



Progression Concerns – Process – Learners/Employers

Initial problem/concern identified by Educational Practitioner/Employer/FS's Tutor/Operational Team

Green Warning Issued.

At this stage the Progression Concerns Process will be reiterated, you & your Employer will be made aware of consequences this could lead to.

Your Employer will be made aware of the Green warning issued and why.

Learner made aware of Green warning issued and why, improvements will be clearly set which must be met to prevent further warnings.

If a learner is **10% - 15% behind** their progress target, or **50hrs or more behind target** with their Off The Job (OTJ), a green warning will be issued without fail. This also applies for functional skills elements.

Details will be completed on your OneFile portfolio and at the Progress Reviews with your Employer.

At your next appointment, if no improvements have been identified/there are further concerns arising/improvements not met from Green warning:

Amber Warning issued.

Your Employer will be made aware of Amber warning issued and why.

Learner made aware of Amber warning issued and why, improvements will be clearly set which must be met to prevent further warnings.

If a learner is **16% - 25% behind** their progress target, or **80hrs or more behind target** with their Off The Job (OTJ), an Amber warning will be issued without fail. This also applies for functional skills elements.

Details will be completed on your OneFile portfolio and at the Progress Reviews with your Employer.

At your next appointment, if no improvements have been identified/there are further concerns arising/improvements not met from Amber warning:

Red Warning issued.

Your Employer will be made aware of Red warning issued and why.

Learner made aware of Red warning issued and why - what has not improved despite RAG warnings being issued.

If a learner is **26% - 35% behind** their progress target, or **120hrs or more behind target** with their Off The Job (OTJ), a Red warning must be issued without fail. This also applies for functional skills elements.

Process will now escalate to the next level – Head of Quality & Apprenticeships (HOQA).

Details will be completed on your OneFile portfolio and at the Progress Reviews with your Employer.

Head of Quality & Apprenticeships (HOQA) to conduct a full qualification continuation review (QCR) and risk assess, decide on appropriate action to take.

HOQA to contact learner and employer, in writing, regarding issues raised and issue a written report and action plan (if appropriate) to support the learner back on target.

If an action plan is appropriate, weekly deadlines will be put in place and the learner must meet these deadlines in order to stay on the apprenticeship programme. If the learner fails to meet the actions set out in the QCR action plan, they will be at risk of removal from the apprenticeship.

In line with the Apprenticeship funding guidance, any learner that does not complete within the specified time frame, may require an extension of delivery. This will be costed at the agreed funding band amount.

If the learner does not complete within the specified learning period, the employer will be charged at a rate of £266.00* per month**

*This may vary depending on the funding amount agreed at the start of the apprenticeship

**Subject to change

The above process needs to be followed as closely as possible. However, this is also based on risk. Risk to patients, colleagues, and team members.

It may be that the risk is too great, and the HOQA needs to intervene immediately. If this is the case it will be evidenced as to why the RAG warnings have not been issued prior to this happening, we can substantiate the need to escalate issues more swiftly than the process allows. There is an allocated box on OneFile to complete the details of this process.