

**Policy No: LIEURAPP22018**

**Policy Name: Intervention Policy**

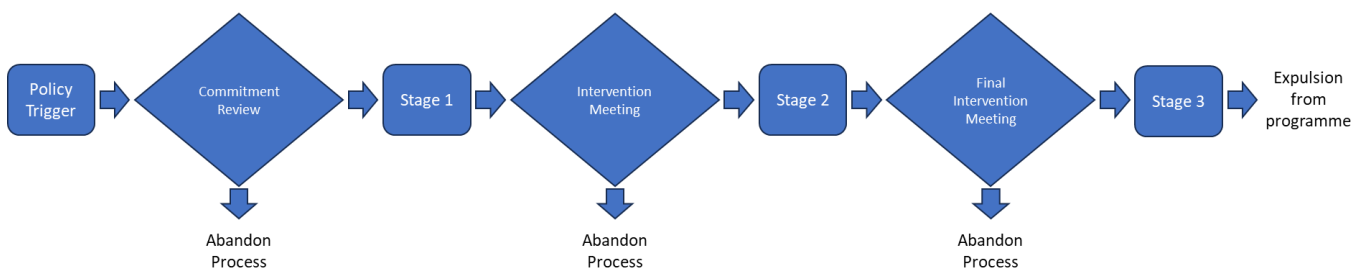
**1.0 Purpose**

The Commitment Statement is an important part of the Apprenticeship Agreement and Training Plan. It outlines the commitment being made by each party. In instances where the Commitment Statement is not honoured by the apprentice, the successful completion of the apprenticeship may be put at risk. The purpose of this policy is to ensure that swift remedial action is taken, should such circumstances occur, to prevent an unrecoverable situation from arising. The policy also describes the consequences that could ensue if the remedial action is not successful.

**2.0 Trigger event list (list is not exhaustive):**

- Failure to participate in the apprenticeship programme, such that the balance of off-the-job hours is significantly negative:
  - This policy will be triggered if the additional hours of off-the-job time required by an apprentice, to recover the negative balance, exceeds 0.2 days per week for the remainder of the programme.
  - For an apprentice with an 8-hour working day, the additional days/week required is calculated as:  
*(off-the-job hours to recover/8)/(practical period weeks remaining)*
- Failure to complete tasks in a timely manner. This will be at the tutor’s discretion.
- Failure by the apprentice to participate in the 12-week review process.
  - This policy will be triggered if an apprentice fails to engage in the 12-week review process and the 12-week review becomes 3 weeks overdue.
- Non-attendance at training modules without provision of advanced notice.
  - This policy will be triggered if an apprentice fails to attend a training module without providing advanced notice to the tutor and gaining the tutor’s approval.
- Poor participation in functional skills learning.
  - This policy will be triggered if the apprentice receives three ratings of behind schedule on the fortnightly report received from the functional skills provider.
- Unacceptable behaviour during any part of the apprenticeship programme
  - This policy will be triggered in any instance of bullying, harassment, discrimination, or any other form of disruptive behaviour.
- Plagiarism
  - This policy will be triggered if instances of serious, wilful plagiarism are detected by a course tutor, trainer or assessor.
- This policy may also be triggered due to a failure to honour any other element of the commitment statement.

**3.0 Procedure**



**3.1 Commitment Review:**

**Policy No: LIEURAPP22018**

**Policy Name: Intervention Policy**

If a trigger for the policy is activated, the cohort manager will write to the apprentice to inform them and to arrange for a commitment review meeting. The commitment review meeting will be between the cohort manager and the apprentice and may take place face-to-face or via video call.

At the commitment review meeting the cohort manager will:

- Explain that a trigger has been activated, and this policy has been invoked.
- Explain that the first stage of this procedure is concerned with creating a plan to rectify the situation.
- Seek to understand the reasons or events that have led to a trigger being activated.
- Develop jointly with the apprentice a remedial commitment plan to address the situation and create any triggers for subsequent stages of this procedure.

