



Quality Assurance Handbook PART A1

POLICY No.9: Apprentice Attendance Policy

9. Purpose of Policy

Policy No.9 details FIT’s commitment to providing personalised, high-quality training and education while ensuring active programme attendance. It is vital that apprentices actively engage and attend and participate in all learning, training, and teaching activities. Attendance and immersion in the learning will ensure apprentices gain the necessary transversal and technical skills, competence, discipline, and intellectual rigor to meet the challenges and use opportunities that may arise throughout their lifetime, particularly within their current and post-apprenticeship employment.

9.1 Policy Scope

This policy applies to all active tech apprentices who must attend all required programme activities through all semesters of a Tech Apprenticeship programme. Where off-the-job programme elements are delivered by live synchronous webinar format, attendance and engagement through these sessions are also considered in this policy in the same manner as attendance in a face-to-face/in-person setting.

9.2 Overarching Considerations

FIT is conscious of the link between active attendance in both on and off-the-job programme elements and engagement in learning activities and assessment and the eventual likely positive outcomes for apprentices in completion of a programme. FIT and participating approved employers expect all active apprentices to engage with all face-to-face/in-person training and synchronous live webinars that are available and noted on the program delivery schedule. The reputation of FIT and its graduate apprentices depends on upholding the highest level of attendance and standards of apprenticeship provision. FIT understands in this respect, it is vital to ensure a positive long-term employer sentiment for the programmes while also ensuring continued future participation and broad onboarding. Employer commitment to the programmes can only be maintained where ongoing monitoring of the programmes yields an overall population's active engagement. Apprentices are, in most cases, of Irish

or other European State origin, so visa stipulations does not apply to this policy or requirements to notify immigration agencies of ongoing attendance.

9.3 Policy Statement

The apprentice is responsible for ensuring full attendance on their Tech Apprenticeship programme. Where necessary, apprentices must communicate any instance of sickness/absence to both FIT and their employer promptly and in line with any employer policies and procedures, noting an absence from their employment. In addition, it is the responsibility of the apprentice to keep informed and up to date concerning the attendance requirements of their programme and/or constituent on or off-the-job module(s).

Any trends that detail a lack of participation/attendance in the programme or failure to make a timely progression through various programme elements will be notified to an apprentice's employers by the FIT Workplace Learning Officer. Non-attendance/participation without having followed FIT's attendance procedures will lead to the instigation of disciplinary procedures. The Registrar is responsible for the overall management of the apprentice record, including management of apprentice attendance and initiating appropriate action when attendance falls below minimum requirements/expectations. At the outset of participation in a programme each apprentice signs up to the *FIT Apprentice Charter and Participation Agreement*, which confirms the apprentice agrees to adhere to the required code of conduct that includes reasonable provisions on the need to maintain a full attendance.

9.3.1 Schedule of Delivery

A schedule of delivery noting the expected key dates and on and off-the-job programme timings is provided to apprentices early in their programme induction.

9.3.2 Annual Leave

Within the four semesters of each Tech Apprenticeship programme, there are breaks in the off-the-job delivery of the programmes for periods such as Christmas and Easter, and some breaks in semesters that provide apprentices some relief from a busy delivery schedule. Apprentices cannot plan annual leave within periods of active off-the-job delivery. Where FIT notes break/leave periods as part of the Schedule of Delivery, apprentices must notify their employer of such leave periods making adequate provision to inform their relevant Human Resource representative of the timings. Apprentices must ensure they account for any leave periods against their annual leave entitlement. Apprentices can book annual leave with their employer for an on-the-job delivery period through the programme.

FIT appreciates that from time to time, an apprentice may have acute personal issues such as a close family bereavement or bout of illness, leading to a short absence from training. In such instances, it is the apprentice's responsibility to notify FIT and their employer of the timings of the occurrence. FIT reserve the right to request appropriate supporting documentation from an apprentice for such leave periods. Notification of absence will be managed by the apprentice submitting a Personal Mitigating Circumstance form to the FIT Registry Team. Further details are noted in the Personal Mitigating Circumstance Policy.

<i>Document History</i>	
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