

BREAK IN LEARNING (BIL) POLICY

Purpose

Students must sometimes interrupt their studies for a variety of reasons (financial, academic or personal). Students choosing to take a break in learning must first contact their tutor to discuss their plans while on a break, to work out any conditions that may be necessary for a smooth return to study.

A student may leave MediPro Training by either withdrawing from their course, using the correct forms (this means leaving MediPro with no intention of returning) or by taking a break in learning (this means leaving MediPro temporarily, with the firm and stated intention of returning).

A Change of Status Form (Appendix A) must be completed by all students requesting a break in learning. Notifying instructors or no longer attending classes does not complete the process. Not completing the Change of Status Form will result in tuition being charged to midpoint of the semester or the last date the student attended an academically-related activity such as an exam, tutorial or study group, or the last day a student turned in a class assignment.

Students are required to fill out all information on the form, including all comment sections relating to reasons for their break in learning. After completion of the form, students must take it to Student Admin for appropriate signatures. The process of taking a break in learning will not be complete until all necessary signatures are on the Change of Status Form. International students who are here on a Student Visa must consult the Home Office for information on possible visa implications prior to going on a break in learning.

Scope

This policy applies to all students and defines a significant absence as an absence of more than seven consecutive days during course time or one which prevents a student from attending an examination or fulfilling any other requirement for the award of credit.

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Education With A Purpose

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Bank Holidays

Most services across MediPro Training will close on statutory bank holidays throughout the year and students may not be expected to attend on those days.

Employees not able to take these holidays may be gifted another day to compensate for this. This is subject to contract and management discretion.

Adverse Weather

We recognise that on occasion, due to severe weather conditions such as snow and ice, students may have difficulty attending their place of study and returning home where there are disruptions to roads and public transport.

MediPro Training will maintain a policy of remaining open during episodes of bad weather unless severe weather affects the service and is deemed by management as a potential health and safety issue.

Students should make every effort to attend but should make a judgement about whether it is safe to do so. Students unable to attend study or delayed by the weather conditions or disruptions to public transport should contact their Module Leader and/or Practice Placement Facilitator before their normal start time.

Students who can study from home should gain approval to do so from their Module Leader and/or Practice Placement Facilitator.

When severe weather conditions occur or where there are disruptions to public transport during the working day, a member of MediPro Training management will make the decision as to whether students should be sent home early, depending on their individual circumstances. A service business continuity plan should be in place to ensure local arrangements for most eventualities, considering travel safety and the personal circumstances of students.

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Compassionate Break in Learning

Medipro Training recognises that Students may be faced with difficult personal circumstances involving the serious illness or death of a dependant or family member and may need to take time away from study as a compassionate break.

Students requiring a compassionate break in learning should request the time in the first instance and should speak to their Module Leader and/or Practice Placement Facilitator to request the compassionate break in learning on their return to study.

As individual circumstances will vary, the Module Leader and/or Practice Placement Facilitator will make a judgment on how many days to approve when requested based on knowledge of the employee's personal circumstances and any previous requests approved.

A compassionate break in learning can include time off to attend a funeral.

Medical Appointments

Students are expected to make non-urgent medical appointments (i.e. Dentist, Doctors, Hospital etc.) outside of study times. Where this is not possible, appointments should be arranged at a time which will cause the least disruption to the day.

Medipro Training recognises that some urgent medical appointments are difficult to rearrange and therefore on production of an appropriate letter or appointment card, you may put in a break in learning to attend the appointment (this is only to be done for appointments 4 weeks or more in length). Approval should be sought from Module Leader and/or Practice Placement Facilitator prior to attending.

Reporting Requirements

Students must complete a Change of Status Form (Appendix A) for any significant absence. Mere completion of the report does not necessarily justify an absence. It is the responsibility of each student to give a clear explanation which justifies any significant absence. Absence from compulsory course requirements to fulfil commitments that need not necessarily be undertaken at that time may not be regarded as an acceptable reason for absence. Where possible, the justification should be accompanied by contact details of a person who could verify the information and/or provide further details. A clear reason

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should be given in all cases where such contact details are not provided. As well as filling out the Change of Status Form.

Students with a disability related absence and who have a pre-discussed requirement for support are not expected to complete multiple Change of Status Forms for absences related to their disability.

