

NAME:	
PROGRAMME:	
ETB LOCATION:	
PROGRAMME START DATE:	
SUBMISSION DATE:	

What is the PMC procedure?

FIT considers a PMC (Personal Mitigating Circumstance) to be a recognisably severe or significant event affecting an apprentice's health or personal life beyond their control and anticipated to occur within the period of active enrolment in a Tech Apprenticeship programme.

Procedure Steps 1-3

Step 1 (Apprentice)

Complete all fields on pages 1 & 2 of this form. Submit this *PMC Form* to your tutor outlining your presenting circumstance¹. If you feel you may require more than one day off training or multiple extensions to assessment deadlines, please ensure that you notify your tutor and FIT via email of your presenting situation. FIT advises apprentices to include anything they wish to be considered and only utilise the FIT email: apprenticeparticipation@fit.ie and an ETB-issued tutor email.

Step 2 (FIT)

FIT will acknowledge your PMC request and put you in direct contact with the FIT Onboarding and Wellbeing Officer. FIT will also suggest an approach to assist you with support needs identified in your PMC request. This process and arrangements instigated will likely require input from your current tutor(s). Failure to submit a PMC in a timely fashion may lead to you missing critical opportunities to undertake various assessed elements of your programme.

Step 3 (Apprentice)

If your PMC request is related to attendance, you must take positive action and notify your employer of any expected absence from on- and off-the-job training elements. Failure to do so will likely damage your standing with your employer and jeopardise your continued employment. FIT reserves the right to confirm and notify your off-the-job attendance patterns to your employer.

¹ If your issue is sensitive in nature, you may go through the detail with the FIT Onboarding and Wellbeing Officer. However, some backup documentation may be required to sanction the PMC request.

RATIONALE FOR PMC REQUEST

I _____ submit this PMC request

