

## **On-Site Bristol Apprentice Disciplinary Policy**

During your apprenticeship with On Site Bristol you will spend most of your time at work or at college, and where you are will determine the rules that apply. When you are at work, you need to follow your employer's rules and the company's disciplinary policy will apply to you. When you are at college, it will be the college's rules and policies that apply. These rules and policies will be explained to you when you start at work or college and it is up to you to comply with them.

This does not mean that your employer is not involved in your behaviour at college, and you will probably find that your employer will also take action if you break college rules. Neither does it mean that On Site Bristol is not involved in discipline at work or college, as we have overall responsibility for you throughout your apprenticeship.

This responsibility means that if you receive a written warning from your employer, or from the college, this may be imported into On Site Bristol disciplinary process without On Site Bristol issuing its own separate warning. For example, if you are given a written warning in college this will count as a written warning under On Site Bristol's own disciplinary procedure.

On Site Bristol's Disciplinary Policy lets you know how we will deal with any poor behaviour or performance affecting your apprenticeship, and how this will work alongside the rules and policies of your employer or college.

There are three areas of behaviour, which could lead you into trouble during your apprenticeship programme with On Site Bristol –

- Conduct
- Capability
- Attendance

This policy outlines what will happen should your standards fall below those expected of you in any of these areas. The policy is designed to help you to achieve the required standards, giving you the chance, and the support, to improve once failings have been identified and discussed.

However, in the interests of other apprentices, your employer and On Site Bristol staff, there could always be a point beyond which On Site Bristol can no longer help. This policy also outlines the circumstances under which apprentices can be withdrawn from their programme.

## **Conduct**

While you are on an apprenticeship programme the rules for your conduct – how you behave towards others – will be determined by both your employer and/or college. The rules will be made clear to you during induction with both your employer and college.

On Site Bristol will be made aware of any infringement of these rules and we will take part in any meetings with you to discuss your conduct. We would not normally expect you to be dismissed by your employer, or excluded from college, for all but the most serious matters (gross or repeated misconduct), and will help you and your employer/college to agree an action plan to address misconduct.

If you are dismissed by your employer for misconduct, it may be possible for On Site Bristol to find an alternative employer, to enable you to continue with your apprenticeship, but we cannot guarantee being able to do so.

If you are excluded from college as a result of misconduct, it may not be possible for you to continue with your apprenticeship with On Site Bristol. This could be the case even if your employer wishes you to continue.

On Site Bristol's own rules and expectations of your behaviour are set out in our Learner Charter. Failure to comply with these rules, especially misconduct towards a member of On Site Bristol staff will be treated as a disciplinary matter. Our staff deserve the right to be able to do their job without harassment or disrespect. All instances of reported misconduct towards our staff will be investigated and brought to the attention of your employer, as appropriate.

If, after due investigation, you are found to have behaved inappropriately, disciplinary action will be taken which may result in withdrawal from the apprenticeship programme. This will be the case even if your employer wishes you to continue.

## Capability

This refers to your performance at work or in college: your ability to carry out tasks or to make progress towards achieving your qualifications.

Again, you will be subject to the standards set by either your employer or college. On-Site Bristol will be made aware of under-performance or lack of progress, and we will work with your employer/college in discussing the issues with you and agreeing an action plan for improvement.

If it becomes clear that, despite additional support in place, you are not able to perform satisfactorily at work, or make sufficient progress at college, it may not be possible for you to continue with your apprenticeship. If you are dismissed by your employer for poor performance at work, we may be able to find another employer but could not guarantee being able to do so.

Continued poor progress towards your qualifications, including provision of the work-based evidence required for your NVQ, could lead to removal from college. If this happens, it may not be possible for you to continue with your apprenticeship, even if your employer wishes you to continue.

During your regular progress reviews by On Site Bristol, you will be given feedback on your performance and progress. You will also be given a set of actions and target dates, to ensure that you make the right progress towards achieving your qualifications. Failure to undertake these actions, within the target deadlines set, may result in disciplinary action and could lead to withdrawal from your apprenticeship.

## **Attendance**

Clearly, you will be expected to attend fully, at both your employer and college unless your absence is agreed in advance or for a good reason notified in good time. You will also be expected to attend any meetings or events arranged by On Site Bristol as part of your apprenticeship.

It is particularly important for you to notify your employer or college if you are going to be absent unexpectedly (for example, due to ill health). Both your employer and college will have rules about how, when and to whom you must notify unexpected absence and you will have to comply with these absolutely.

In addition, we expect you to notify On Site Bristol of all absences from college (at the earliest possible opportunity) and any lengthy absences from work. Any unexplained and/or unauthorised absences from college will be investigated by your employer, college and On Site Bristol. Following investigation of the circumstances, sanctions may be applied ranging from loss of earnings to warnings, which, unheeded, may result in your dismissal and withdrawal from the apprenticeship programme.

Repeated unauthorised absence from college will result in you being withdrawn from the apprenticeship programme, whether or not your employer wishes you to continue.

Frequent authorised absence from college will also be investigated, as we will want to ensure that you have every chance of successfully achieving your qualifications.

Long-term, authorised absence, for example as a result of ill health or an accident, will normally lead to a suspension of your apprenticeship. You will have the option of returning to your apprenticeship once you are able to return to work and college, as suspension is merely a means of safeguarding the funding required to pay for your training. This can only be done if you inform On Site Bristol as soon as you know that you will be absent for more than four weeks, and if you keep in touch with us throughout your absence.

Related documents:      Disciplinary Procedure March 2007  
                                    Disciplinary Policy 2008