If possible, absences which will result in non-attendance at examinations should be notified before the examination by contacting the relevant Tutor, Head of Education, or Student Admin. This should be followed up by completion of the correct forms.

Submission of Documentary Evidence

Documentary evidence is required for any significant absence. This would be particularly relevant for any absences where an exam is missed, or a period over 1 week were missed. It is the responsibility of the student to keep all original documentation and submit it to Student Admin on request.

The Change of Status Form is to be signed by a member of Student Admin, these will be held by Medipro Training, in accordance with GDPR. These forms can be acquired from Student Admin, but all students should have a period of consultation with their tutor before filling the forms out.

Attendance

As a responsible training provider, Medipro Training believes it has a duty to follow-up promptly on matters of non-attendance so that students can be supported and given every opportunity to succeed. Medipro Training, for its part, will continue to build excellence in academic practice and student engagement across the institution, to provide a friendly and welcoming learning community.

Students are required to attend all lectures, seminars etc. in the programme of study. All elements of the programme are deemed to be mandatory. Where students are unable to attend sessions for legitimate reasons, alternative arrangements will be made to ensure they cover the required elements.

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Attendance Monitoring

Medipro Training will maintain accurate and complete student registers, to both ensure appropriate support mechanisms are provided to vulnerable students displaying irregular attendance patterns, as well as to ensure compliance with regulatory funding bodies and government departments, where appropriate. Student attendance monitoring processes should record both student attendance throughout the year and student engagement at specific 'data check' points during the year, as advised by the Programme Coordinator.

Students on practice placement will be required to keep an accurate record of attendance which is signed by their Practice Placement Mentor.

Absence from classes/placement

Students have a duty to notify their Module Leader and/or Practice Placement Facilitator if they are unable to attend their placement, class or shift.

A student wishing to request a break in learning during their course (for a period of 4 weeks or more), should complete a Change of Status Form (as mentioned above) and submit this by email to the Programme Coordinator at least 14 days in advance. It should be noted that such break in learning is normally granted only in cases of emergency or exceptional circumstances, and where supported by appropriate evidence. The Programme Coordinator will record the absence as approved.

Where the absence falls at a time of assessment (for example essays, reports, presentation deadlines or examinations) and the student wishes to request extenuating circumstances, this will be considered, with appropriate evidence, on a case by case basis (in consultation with the Module Leader).

Action in the event of non-attendance

For any Medipro Training course (whether leading to a professional award or otherwise) where there is evidence of non-attendance which is likely to have a negative impact upon academic progress (or, in the case of Tier 4 students, upon their right to remain in the UK), the student will, in the first instance, be contacted by Student Admin. Initial contact will be

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made by email, however in the event of nil response other communication methods will be used e.g. telephone or other appropriate means.

The student will be reminded of attendance expectations and the consequences of non-attendance which can result in withdrawal (or, in the case of Tier 4 students, upon their right to remain in the UK). The student will be invited to discuss with their Module Leader, Programme Leader or Programme Coordinator, any issues they might be experiencing that could be the cause of poor attendance, noting that the early weeks of study are critical to student retention. A response will be sought within seven calendar days of the date of the initial contact. If no response has been received, a reminder should be sent with a response deadline of two working days, warning that non-compliance will result in referral to the Programme Leader.

Where students are referred to the Programme Leader, on grounds of poor attendance, the student will be requested by letter/email to attend an appointment to discuss their situation (this meeting should take place within seven calendar days). In this communication, as part of its duty of care, MediPro Training will clearly communicate the severity of possible consequences of continued non-attendance to their studies, to student funding sources and the immigration status of Tier 4 students. The letter should be sent by Student Admin and copied to the Programme Leader and the Leader of the modules they are currently attending. The email will be logged, and an email sent reinforcing the student's attendance obligations and offering support. Where contact from the student is received, this will be processed as appropriate and the academic team informed.

In the event a student fails to attend the meeting with the Programme Leader, the Head of Education must be notified, and the student informed that they are 'assumed to have withdrawn' and their studies terminated. This communication will include the student's right of Appeal. If, at this stage, the student indicates a firm intention to re-engage with his/her studies and wishes to return, s/he should contact the Programme Leader within 10 working days submitting a formal Appeal against the withdrawal.

