**CAUSE FOR CONCERN PROCESS**

If a member of the education team identifies that there is an issue of concern regarding the apprentice, they need to raise with the course lead then a discussion will be had with the identified Learner / Student whereby following this discussion they will have the option to instigate a cause for concern.

Once a cause for concern has been identified, the education team will organise a meeting with the apprentice and their manager. At this meeting the circumstances will be discussed and support process put in place to aid in the students development.

It will be agreed that an action plan will be put in place, and manager, apprentice and the identified education team member will sign to confirm that they agree the information on the cause for concern record is accurate.

An Action Plan will be developed, which summarises the main issues raised on the Cause for Concern record, and identifies agreed targets to address the concerns. At this stage, a review date for reviewing the targets will be agreed. The manager, apprentice and assessor, will all sign this Action Plan to agree its content. All cause for concerns will be discussed at the Assessment Board.

The fact that an action plan has been completed and agreed is recorded on the Cause for Concern record.

An Action Plan Review sheet will be completed on the date agreed on the Action Plan. Progress made toward targets will be discussed at review meetings. If evidenced that continues non achievement is an ongoing concern and interim assessment board will be convened to review the case.

**Cause for concern flow chart attached.**

**Cause for Concern Record**

The assessor has identified an ongoing or serious issue within the Candidates learning, which requires more robust support.

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | REF |  |
| Date |  |
| Qualification |  |
| Venue/Cohort |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Behaviour |  | Submissions |  |
| Punctuality |  | Organisation |  |
| Attendance |  | Other: |  |

|  |
| --- |
| Further explanation: |
| An action plan will now be completed, involving all parties, in which robust methods to support the candidate will be discussed and agreed. |
| Action plan completed? | Yes |  | No |  |

|  |  |
| --- | --- |
|  | Date |
| Learner Name |  | Signed |  |  |
| Manager Name |  | Signed |  |  |
| Assessor Name |  | Signed |  |  |

**Action Plan**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | REF |  |
| Date |  |
| Qualification |  |
| Venue/Cohort |  |

|  |  |  |
| --- | --- | --- |
| Identified issue(S) | Target(s) | Review date |
|  |  |  |

|  |  |
| --- | --- |
|  | Date |
| Learner Name |  | Signed |  |  |
| Manager Name |  | Signed |  |  |
| Assessor Name |  | Signed |  |  |

**Action Plan Review**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | REF |  |
| Date |  |
| Qualification |  |
| Venue/Cohort |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Targets met? | Yes |  | No |  |

|  |
| --- |
| Outcomes/Actions: |
| Discontinue apprenticeship programme? | Yes |  | No |  |

|  |  |
| --- | --- |
|  | Date |
| Learner Name |  | Signed |  |  |
| Manager Name |  | Signed |  |  |
| Assessor Name |  | Signed |  |  |

**Cause for Concern Flowchart**

Action Plan extended or Agreed Break in Learning

Yes

Are there acceptable extenuating Circumstances?

No

No

Yes

Cause for Concern Meeting

(Candidate, Manager, Assessor)

Action Plan

Yes

No

Identification of a concern

Discontinued

Is there a cause for concern?

Action plan review meeting

(candidate ,manager and assessor)

Targets Met?