The cohort manager will write to the apprentice after the meeting to share a copy of the commitment plan.

**3.2 Intervention meeting:**

If any triggers from a commitment plan are activated, an intervention meeting will be held between the cohort manager, a second LI Europe representative, the apprentice and the employer and may take place face-to-face or via video call.

At the intervention meeting the cohort manager will:

- Confirm that this is an intervention meeting resulting from 1 or more commitment plan triggers being activated.
- Provide details of the triggers that have been activated.
- Discuss whether there are any mitigating factors that should prevent this procedure from progressing to the second stage.
- Decide on whether any adjustments should be made to the commitment plan and any triggers that have been set.
- Explain the consequences of failing to follow the commitment plan.

The cohort manager will write to the apprentice and employer after the meeting to provide a record of the meeting outcomes.

**3.3 Final intervention meeting:**

If, following an intervention meeting, any triggers from a commitment plan are activated, a final intervention meeting will be held between the cohort manager, a second LI Europe representative, the apprentice and the employer and may take place face-to-face or via video call.

At the final intervention meeting the cohort manager will:

- Confirm that this is a final intervention meeting resulting from a further activation of 1 or more commitment plan triggers.
- Provide details of the triggers that have been activated.
- Discuss whether there are any mitigating factors that should prevent this procedure from progressing to the third stage.
- Decide on whether any adjustments should be made to the commitment plan and any triggers that have been set.
- Explain the consequences of failing to follow the commitment plan.

**Policy No: LIEURAPP22018**

## **Policy Name: Intervention Policy**

The cohort manager will write to the apprentice and employer after the meeting to provide a record of the meeting outcomes, including notification that a further activation of a commitment plan trigger will result in expulsion of the apprentice from the course.

### **3.4 Further activation of a commitment plan trigger**

In the event of a commitment plan trigger being activated following a final intervention meeting, when this procedure is at stage 3, the apprentice will be expelled from the course.

### **3.5 Failure to participate in the intervention process:**

If an apprentice fails to participate in this procedure, automatic progression to the next stage will result.

### **3.6 Right of appeal:**

The apprentice has the right to appeal any decisions made at intervention meetings. Any appeals should be lodged in writing with Jeremy Praud, LI Europe Managing Director, within 5 working days of the apprentice receiving the written outcome of an intervention meeting.

## **4.0 Related Policies**

LIEURAPP22001 – Apprenticeship Continuity Plan

LIEURAPP22002 – Equality and Diversity Policy

LIEURAPP22003 – Safeguarding Adults Policy

LIEURAPP22004 – Prevent Duty Policy

LIEURAPP22005 – Health & Safety Policy

LIEURAPP22006 – Concerns, Complaints and Compliments Policy

LIEURAPP22007 – Recognition of Prior Learning Policy

LIEURAPP22008 – Quality and High Standards in Apprenticeship Training Policy

LIEURAPP22009 – Employee Professional Development Policy

LIEURAPP22011 – GDPR Policy

LIEURAPP20014 – Safer Recruiter Policy

LIEURAPP22017 – Functional Skills Subcontracting Policy

LIEURAPP22018 – Intervention Policy

LIEURAPP22019 – Plagiarism and Malpractice Policy

LIEURAPP22020 – External Speaker Policy

LIEURAPP22021 – Bullying and Harassment Policy

LIEURAPP22022 – Additional Learning Support Policy

LIEURAPP22023 – Whistleblowing Policy

**Policy No: LIEURAPP22018**

**Policy Name: Intervention Policy**

LIEURAPP22024 – Malpractice in Certification and Assessment Policy

LIEURAPP22025 – Recruitment of Ex-Offenders Policy

LIEURAPP22026 – Academic Appeals Policy

LIEURAPP22027 – Apprenticeship Code of Conduct

LIEURAPP22028 – Conflict of Interest Policy

Policies are reviewed in January on an annual basis.

Company Director \_\_\_\_\_

Date \_\_\_\_\_