



Withdrawal Policy

Learner Non or Insufficient Submission of Work

Integer Training learners are expected to take responsibility and ownership for their own learning. Integer operates a **3-stage withdrawal** process for learners who do not submit work as requested by their tutor/assessor and thereby fall behind with their learning.

Stage 1 No work or insufficient submitted for 1 month	In the first instance, a notice relating to non-submission or insufficient submission of work will be dealt with verbally by the tutor or assessor. This may be followed by an email to the employer if the learning is employer-led.
Stage 2 No work or insufficient submitted for 2 consecutive months	Further non-submission or insufficient work will lead to a formal interview with the programme manager or Internal Quality Assurer. A report of the interview will be sent to the employer if the programme is employer-led.
Stage 3 No work or insufficient submitted for 3 consecutive months	Those who submit no work or insufficient work for a period of 3 consecutive months, <u>without just reason</u> , will be withdrawn from the programme.

Learners in learning with Integer for a period of less than 6 weeks should replace 'months' with 'weeks' with reference to the table above.

At any point during a learner's learning programme appropriate training plan revisions can and should be put in place to help learners keep up to date with their learning.

Senior Management will review this policy annually and may amend and adopt it outside of this timeframe in accordance with any new legislation or guidance or in response to any quality assurance recommendations pertaining to the delivery of this policy and the overall safeguarding arrangements made.

Declaration I will review and revise this policy as necessary and at regular intervals:

Signature of Jasbir Behal, Managing Director, Integer Training Ltd

Date: 14 January 2025

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