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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 10

(DRAFT v3.1)

Standard Letter / Email Triggering Withdrawal Process

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|  This refreshed version, October 2021 is a third approved version building on implementation of actions identified in the University's Quality Improvement Plan. |

**Appendix 10 Standard Letter / Email for Withdrawal Process DRAFT V3.1**

**DATE**

**Dear Name(s) of Employer [AS RECORDED IN COMMITMENT STATEMENT AND ALSO CONTRACT]**

(COPY TO EMPLOYER MENTOR, APPRENTICE; WBL MANAGER; ACL, HOWBL, SHU CONTRACTS TEAM)

**Regarding: Name of Apprentice, ULRN,**

 **Apprenticeship Standard,**

 **SHU Course**

 **Notification of Likely Withdrawal**

I trust this correspondence finds you well. Unfortunately I am writing in respect of the above likely withdrawal of Name from your Apprenticeship Programme with Sheffield Hallam University.

Following the most recent Progress Review meetings, (last ones on Date and Date with NAME of apprentice and Employer mentor/other) and also the email of date from name and our telephone conversation of date, [AMMEND AS NECESSARY] I am writing to inform you that I am not aware of any action plan, outcomes or clear communication in respect of the following issue(s):

* The continuation of the Apprenticeship will create, or exacerbate wellbeing and/or safeguarding concerns and there has not been any response from the employer to mitigate the potential harm
* The Apprentice has continued to demonstrate poor attendance
* The Apprentice and/or employer fail to attend, or repeatedly cancels Apprenticeship Progress Reviews
* The Apprentice is failing to engage and make sufficient progress on the following gateway element of their Apprenticeship: INSERT [e.g. English and/or math qualification, vocational award if relevant, Identification of EPA Project, etc.]
* The Apprentice is not progressing on their academic modules
* The Apprentice has been found guilty of academic misconduct and the penalty agreed aby the panel is withdrawal from the course
* The Apprentice is not able/willing to record satisfactory evidence of 20% off the job learning and persistently fails to address this area of non-compliance
* The Apprentice is not in an appropriate job role and the experience gained in the job is not appropriate to enable development of the relevant knowledge skills and behaviours set out in the Apprenticeship Standard
* The Apprentice is not receiving sufficient support in the work place to make satisfactory progress towards their end point assessment
* The Apprentice is not evidencing the development of progress against the targets and milestones for the Apprenticeship and is unlikely to reach the necessary levels of knowledge, skills and behaviour to be ready for End Point Assessment
* The Apprentice has shown and continues to show a disregard for Equality, Diversity and Inclusion and/or British Values and this undermines their eligibility for this Apprenticeship and continued study with Sheffield Hallam University
* The Apprenticeship is disregarding the obligations set out in the Commitment statement / and/or Student Charter
* OTHER BREAK OF FUNDING RULES

As a consequence and following a meeting with the Apprenticeship Course Leader and discussion at [Departmental Operations Meeting / Assessment Board (Apprenticeship), the University must commence the formal withdrawal process to ensure it remains compliant with the ESFA funding rules and our own procedures. We are sorry to take this step, but musty comply with our own ESFA funding contract.

At this point, the University does not consider it likely that the Apprentice has a bone-fide intention /ability to complete the apprenticeship within a reasonable timeframe. On the assumption that the following concerns cannot be addressed, the Apprenticeship will be terminated on date [NOTE: GIVE UP TO ONE MONTH, IF NOT IMMEDIATE EFFECT].

**Important Information:**

Prior to the termination date stated above, I am available to discuss outstanding actions and key reasons for the proposed *Withdrawal*. If it is your intention to work with us and your apprentice to address these concerns, please do get in touch without delay, but please be aware:

* The University may decline to offer continuation of study on other part-time awards where an apprentice has been unable to uphold the activities set out in their Commitment Statement.
* The university may decline further Apprenticeship working with your organisation and associated organisations, which means we would not accept your Apprenticeship Levy/ESFA funding going forward
* We hope to work positively with your organisation going forward, but at this time our priority must be compliance with the ESFA funding rules.
* Your Apprentice has failed to attempt the End Point Assessment. Under our contract for the provision of Apprenticeship training your organisation is liable for a final payment of INSERT and will receive an invoice shortly.

Yours sincerely, INSERT Employer Partnership Manager

(COPY TO EMPLOYER MENTOR, APPRENTICE; WBL MANAGER; ACL, HOWBL, SHU CONTRACTS TEAM)