

## SPECIALIST APPLIED SKILLS PROGRAMME

### TRAINEE NON-ATTENDANCE POLICY

1. It is a requirement of the CITB Agreement signed by your employer that attendance at **all** off-job training modules within the Specialist Applied Skills Programme (SAP) are mandatory.
2. Throughout the duration of a SAP, trainees are subject to the disciplinary rules and procedures of LRWA and the employer. Non-attendance can lead to the termination of training.
3. If a trainee is unable to attend a scheduled module due to unforeseen circumstances outside of their control including but not limited to illness, accident, travel disruption or family holiday commitments, the following policy will apply.
  - a. The trainee and / or employer must notify the LRWA as soon as practicable of the absence or planned absence.
  - b. The LRWA will inform the employer of all unplanned absences and the reasons given for absence.
  - c. The LRWA will record all absences on the SAP Programme Register.
  - d. All missed modules must be rescheduled to complete the SAP ideally within the original timeframe for completing the National Vocational Qualification Level 2 (NVQ2) that the trainee has agreed to. This rescheduling should be discussed with the LRWA Training Department ( [training@lrwa.org.uk](mailto:training@lrwa.org.uk) ) at the earliest opportunity to ensure a space can be made available.
  - e. If the option to reschedule is not available for any reason, at the first opportunity, the LRWA Training Manager will make direct contact with the trainee to fully investigate individual circumstances including but not limited to:
    - a) distance to travel from usual place of work to the LRWA Approved Training Centre
    - b) commitment to training in other modules
    - c) reason for absence
    - d) theoretical or practical knowledge already gained on the module through on-the-job training with the employer.In all instances the LRWA Training Manager will discuss the module with the trainee and may test knowledge through an assessment. The LRWA Training Manager will make best endeavours to agree a timeframe and resolution to the missed module with the trainee and the employer and adopt a plan that suits training needs, CITB rules and regulations and the trainee / employer work commitments.
  - f. Should a module be missed completely and not rescheduled the module concerned will be removed from the CITB Certification process and the employer will not receive reimbursement for funding through the programme for the missed module.
  - g. Non-attendance at a module should not affect the final NVQ2 Qualification.

## **LRWA CANCELLATIONS / AMENDMENTS TO PROGRAMME**

The LRWA will always make best endeavours to deliver modules as per the publicised schedule. However, there may be unforeseen circumstances when the LRWA may need to change the publicised dates, modules delivered, location or trainer delivering the programme. In all instances, the LRWA will make best endeavours to notify trainees / employers as soon as practicable.

LRWA takes no responsibility for any accommodation, travel or any associated cancellation fees which are incurred.

If bookings have been made via the CITB Travel to Train grant system, please refer to the CITB terms and conditions <https://www.citb.co.uk/media/u02lo1eh/travel-to-train-accommodation-cancellation-and-amendment-policy-january-2022.pdf>