

LMETB Robotics and Automation RAA Attendance Policy

Arna chomhchistiú ag Rialtas na hÉireann agus ag an Aontas Eorpach Co-funded by the Government of Ireland and the European Union.

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**Attendance Policy for Robotics and Automation Apprenticeship (RAA)**

**Attendance** (**as per learner contract**)

 Learners/Apprentices are to fully participate and attend scheduled classes/coursework. The following attendance requirements are essential:

• 100% attendance and participation are expected from every learner/apprentice. Attendance will be recorded in accordance with course requirements;

• Learners/Apprentices are required to be punctual for every class;

• if a Learner/Apprentice is absent for any reason, they must contact the Course Manager/Co-ordinator immediately by email or telephone;

• in the event of illness (3 consecutive days or more), Learners/Apprentices must bring a medical certificate and present it to the designated person;

• if a Learners/Apprentice’s attendance and participation are deemed unsatisfactory, they may be subject to disciplinary action, which may include not being allowed to continue on the course.

Learners/Apprentices are expected, at all times, to conduct themselves in a manner consistent with responsible behaviour, both towards other persons and property within and outside their FET Campus and in work placement. Learners are required to adopt a responsible attitude to their studies in respect of classes, attendance or such other academic activities for which they are timetabled.

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**As per RAA Apprentice Handbook**

Learners/Apprentices Must:

* Attend the mandatory induction programme and attend on time all scheduled classes of all off-the-job training elements of the programme. Continued failure to attend off-the-job training could lead to the apprenticeship being terminated
* Be responsible for attendance and timekeeping during all of the on-the-job and off-the-job elements of the programme. Inadequate attendance and lateness during on-the-job or off-the-job elements may have repercussions and may result in the apprentice being temporarily suspended
* Attendance and immersion in the learning will ensure apprentices gain the necessary soft and technical skills, competence, discipline, and intellectual rigor to meet the challenges and use opportunities that may arise throughout their lifetime, particularly within their current and post- apprenticeship employment.
* The apprenticeship is a two-year contract of employment and should be considered so in relation to attendance, not attending class without a genuine reason, will be reflective of this. The Instructors/Tutors/Lecturers/Teachers/Contracted Trainers provide a weekly report of all apprentice’s attendance, and some employers request monthly attendance records feedback. The apprentice is responsible for ensuring full attendance on their Tech Apprenticeship programme.
* Where necessary, apprentices must promptly communicate any sickness/absence to their tutor and employer promptly and in line with any employer policies and procedures, noting an absence from their employment. Any trends that detail a lack of participation/attendance in the programme or failure to make a timely progression through various programme elements will be notified to an apprentice's employers.

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**Requesting time off**

* The apprentice is responsible for ensuring full attendance on their apprenticeship programme. Where necessary, apprentices must communicate any instance of sickness/absence to both their tutor and their employer promptly and in line with any employer policies and procedures, noting an absence from their employment.

**As per SOLAS Code of Practice for Employers and Apprentices**

* Be responsible for attendance and time-keeping during all of the on- the job and off-the-job elements of the Apprenticeship Programme. Inadequate attendance and lateness during on-the-job or off-the-job elements may have repercussions including exclusion from assessment events and may result in an apprenticeship being suspended temporarily.
* Continued absenteeism or lateness may lead to the apprenticeship being terminated.

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**Non-Attendance for Off-the-Job Assessment**

* Apprentices will be called on up to three (3) occasions for each off-the-job assessment. Those who fail to attend on the third occasion will not be scheduled to attend further assessment events and apprentices and their employers shall be notified that the apprenticeship status has been recorded as "holding" where applicable. An apprenticeship with a “holding” status will not progress until confirmation is received that an apprentice will attend the next call.
  + - Apprentices who wish to be called on a subsequent occasion must make an application to the SOLAS authorised officer to request to have their status reactivated and be called for the assessment.