

School of Health and Social Care

Reporting absence from your apprenticeship

As an apprentice, it is your responsibility to report your absence, this is outlined in the training plan agreement which is signed at the beginning of your apprenticeship.

If you are unable to attend a timetabled event, such as taught lesson (including action learning sets where appropriate), in-class test, exam or planned clinical practice shift on your home or away placement, or, if you become unwell during a timetabled event, **please follow these steps:**

steps:

1. Send an email to:
 - The Module Lead, and
 - The Programme Lead, and
 - The Programme Administrator (please see list below for email addresses) and
 - Your employer,copying everyone in to notify them of your absence, without delay.
2. Next, [report your absence](#) via MyEssex portal, including evidence of the reason for your absence. Evidence could be a fit note from your GP, confirmation of your annual leave from your employer, confirmation of a medical appointment for example.

Absence during placement:

if you are absent during placement, you must ensure your practice educator is informed, separately copying in the university, in addition to step 1 above.

Attendance and Leave Policies

All university and planned study days are included in your paid working hours. If you're unable to attend a timetabled event and/or planned clinical practice/placement shift on your home or away placement, you need to treat this as if you were unable to attend work. This means you need to take **agreed** leave with your line manager, such as:

- Sick leave
- Bereavement leave
- Carer's leave
- Emergency leave
- Annual leave

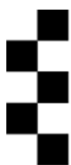
Please follow your Trust's or Organisation's policies for those types of leave.

Missed timetabled events

Any missed timetabled events will be discussed and documented during the tripartite progress review meetings to ensure missed learning has been addressed to meet the training plan requirements. This is also relevant for 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.
- Allied Health Professions (AHP), such as OT or SLT, must meet the required practice hours to register with the Health and Care Professions Council (HCPC).

Failure to meet the relevant PSRB requirements will impact on you being able to register as a relevant health professional.



Sick Leave/Fitness to work regulations

If you are off work due to sickness, you are not allowed to attend any timetabled event at the university (face to face or virtual) or submit work under the apprenticeship regulations.

Annual Leave Guidelines for Apprentices

- All annual leave needs to be negotiated and agreed with your employer.
- Please notify the Module Lead and Programme Lead if this falls on a timetabled event and copy in your employer.

Timing of annual leave

Wherever possible, annual leave should be taken at identified points across the year in accordance with the programme map for your course.

Notification of absence

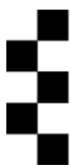
- If you do not notify the academic team of your absence, this will be recorded as an unauthorised absence and your employer will be informed.
- Unauthorised absences negatively affect your overall attendance for your apprenticeship.
- Attendance is monitored by the teaching team and shared with employers, especially where there are concerns.

Key Points to Remember

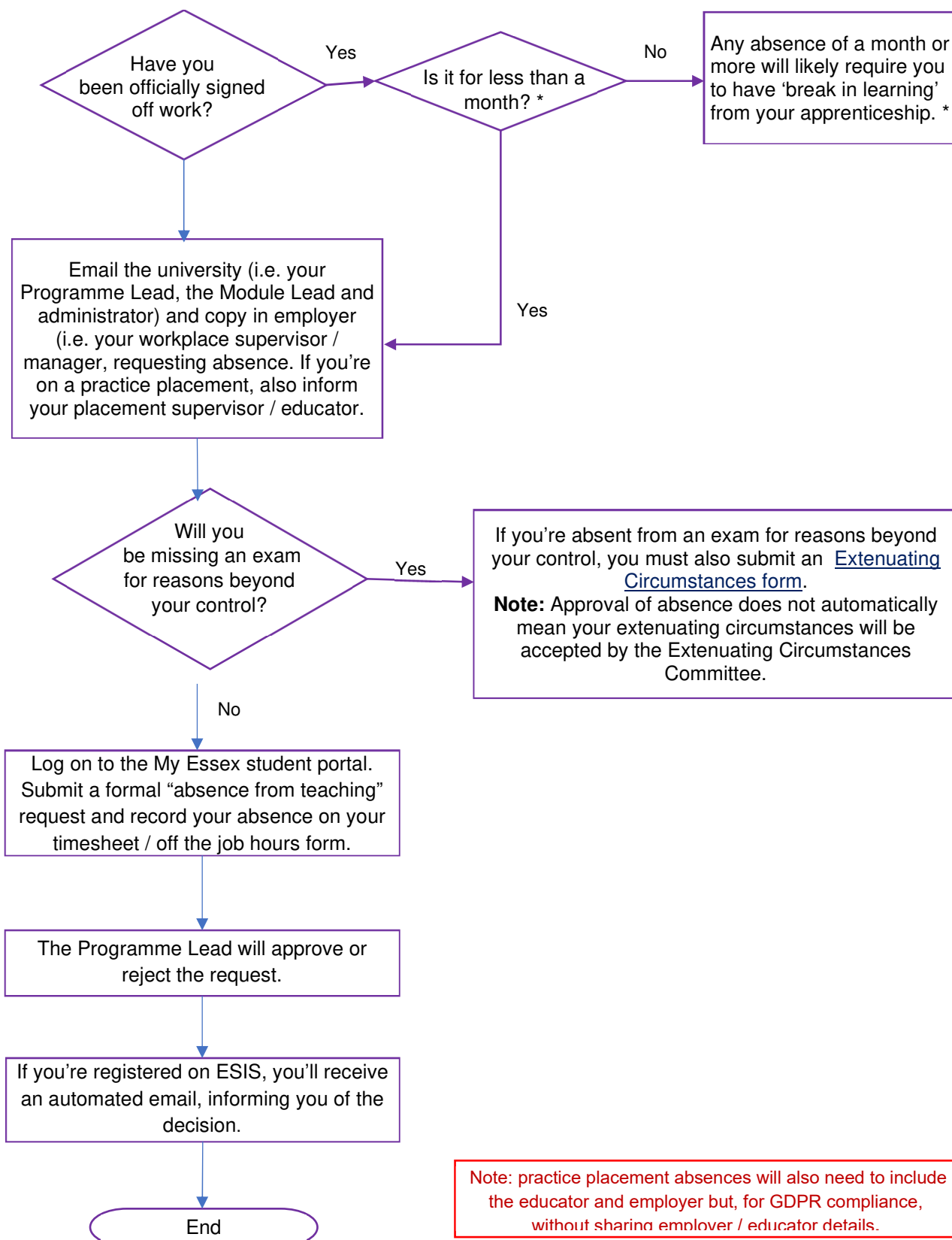
- Communication: Always inform the tripartite (i.e. Module Lead, Programme Lead and your employer) about any absence, including planned annual leave, especially if it coincides with timetabled events. Recouping this time will be discussed in your next tripartite progress review.
- Programme map: Plan your annual leave according to the programme map to avoid conflicts with important sessions. Check with the programme team if you have any queries.
- Consequences: Unauthorised absences can impact your apprenticeship progress and will be reported to your employer.

Please contact the relevant course team via email:

- OTDA, SLTDA, NDA and ANA based in Colchester: hsccolapp@essex.ac.uk
- NDA and ANA based in Southend: hscsouapp@essex.ac.uk
- PWP apprentices: hscwprac@essex.ac.uk
- ACP apprentices: cpdshortcourses@essex.ac.uk
- Senior Leader apprentices: snrlldr@essex.ac.uk



Apprentice starts





University of Essex

* Please note, a Break in Learning (BiL) is required when you have absence leave for a calendar month or longer. If you require a longer period of absence, you may need to intermit from the course. Any break in learning must be discussed and agreed with both your employer and the Programme Lead. An estimated return dated also agreed during this discussion.