

## UHL Apprenticeship and Development Centre Late Submission of Work Policy

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<b>Supporting Document(s)</b>	<ul style="list-style-type: none"> <li>• Equality and Diversity Policy</li> <li>• Reasonable Adjustments Policy</li> <li>• Special Considerations Policy</li> <li>• Withdrawals, Break in Learning and Transfer of Apprenticeship Policy</li> </ul>	

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## Document Amendment and Review Log

December 2022	V1.1 Change of name	07/12/2022	JS
April 2024	V1.2 Document branding updated	23/04/2024	JS
December 2025	V2 Policy check and refresh	17/10/2025	JG

## **1. Purpose**

1.1 The UHL Apprenticeship and Development Centre (hereon is referred to as 'Centre') is committed to helping apprentices/learners be successful in their Apprenticeship Education Programmes in a timely manner. Whilst the Centre will support individualised learning to enable apprentices/learners to remain on track, on occasion it might be in the best interest of the apprentice/learner, employer and/or the Centre that amendments are made to planned submission, and in turn, completion dates at any point during the programme.

1.2 The purpose of this policy is to define the late submission policy of the Centre to ensure efficient processes are in place to support the apprentice/learner and employer in accordance with external levy funding rules.

## **2. Scope**

2.1 The policy applies to all apprentice/learners at the Centre regardless of the apprentice/learner's employer organisation.

2.2 The Centre will manage late submissions of work within its sphere of influence in accordance with awarding body and the levy funding rules.

## **3. Late Submission of Work Process**

3.1 The process for late submissions can be found on appendix 6.

3.2 Apprentices/Learners and Centre staff agree realistic learning goals within the curriculum allowing apprentices/learners appropriate time to complete work. Apprentice/learner progress is monitored through the 10-12 weekly meetings between the Centre, manager and apprentice/learner. This enables timely completion of their Apprenticeship Education Programme.

3.3 Confirmation of the date will be shared with the apprentice/learner through a number of methods e.g. clearly shown on the front sheet of any assignment brief or task set, verbally shared or on the e-portfolio system.

3.4 If an apprentice/learner is not sure of a submission deadline it is their responsibility to check with their Facilitator and / or Practitioner.

3.5 Apprentices/Learners are both supported and encouraged to submit all work on, or before, the date it is required.

3.6 Apprentices/Learners are encouraged to discuss any concerns about deadlines with their Facilitator and / or Practitioner at the earliest opportunity before the deadline arrives. This enables sufficient, and relevant, support to be put into place where needed.

3.7 Should an apprentice/learner need to request a deadline extension part A of appendix 1 will need to be completed by them and submitted to the Centre. Centre staff will review the request, discuss it with the apprentice/learner (and where appropriate, the apprentice/learners manager) and complete part B of appendix 1 with the outcome. All decisions on requests will be shared with the apprentice/learner and their manager by letter using appendix 5.

3.8 Should the Centre not receive a deadline extension request from the apprentice/learner and the apprentice/learner miss a deadline then the apprentice/learner will be contacted to discuss the missed deadline. If necessary a meeting with the apprentice/learner and manager will be put in place. The discussion would focus on how the Centre and manager can support the apprentice/learner to get back on track and identify any additional resources or help that is needed. During such discussions there may be a disclosure from an apprentice/learner regarding an extenuating circumstance that is leading to the late submission. This may provoke a break in learning discussion if appropriate. It is also an opportunity to ensure the apprentice/learner knows the correct process for requesting an extension.

3.9 Apprentices/learners will not be penalised in their result for the late submissions in the marking of their work. If a Practitioner and/ or Facilitator agrees to accept work after the deadline the grade awarded will not be affected by the late submission unless the grading criteria required evidence of:

- Meeting agreed timelines
- The ability to plan/organise time effectively
- The ability to work to industrial/commercial practices that include implicit timelines.

3.10 It should be noted that persistently late submissions of work and failure to meet deadlines will not be tolerated without a valid reason and approved advance requests. Ensuring deadlines are met in a timely manner is a key element of the learning programme. Failure to comply with this could result in termination from the programme. This could affect the apprentice/learner's employment status if they are on an apprentice contract.

3.11 Centre staff will monitor learning progress through Facilitators monitoring assignment submissions and Practitioners and Facilitators monitoring deadlines set, attendance at meetings and classroom attendance. They will raise a concern that an apprentice/learner is

at risk of missing their expected completion date of the programme to the Centre Education Manager and describe actions that have been taken to re-engage the apprentice/learner. The Centre will monitor apprentice/learner progress through the apprentice/learner reviews Facilitators conduct, apprentice/learner voice and surveys.

