

One Housing

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Control Sheet for Procedures

Control Information	
Policy Title	Apprenticeship Learner Withdrawal Procedure
Group Directorate	Customer Operations
Directorate	One Academy
Policy Owner	Samantha Whenman, Head of One Academy
Approval Group	Customer Operations
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To be completed by Compliance, Risk and Assurance		
Check:	Distributed to:	Distribution Date:
<input type="checkbox"/> Added to Register <input type="checkbox"/> Added to One Place <input type="checkbox"/> Distributed		

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One Housing Procedure Template

Apprenticeship Learner Withdrawal Procedure

Purpose

This purpose of this procedure is as follows:

- To manage the withdrawal of learners who have passed the qualifying period for funding and need to be withdrawn from the apprenticeship programme systems effectively ensuring learners are withdrawn in a timely manner and that all the necessary records are completed in full and essential data required for compliance and funding is captured and recorded. The recording of the last-day in-learning is particularly crucial data and there must be evidence of actual learning on this date.
- To ensure ESFA ILR data submissions required to validate funding claims for learners on programme are accurate preventing over or underpayment for delivery of learning aims.
- To support accuracy of financial monitoring against income targets
- To support the quality assurance cycle, Self-Assessment Report, quality/service improvement planning and monitoring.
- To support monitoring of delivery team caseloads as part of capacity management and building. Monitoring performance data including retention and qualification achievement rates (QAR) and manage under-performance within One Academy

Related Documents

- Education Skills Funding Agency Rules document
- Individual Learner Record Guidance
- Change of Circumstances record
- PICS Management Information Software guidance

Commented [CL1]: Include everything relevant and in particular:

- Corporate Plan/Risk Registers
- Policies/strategies/guidance documents
- Think of any interdependences on other procedures that you might want to detail

Scope

This policy applies to the management of on-programme learner data as required by the ESFA audit rules, the process for collecting information necessary to implement the withdrawal of a learner from the funding claims necessary for compliance with the funding rules and withdrawal from Onefile e-portfolio and PICS MIS system.

All One Academy colleagues involved in the apprenticeship delivery and data management.

Definitions

Withdrawal means the removal of a learner from the apprenticeship programme on which they are enrolled and ILR funding claim data

Last-day-in-learning refers to the last day a learner participated in learning and development activity directly relating to the apprenticeship standard and that learning actually took place and there is evidence of learning. It does not include assessment or other activity that cannot be defined as learning.

Retention refers to the quantitative measuring of the percentage of learners who have reached the qualifying funding period (42 days) and are retained on programme YTD out of the percentage of learners who have been withdrawn from the data within the funding year

MIS refers to the team responsible for Management Information System administration and implementation

Funding year commences 1st August every year and concludes on 31st July the following year

Procedure Content

This procedure covers the workflow process, roles and responsibilities of each One Academy team member involved and actions that are required to be undertaken at each stage of the process within the required timescale.

IT / Data Protection / Information Management

One Academy is required to retain records in relation to withdrawal of learners and related learner records for 6 years in case of funding audit or freedom of information requests

All records are in a digital format and are electronically stored in compliance with the One Housing Data Protection Policy and data Retention Policy

Commented [CL2]: Consider terminology used that may need an explanation

- Think about any shorthand used
- Is the procedure very technical which may need some explanation?

Commented [CL3]: Roles and responsibilities

- Who impacts on? (External stakeholders)
- Who does what?
- Sign offs needed etc.
- Think about the flow and gateways of the procedure

Commented [CL4]: •Detail systems used (or planned) - Include testing and results

- Data Protection Impact Assessments – is it required?
- Information Asset Register – how long is data retained? (data retention)

Communications & Training

Policies are disseminated to the entire One Academy team who are required to confirm they have been read and understood

Training to implement policies and procedures is planned and delivered within team meetings and during 1-2-1 performance management meetings as required to ensure that all colleagues understand their role and responsibilities in relation to implementation.

Commented [CL5]: •How are you going to get the message out there? Who needs to know?
•Who needs training? How are you going to do this?
•How will you record and keep track?

Records, Reporting and Monitoring

Records required to administer and implement this procedure are as follows:

- Change of Circumstances record
- Exit Review Record including last day of learning
- Record of learning activity
- Record of attendance

Professional Coaches are responsible for reporting a withdrawal of a learner by submitting a completed Change of Circumstance Record, Exit Review Record and evidence of last-day-in-learning activity records to Senior Curriculum Manager for approval

MIS are responsible for implementing and administering the withdrawal process in the data and reporting systems including internal Onefile e-portfolio

The Senior Curriculum Manager is responsible for monitoring and approving withdrawal of learners and submitting relevant records to the MIS team to administer

The MIS and Compliance Manager has the discretion to challenge or refuse to implement a withdrawal where there is a query, concern or insufficient evidence to ensure compliance with the funding rules

Review

This policy will be reviewed annually during the last quarter of the ESFA apprenticeship funding year in readiness for the start of the new funding year on 1st August

Key Process Flow – Withdrawal of a Learner

