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| **Apprenticeship Delivery Guide** |
| A Handbook for Apprenticeship Course Leaders, Work Based Learning Coaches and the delivery team |
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|  |

APPENDIX 9

Apprenticeship Withdrawal Form (DRAFT)

CES

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| This refreshed version, April 2020 is a second approved version reflecting early implementation of actions identified in the University's Quality Improvement Plan. |

**Appendix 9: Apprenticeship Withdrawal Form DRAFT** V1.1 Nov 19.

**Key Details of Withdrawal**

|  |  |
| --- | --- |
| Name of Apprentice  **WORKING DRAFT** | WBL Coach to enter |
| Employer | WBL Coach to enter |
| Apprenticeship | WBL Coach to enter |
| Course | WBL Coach to enter |
| Start Date | WBL Coach to enter |
| Planned End Date | WBL Coach to enter |
| Expected End Date | WBL Coach to enter |
| Proposed withdrawal Date | WBL Coach to enter (last date in learning) |

**Interventions Summary**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Role**  (Use codes below, or other info as necessary) | **Name (source of info/action)** | **Intervention(s)** | **Intervention Date(s)** | **Comments / outcome** | **Future Action / Review**  (if applicable) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Codes for Roles in Table:** Apprenticeship Course Leader (ACL); Academic Advisor (AA); Module Leader (ML); Hallam Help (HH); Work Based Learning Coach; Departmental Administration (DA); Head of Work Based Learning (acting as Nominated Safeguarding Officer (HoWBL); Employer-based Mentor (EM); BESE Contracts Officer (BESE CO); BESE Operational Team (BESE OT); Account Manager in the Business Development Team - Business Development Manager (BDM).

**Recommendation from ACL Monthly Meeting: BIS / Withdrawal / Other:**

WBL Coach State recommended action, signed off in monthly meeting with ACL

**Date of recommendation**

WBL Coach to insert date form completed and shared with WBL Manager:

**Summary of Reasons for Withdrawal:**

WBL Coach - See Template Withdrawal Letter and ensure consistent reasons given to employer

**Attachments (as a minimum include):**

* Extracts from tracker (to cover last three reviews)
* Attach last review form
* Key emails / other correspondence or notes of phone calls if necessary.
* Minutes from Departmental Operations Group / ADAB if relevant

|  |  |  |  |
| --- | --- | --- | --- |
| Outcome: |  | | |
| Key Reason(s): |  | | |
| Agreed By | insert name of ACL | Date: |  |
| Agreed By | insert name of WBL Coach | Date: |  |

*WBLC to email outcome to all roles above to trigger actual withdrawal*

*Note: The process needs to include that Academic Admin receive a copy of the withdrawal form, so that SITs (alongside MAYTAS) is updated to reflect the correct student record.*