3.12 If a concern is raised, or the apprentice/learner persistently misses deadlines, the Centre Education Manager or Centre representative will meet with the apprentice/learner (Appendix 2) in the first instance to discuss the situation. A plan of action and relevant support should be put in place to prevent their place on the programme has become at risk.

3.13 If the apprentice/learner is absent from work the Centre Education Manager will contact the apprentice/learners manager, if the apprentice/learner persistently submits work late the letter on Appendix 3 will be used. If appropriate their parent/carer (if under 18) will be included to discuss the reasons for late submissions. It could be likely that a break in learning, or in more extreme circumstances, withdrawal from the Apprenticeship Education Programme are appropriate.

3.14 All employment discussions and decisions remain the responsibility of the line manager. This includes performance at work and attendance.

#### **4. Policy Application**

4.1 Concerns over the application of this policy should be raised with the Centre Manager through the [uhl-tr.apprenticeships@nhs.net](mailto:uhl-tr.apprenticeships@nhs.net) email address.

### Appendix 1 Application for a Deadline Extension

Part A (Apprentice/Learner to Complete)			
Name		Email Address	
Programme		Apprentice / Learner Number	
Date of Request		Phone Number	
Reason for Request	Illness	Unpaid Leave	Secondment
	Carer/Bereavement Leave	Maternity/Paternity/Adoption Leave	Other
Comments:			
Dates for deadline request	From:	To	
I confirm I have accessed the support I need from my manager			Yes/No/N/A
I confirm I have advised my Facilitator of any additional support needs I have			Yes/No/N/A
I confirm I have the support of my manager to extend a deadline			Yes/No/N/A
I confirm that I understand any possible implications of extending a deadline on the completion date of the programme and any impact it will have on my employment status (relevant to new to trust or temporary contract apprentices)			Yes/No/N/A
Apprentice/Learner Signature	Name	Date	

  

Part B (Centre Staff to Complete)			
Name of Centre staff		Date	
I confirm I am happy that the apprentice/learner has accessed the support they need from their manager			Yes/No/N/A
I confirm there are no additional support needs I have been made aware of			Yes/No/N/A
I can confirm that the apprentice/learner has had appropriate information, advice and guidance on their decision			Yes/No/N/A
From the information at the meeting I recommend the apprentice/learner (Select appropriate option)			
Is approved to extend the deadline date from / / to / /		Is not approved to extend the deadline	
The reason for my recommendation is			
Centre Staff Signature	Name	Date	

  

Part C (Centre Staff to Complete)			
Name of Centre staff		Date	
Confirmation that revised submission deadline has been achieved			/ /
The above expected completion date is the same/different from the one in the Commitment Statement following the late submission of work			Same/Different
I confirm that a support/recovery plan is in place			Yes/No/N/A
Centre Staff Member Signature	Name	Date	

**Please send to Admin for Scanning ready for Data Lead Input**

**Appendix 2 Late Submission of Work  
Manager Warning Letter 1**

UHL Apprenticeship and Development Centre  
Knighton Street Offices  
Leicester Royal Infirmary  
LE1 5WW

Tel: 0116 258 6112

[Insert Date]

[Insert Line Manager's name]  
[Insert Line Managers area of work]

Dear [Insert name]

**Re: Persistent Failure to Meet Agreed Deadlines for Submission**

I am writing to inform you of a persistent failure to meet agreed deadlines and submissions of work has been identified for [insert name] who I understand is a member of your team (learner or apprentice, here on in referred to as learner).

[Insert name] is currently studying [insert name of programme] at the UHL Apprenticeship and Development Centre. There has been a discussion with the learner regarding previously missed deadlines and submissions. To date I have not been made aware of any requests for additional learning support or received any requests to extend deadlines and I would like to check that your learner is ok and ask for your support in encouraging them to reengage with the programme; submitting work in a timely manner.

Late submissions or work and missed deadlines are a breach of the UHL Apprenticeship and Development Centre Policy. We are guided by the Department for Education rules for using the apprenticeship levy to support the course fees. It is therefore imperative that learners remain on track and complete their programme as close to their planned completion date as possible.

Please can you discuss the below with your employee and reinforce the behaviour required whilst on their programme. Should there be any additional learning support identified during this discussion please advise us so we can make the necessary arrangements.

At this point [insert name] is welcome to continue their learning; however should their behaviour not meet the required level going forward, a letter will be sent to the learner advising them of a formal meeting with yourself and the Centre to discuss the issue.

