

Disciplinary Procedure Summary (action to be taken by On Site Bristol, in addition to that taken by employer or college)

Conduct

Stage One – investigation by Team Leader, possibly leading to First Written Warning; repetition of misconduct within six month period leading to,

Stage Two – Final Written Warning; further misconduct at any stage of apprenticeship leading to,

Stage Three – Withdrawal from Apprenticeship.

Appeals – at any stage of process, in writing to On Site Project Manager, within ten working days of warning or withdrawal.

Capability

Stage One – poor performance discussed at progress review, with Action Plan to address issues; failure to complete agreed actions, within timescales set, leading to,

Stage Two – Written Warning; continued failure to complete agreed actions within timescales leading to,

Stage Three – Final Written Warning;

Stage Four – Withdrawal from Apprenticeship.

Appeals – at any stage of process, in writing to On Site Team Leader, within ten working days of warning or withdrawal.

Unauthorised Absence from College

Stage One – any absence from college will result in a letter sent to employer and discussion at progress review;

Stage Two – three instances of unauthorised absence in an academic year, will result in a Written Warning;

Stage Three – further unauthorised absence in year, will result in Final Written Warning;

Stage Four – any further unauthorised absence will lead to Withdrawal from Apprenticeship.

Appeals – at any stage of process, in writing to On Site Team Leader, within ten working days of warning having been issued or withdrawal.

Frequent Authorised Absence from College

Stage One – more than three absences in one term will be discussed at progress review, to encourage full attendance.

Stage Two – Three further absences in academic year, will result in a Written Warning that full attendance is required to ensure successful completion.

Stage Three – Three further absences in academic year, will result in a Final Written Warning.

Stage Four – Three further absences in academic year, will result in Withdrawal from Apprenticeship.

Appeals – at any stage of process, in writing to On Site Team Leader, within ten working days of warning having been issued or withdrawal.

Related documents: Discipline Policy July 2008
 Discipline Procedure July 2008