can be organised remotely and the tutor should have evidence of the steps they have already taken if applicable (some serious cases may need escalating immediately).

All communication with IQA, learners and employers need recording with dates and actions and outcomes.

When should IQA escalate to Lead IQA?

Most problems should be easily dealt with by the IQA however if there is a complaint about an IQA, this should be pass onto the Lead IQA.

If IQA's are having any resistance from either employers or tutors they can escalate this to Lead IQA if they need support.

AUDITS

All teaching staff will be provided with an audit calendar which will show when learners will be audited and what areas will be looked at. It is essential that any "At Risk" learners have been identify and escalated prior to audit. The auditor should not be finding "at risk" learners that have not been flagged.

Any occasions this does occur, the tutor will be required to meet with the Lead IQA to discuss this and decide the appropriate action and whether any training needs for the tutor have been identified.