Failure to comply with deadlines or to ask for extensions in advance of a deadline may result in the learner being withdrawn from the course. We are keen wherever possible to re-engage the learner and avoid this situation. It should be noted in the case of apprentices this could then impact on their employment status.

Yours sincerely  
[add name and title]

**Appendix 3 Late Submission of Work  
Learner Warning Letter**

UHL Apprenticeship and Development Centre  
Knighton Street Offices  
Leicester Royal Infirmary  
LE1 5WW

Tel: 0116 258 6112

[Insert Date]

[Insert Learners name]  
[Insert Learners area of work]

Dear [Insert name]

**Re: Persistent Failure to meet agreed deadlines for submission of work**

I am writing in regards to your continued failure to meet agreed deadlines for submission of work on the [add course] Apprenticeship Education Programme. This is of great concern to us and we have seen limited/no improvement [delete as appropriate. We note from our records that no additional learning support was required/additional learning support requested was put into place [delete as appropriate].

Due to this being a subsequent breach, a meeting on [insert date] at [insert location] has been arranged for you, your manager and [add name] to meet to discuss and agree a way forward.

It is important to note that one outcome from the meeting could result in the Centre withdrawing you as a learner from this programme. It should be noted that for some employment contracts for Apprentices that this could also impact on the employment status.

Please reply by [add date] to [insert contact point] to confirm attendance at the meeting and advise if any special requirements are needed to support the meeting.

Yours sincerely

[add name]

Centre Education Manager

PP Line Manager

**Appendix 4 Late Submission of Work  
Meeting Outcome Letter**

UHL Apprenticeship and Development Centre  
Knighton Street Offices  
Leicester Royal Infirmary  
LE1 5WW

Tel: 0116 258 6112

[Insert Date]

[Insert Line Manager's name]  
[Insert Line Managers area of work]

Dear [Insert name]

**Re: Outcome of meeting to discuss the Persistent Failure to Meet Agreed  
Deadlines for Submission of Work**

I am writing to formally notify you of the outcome of the meeting held on [add date]. Present at the meeting were [insert names and capacity they were at the meeting in e.g. Centre representative, manager etc.].

Having formally discussed this with you / discussed this in your absence with [select option and delete the other] I can confirm that the outcome of the meeting was that .

You are welcome to remain on the course and a revised completion date of XXXXXX has been put into place with a recovery plan as per the below has been put into place with a further meeting to support this on [insert date] with [insert name]. It should be noted that unless there are extenuating circumstances which the Centre is advised of in advance no further breaches will be tolerated and immediate termination from the course is likely.

Or (Delete as appropriate)

You will be removed from the programme as a result of continued breaches of late submissions of work. The last day of learning is confirmed as [insert date].

If you wish to appeal against this decision this can be done so using the Centres Appeal Policy within the times frames it describes.

Yours Sincerely

[add name]  
Centre Education Manager  
PP Line Manager

## Appendix 5 Outcome Letter for Request to Submit work or Amend Deadline

UHL Apprenticeship and Development Centre  
Knighton Street Offices  
Leicester Royal Infirmary  
LE1 5WW

Tel: 0116 258 6112

[Insert Date]

[Insert Learner's name]

[Insert Learner's area of work]

Dear [Insert name]

### Re: Late Submission of Work/Extended Deadline Request

I am writing to formally notify you of the outcome of your request to change the submission date of [insert item] from [insert date] to [insert date] which was made by yourself to the Centre on [insert date].

Following a review of the request and any subsequent support discussions I can confirm that your late submission request has been approved on the following grounds; [insert reason]. I can confirm during this process that you have been provided with opportunities for support, information, advice and guidance including the opportunity to look at a recovery plan to ensure your learning stays on track. Your revised submission date for [insert item] is [insert item]. No further extensions on this work are available.

The confirmation of late submission will/will not affect your expected completion date of the programme which is [insert date].

We wish you every success in the remainder of the course and welcome any concerns you have to be raised at the earliest opportunity so we can assist wherever possible.

Or (Delete as appropriate)

Following a review of the request and any subsequent support discussions I can confirm that your late submission request has been declined on the following grounds; [insert reason]. I can confirm during this process that you have been provided with opportunities for support, information, advice and guidance including the opportunity to look at a recovery plan to ensure your learning and work stays on track.

The expected completion date of the programme remains at [insert date].

We wish you every success in the remainder of the course and welcome any concerns you have to be raised at the earliest opportunity so we can assist wherever possible.

Yours Sincerely  
[add name and title]  
PP Line Manager

**Appendix 6 Process for Late Submissions of Work and Missed Deadlines**