Medipro Training's support for students throughout the process will include an invitation to discuss with their Module Leader, Programme Leader or the Programme Coordinator, as

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appropriate, any problems they might be experiencing that could be the cause of poor attendance.

Failing to attend the course will result in the student being charged tuition to midpoint of the semester or the last date the student attended an academically-related activity such as an exam, tutorial or study group, or the last day a student turned in a class assignment.

Placement time that has been missed will need to be re-arranged through mutual discussions between the student, practice placement facilitator and the placement area.

Should attendance affect the student's competencies or if the competencies are not completed one of the following actions would come into effect (no additional cost to the student):

- Extension of placement time
- Arrangement of an alternative placement
- Competencies demonstrated through simulation

Action in the event of concern for a student's wellbeing (Cause for Care and Concern)

Several factors other than poor attendance may contribute to concerns about a student's engagement with the programme. Students may demonstrate symptoms of anxiety, concerns about a personal situation or medical condition, or may be indicating signs of dyslexia or other disability which may require further support or intervention from staff.

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Name and Role of Author: Paul Ashfield, HR Lead
Name and Role of Responsible Person: Paul Ashfield, Lead
Ratified by: Kevin Scorer, Head of Education

Signed: K. Scorer

Date Ratified: 19th March 2021



Version Control

This policy and procedure will be reviewed 2 yearly or as changes in legislation dictate.

Version Number	Date	Reason for Update
2	04/08/2020	Due to company restructure.

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Appendix A
dated 04 Aug 20

CHANGE OF STATUS FORM

Delivery area

Type of change

Apprenticeships

Break in Learning

Pathways

Withdrawal

Flexible Learning

Transfer

Academy

Completion

Advanced Learning

Other Change

Traineeships

Student Details

Name:

Date of Birth:

Programme:

Offering Code (loans, pathways only):

Start Date:

Planned End Date:

Employer:

Details of Required Actions (including reason where applicable):

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Learner Comments (Withdrawal/Break in Learning/Completion):

Employer Comments (Withdrawal/Break in Learning/Completion):

Date of Last Evidenced Learning:

Anticipated Return Date (Break in Learning):

Please Tick Destination (Withdrawal only)

- | | | | |
|--|--------------------------|---|--------------------------|
| Traineeship (EDU-1) | <input type="checkbox"/> | Self-employment for 16 hours or more per week (EMP-4) | <input type="checkbox"/> |
| Apprenticeship (EDU-2) | <input type="checkbox"/> | Self-employment for less than 16 hours per week (EMP-5) | <input type="checkbox"/> |
| Supported Internship (EDU-3) | <input type="checkbox"/> | Gap year before starting HE (GAP-1) | <input type="checkbox"/> |
| Other FE (Full Time) (EDU-4) | <input type="checkbox"/> | Not in paid employment, looking for work and available to start work (NPE-1) | <input type="checkbox"/> |
| Other FE (Part Time) (EDU-5) | <input type="checkbox"/> | Not in paid employment, not looking for work and/or not available to start work (including retired) (NPE-2) | <input type="checkbox"/> |
| HE (EDU-6) | <input type="checkbox"/> | Other outcome - not listed (OTH-1) | <input type="checkbox"/> |
| In paid employment for 16 hours or more per work (EMP-1) | <input type="checkbox"/> | Not known (OTH-4) | <input type="checkbox"/> |
| In paid employment for less than 16 hours per work (EMP-2) | <input type="checkbox"/> | | |

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Transfers of Programme

Learning aim(s) no longer continuing with

	Aim Reference Number	Title	Date of Last Learning
1			
2			
3			
4			
5			

New learning aim(s)

	Aim Reference Number	Title	Start Date
1			
2		Education With A Purpose	
3			
4			
5			

Price for new programme:

Funding already received for related learning:

Revised price for the new programme:

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Please give details of the teaching/learning delivered to commence the new learning aim(s):

Declaration

Learner Name (print):

Date:

Learner Signature:

Employer Name (print):

Date:

Employer Signature:

Provider Name (print):

Date:

Provider Signature:

This form maybe used for monitoring purposes (OFSTED and course suitability purposes) and recorded on your Learner's Portfolio.

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