

WITHDRAWALS POLICY

1 – Policy Overview

1.1 – Policy Statement

At Projecting Success, we understand that there may be situations where an apprentice needs to withdraw from their apprenticeship. We have developed the following withdrawal policy to ensure that both the apprentice and the employer are fully informed of the process and the financial implications.

2 – Withdrawal Procedure

2.1 – Notification of Withdrawal

If an apprentice wishes to withdraw from their programme, they should notify their employer and Projecting Success in writing as soon as possible. The notice should include the reason for the withdrawal, the last day of attendance, and any outstanding work that needs to be completed.

2.2 – Exit Interview

Upon receipt of the withdrawal notification, Projecting Success will schedule an exit interview with the apprentice. The purpose of the interview is to discuss the reasons for the withdrawal and to provide support and guidance to the apprentice. During the interview, Projecting Success will also collect feedback from the apprentice and use it to improve our services.

2.3 – Financial Implications

Withdrawals may have financial implications for both the apprentice and the employer. Projecting Success will work with the employer and the apprenticeship service to determine any outstanding payments due or refunds that may be owed. If any funds are owed to the apprenticeship service, they will be invoiced by Projecting Success and the employer will be required to pay the outstanding amount.

2.4 – Re-Enrolment

If an apprentice wishes to re-enrol in their apprenticeship at a later date, they will need to discuss this with their employer and Projecting Success. The re-enrolment process will depend on the reason for withdrawal and the amount of time that has passed since the withdrawal. The apprentice may be required to repeat some or all of their training and assessments, and there may be additional costs associated with re-enrolment.

2.5 – Appeals

If an apprentice disagrees with the decision to withdraw them from their apprenticeship, they have the right to appeal. Appeals should be made in writing to Projecting Success within 14 days of the withdrawal decision. Projecting Success will review the appeal and respond to the apprentice within 28 days.

Actions to take where the apprentice withdraws from the apprenticeship, where the apprentice is no longer employed by the employer and has withdrawn from their programme (not redundancy) OR the apprentice chooses to withdraw prior to completion but remains with the same employer.

The employer must:

- Notify the main provider (in this case, Projecting success) that the apprentice has left.
- Stop payments through their apprenticeship service account, using a date that corresponds with the date the apprentice withdrew from their apprenticeship. This includes where the apprenticeship is funded by a transfer.

The main provider (which in this case, Projecting success) must record the learning end date of the apprenticeship on the ILR.

Withdrawal information must be recorded on Apprentice's OneFile withdrawal section by Projecting success tutor and ILR also updated (by a member of the L and D team) with withdrawal date. Apprentice's employer is notified to stop DAS account.

Version History				
Date	Version	Details of Change	Revision By	QA
24/03/2023	4	- Updated formatting - Added Version Control	Ayodeji Olugbile	