

School of Health and Social Care

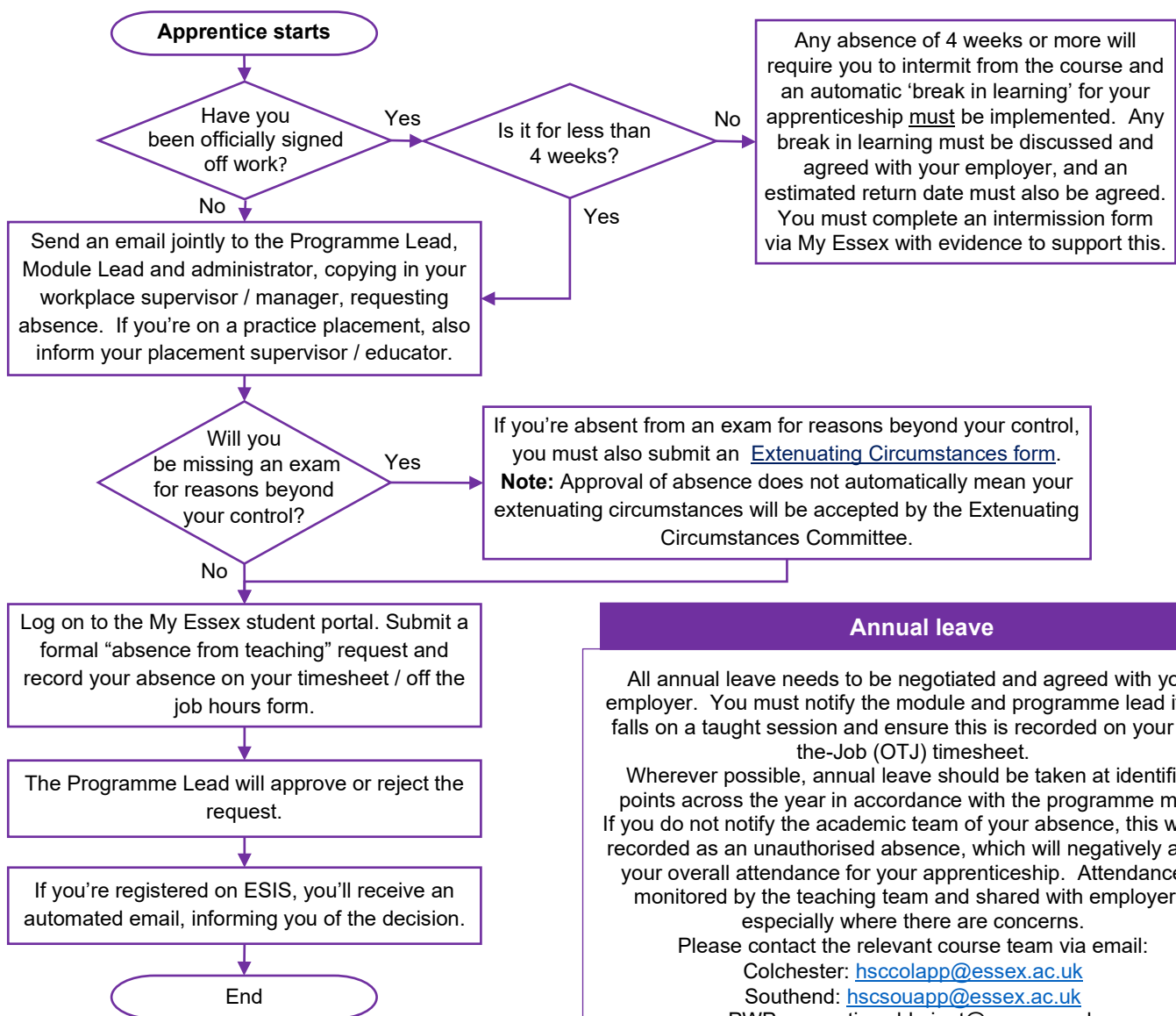
Apprentice absence reporting flowchart

If you're unable to attend a taught lesson (including action learning sets where appropriate), in-class test, exam or planned clinical practice shift on your home or away placement, you **MUST** inform the relevant module lead, programme lead, administrator, your employer (inc. placement setting), and [report your absence](#) via My Essex portal.

All study days are included in your paid working hours and if you're unable to attend a taught lesson, planned clinical practice shift on your home or away placement, you need to treat this in the same way as if you were unable to attend work. Therefore, this will need to be taken as **agreed** leave with your line manager – i.e. sick, bereavement, carer's, emergency, or annual leave – in accordance with your Trust's / organisation's policies.

Any missed study days **MUST** be given back to you by your employer to meet the training plan requirements and any relevant Professional, Statutory or Regulatory Body (PSRB) requirements. For example, nursing apprentices must meet the required theory and practice Nursing and Midwifery Council (NMC) requirements of the course. Failure to meet the relevant PSRB requirements will impact on you being able to register as a relevant health professional with the NMC or Health and Care Professions Council, where appropriate. For example, Occupational Therapy Degree Apprentices are required to complete 1000 practice hours to register with the HCPC.

If you are off sick from work, you **are not allowed** to attend any sessions at the university (face to face or virtual) under the apprenticeship regulations.



Annual leave

All annual leave needs to be negotiated and agreed with your employer. You must notify the module and programme lead if this falls on a taught session and ensure this is recorded on your Off-the-Job (OTJ) timesheet.

Wherever possible, annual leave should be taken at identified points across the year in accordance with the programme map. If you do not notify the academic team of your absence, this will be recorded as an unauthorised absence, which will negatively affect your overall attendance for your apprenticeship. Attendance is monitored by the teaching team and shared with employers, especially where there are concerns.

Please contact the relevant course team via email:

Colchester: hsccolapp@essex.ac.uk

Southend: hscsouapp@essex.ac.uk

PWP apprentices: hhsiapt@essex.ac.uk

ACP apprentices: cpdshortcourses@essex.ac.uk