

## Procedure Review

This procedure will be reviewed in full annually

The procedure was last reviewed and agreed by Adam Russell, Head of Quality on 13<sup>th</sup> July 2018.

It is due for review in August 2019

## Aim of the Policy

This policy provides detail on the procedures and processes involved when a learner is suspended from his or her course, traineeship, pre-apprenticeship or apprenticeship; and applies to all learners enrolled onto any type of programme at the Academy.

This policy must be read in conjunction with the Learner's Disciplinary Policy and related procedures.

A 'Suspension' is where a learner takes a temporary break in learning and can only be authorised by the Head of the relevant department.

## Break in Learning

1. The Academy can authorise a break in learning where:

- The learner/apprentice requires time away from studies due to long-term documented illness
- The learner/apprentice has evidence of extenuating circumstances such as a bereavement
- The apprentice has lost his/her employment

The member of staff requesting a break in learning will complete and submit to the Head of Quality a 'Break in Learning Request Form', attaching evidence of last day of learning along with all other relevant evidence e.g. letters, emails, incident reports or communication from external organisations, call logs, meeting minutes etc. The break in learning will stipulate how long the break in learning will continue and will have a set date for review.

## Suspension

2. The Academy can authorise a suspension where:

- The learner breaches the learner charter agreement and/or behaves in a way that constitutes misconduct or that brings the Academy into disrepute.

In these circumstances, staff will follow the learner disciplinary procedure.

Authorised maximum length of time that a learner can be suspended	
Course	Maximum suspension period
Level 2 and Level 3 Diploma Jewellery Manufacture	7 lessons
Level 4 Diploma Jewellery Manufacture	8 lessons
Apprenticeship	3 days of employment or lessons at the Academy

## Health Related Reasons

1. A learner, who has been placed on a break in learning for health related reasons, may only be permitted to return to his or her class on submission of a written confirmation letter from a registered doctor or medical practitioner. The letter must confirm that the learner is fit to return to their programme of learning.
2. In the event that the break in learning requires a delay in the completion of the course an extenuating circumstances form will have to be completed and reviewed by the Head of Quality.
3. The final decision for a learner to return will be taken by the Head of Quality.
4. If the learner subsequently enrolls onto another course, he or she will pay the full fee for the course, including any increases. Money paid for previous courses cannot be transferred.

If a learner is under 18 years of age, he or she must attend the review or exit meeting with a parent or legal guardian. If a learner is 18 years or older, he or she can choose somebody to attend with the review meeting with them.