



Apprenticeship Attendance Policy

Intent & Scope of this Policy

Attendance and participation in the full apprenticeship curriculum offered by Cordie are essential features of learning with us. We recognise the direct correlation that exists between attending studies, engaging with the learning and being successful in achieving the desired learning outcomes.

In short, attendance helps to deliver better educational results and sustained well-being for all learners and it is our expectation that all learners attend the learning they have committed to.

This policy addresses all aspects of attendance while studying on Cordie apprenticeship programmes. It explicitly states our leadership expectations of all learners on Cordie apprenticeship programmes and forms a core condition of learning with us. We acknowledge there are different methods of attendance available for learners, including virtual online learning, face-to-face classroom-based tuition at selected study centre locations and/or engagement on eLearning tutorials. This policy covers all modes of study with Cordie.

Definition

Attendance is more than simply turning up or taking a passive role in a study session. It refers to an individual learner's personal *presence*, as well as their direct *engagement* and active *participation* in learning activities.

We expect learners to have full (100%) attendance in all core/compulsory learning activities stated within our curriculum. This includes, but is not limited to:

- Logging-in and engaging in all online eLearning activities
- Undertaking mock exam questions and papers
- Attending all study sessions, tutorial groups and revision sessions
- Participating in group discussion and breakout activities
- Attending any pre-booked exam assessments.



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Where there are group sessions, such as online virtual studies or classroom-based activities, we also expect punctual attendance so that disruption to others is kept to a minimum.

Online Camera Policy

Cordie does not record online virtual study sessions for privacy reasons. We do however expect all tutors and learners to engage in learning activities with the full use of their camera facility enabled. Teaching and learning require full visual two-way communication between both tutors and learners as a group activity and it is expected that all learners maintain their cameras on, at all times. As well as learning engagement and feedback, cameras are required for general observation, well-being and group cohesion purposes.

In the event a learner is unable to keep their camera on during a virtual learning session, they are expected to have given prior notice to their Learning Progress Coordinator. Employers are expected to support learners by ensuring they have the appropriate IT equipment (i.e. with functioning camera features) and encouraging them to use their cameras at all times.

We understand there are occasions when it is appropriate to switch off the camera facility, for example to protect the privacy of others in the background (such as small children, if studying from home). However, we expect this to be an exception, rather than a regular occurrence. Aside of being discourteous, the repeated lack of use of camera suggests a learner is disengaging with a virtual learning programme.

The use of cameras is monitored by all Cordie tutors and reported in our Tutor Feedback Form. Where there is a repeated failure to maintain a camera on during study sessions, Cordie reserves the right to discuss this with the line manager and, if necessary, re-allocate the learner to classroom-based sessions.



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Policy Implementation

To implement this policy and maintain a 'best practice' learning environment that supports the full needs of all learners, Cordie shall:

- ◆ Ensure that learners are safe and engaged with all aspects of the apprenticeship learning programme, at all times.
- ◆ Ensure that the programme aims and objectives are being met for learners.
- ◆ Communicate the importance of attendance at the study sessions and learner progress reviews with both the employer and learner.
- ◆ Ensure that regular welfare check-ins with each learner are being held, to help promote the safety and well-being of all learners, as well as identify any potential safeguarding risks.
- ◆ Record and monitor individual learner attendance (including the use of online cameras) at all study sessions and learner progress reviews, irrespective of whether in-person or virtual. This monitoring allows us to identify any learners that may need additional support.
- ◆ Keep accurate records of learner attendance and comply with our Data Protection Policy.
- ◆ Track online learning activities, such as engagement in and completion of eLearning.
- ◆ Report any absences to a learner's employer and discuss appropriate remedies to improve attendance and/or use of cameras.
- ◆ Undertake an 'exam readiness' review for each learner prior to booking an exam assessment and, where there has been noted absence, to make re-scheduling decisions on behalf of the learner.
- ◆ Where absences have been recorded, make recommendations for potential solutions to ensure the learner is fully prepared to sit their exams.

Remedies for Non-Attendance

In order to remedy any potential attendance issues and maintain the leadership expectations toward this policy, Cordie reserves the right to:

- ◆ Discuss with a learner's line manager and/or employee representative ways to support the improvement of attendance and engagement with the learning.



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Last Review Date: 28/03/24

Next Review Date: 30/06/24



- ◆ Re-schedule studies to a later date in the apprenticeship programme for learners so that engagement with the learning can be re-established.
- ◆ Re-schedule and/or postpone exam assessment entry for learners.

Summary

This Apprenticeship Attendance Policy is a statement of our leadership expectation and intent for all learners to engage effectively in their learning and achieve the best possible outcomes through a supported learning environment.

This policy applies to all the operating divisions of Cordie Ltd, our apprenticeship learners and their employers. Cordie reserves the right to amend this Apprenticeship Attendance Policy from time to time.

Thank you for your commitment to this policy.

Andrea Reynolds
Managing Director, Cordie Ltd



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