

Data Retention Policy & Procedure

Sept 2021

Version 2

1. Scope

This policy applies to all staff at Expanse Learning College (Hereafter referred to as the College).

2. Statement

Expanse Learning aims to ensure that all of its students receive the best possible information advice and guidance so that they are able to make informed decisions about the programmes best suited to their individual needs. We also consistently strive, through every aspect of our activities to ensure that the student experience meets or exceeds the students' original expectations.

We seek to constantly improve outcomes for our students through ongoing observation and evaluation of processes, the collection of feedback and the consistent monitoring of key performance indicators such as retention, achievement and satisfaction rates.

As an organisation however, we recognise that there will always be circumstances that will impact on a students' ability, capacity or willingness to complete their chosen course and we are committed to exploring all avenues, support arrangements and alternative delivery mechanisms to maximise the possibility of retention and achievement.

3. Objective

The objective of this procedure is to ensure that all students remain in training in order to fulfil their individual learning needs, maximise outcomes, achieve agreed contract volumes and performance measures and meet Awarding Body Standard requirements.

4. Responsibility

All staff have responsibility for adherence to this procedure.

All personnel responsible for supporting the delivery of Expanse Group programmes have responsibility for carrying out the activities detailed in this procedure.

5. Method

Minimising Early Leavers Internal Programmes

- **Admissions:** All information provided through recruitment processes shall be monitored and reviewed to ensure they provide clear and accurate information regarding the programme, roles, responsibilities and expectations.
- **Tasters:** All staff involved in the delivery of internal programmes shall ensure that students are provided with sufficient Information, advice and guidance as is necessary to make an informed choice about the programme and have suitable opportunities to experience and understand the learning environment.
- **Interviews/Initial Assessment:** All interviewers shall endeavour to ensure that students selected for programme have the commitment and capability to successfully complete the relevant programme. In all cases where this decision cannot be clearly determined the application shall be referred to the support and development team for further deliberation.
- **Induction:** All staff shall ensure that students fully understand their programme and the requirements placed upon them.
- **Student Support:** All staff shall closely monitor the progress of the student and shall identify any additional required action to ensure the student maintains progress and is comfortable in the demands the programme places on them.
- **Review:** All staff shall ensure, through the development of a positive relationships, active ongoing support, individually tailored delivery methods and all-party participation, that both the student's motivation is maintained throughout the delivery of the programme.

All parties involved in the review process shall provide open and honest feedback, identify and discuss any issues and agree additional development action, support or intervention as necessary to support sustainability.

Opportunity shall also be provided to raise any potential or existing student concerns with the delivery team during monthly team meetings. These issues shall be recorded on minutes and action plans formulated.

6. Identified Potential Early Leavers

If it is identified that a student is in danger of leaving the programme, the Tutor/Job Coach in conjunction with the Head of College and parents/guardians/carers/support workers shall carry out an informal support interview with the student.

During the course of the interview every avenue for continued participation shall be explored and any agreed action recorded.

Where the discussion has been successful in encouraging the student to remain on the programme, all involved parties shall be informed and the Learning Support Manager shall ensure that any agreed action is undertaken and shall continue to monitor the motivation of the student closely, offering additional support and encouragement as is required.

Where it has been identified that the student is adamant that they wish to discontinue with their Learning Programme and having exhausted all informal measures to ensure continued participation on the programme, then a formal exit review shall be undertaken, and outcomes recorded.

7. Third Party Update

In all cases, were a student under the remit of the Local Authority and /or additional support agencies and is in danger of leaving the programme, the Head of College shall inform the relevant parties and seek intervention as appropriate

8. Minimising Early Leavers

Employer Engagement – Any successful apprenticeship programme can only be achieved through the positive support and commitment of the employer and the development opportunities they can provide:

- Student Engagement – All staff involved in the student recruitment process shall ensure that students are provided with sufficient information, advice and guidance as is necessary to make an informed choice about the programme, the industry sector, the job role and potential career opportunities.
- Pre-Enrolment – All staff involved in the enrolment process shall endeavour to ensure that student(s) selected by the employer for the apprenticeship opportunity have the commitment and capability to successfully complete the programme.
- Sign Up – The sign-up process should be used as a vehicle to reinforce the objectives of the programme to all parties, to ensure that all parties are fully aware and are happy with the delivery arrangements and support available to them and to gain formal commitment to the programme.
- Inductions- All teachers shall ensure that students fully understand their programme and the requirements placed upon them. Following induction students should feel confident that they will be fully supported, that the programme is tailored to meet their individual needs and they are conversant and comfortable with the technology utilised.
- Reviews – All teachers shall closely monitor the progress of their students and shall identify any additional required action to ensure the student maintains progress and is comfortable in the demands the programme places on them. Formal recorded reviews shall be undertaken on a six-weekly basis. All parties involved in the review process shall provide open and honest feedback, identify and discuss any issues and agree additional development action, support or intervention as necessary to support sustainability. Employers shall be encouraged to actively participate in the review progress not only to maximise their contribution to the development process but also to minimise and pre-empt any potential employment related issues that may arise.
- Reporting- The teacher shall on a half termly basis provide a progress report to the Leadership Team for all students on their caseload. Any issues or concerns arising should be discussed in detail recorded and appropriate action identified.

9. Identified Potential Early Leavers

If it is identified that a student is in danger of leaving the programme or the employer is considering termination of the apprenticeship, the Teacher in conjunction with the student and the employer shall carry out an informal support interview with the student.

During the course of the interview every avenue for continued participation shall be explored and any agreed action recorded.

Where the discussion has been successful in encouraging continued participation, any agreed action shall be recorded, and all parties informed. Leaders shall ensure that any agreed action is undertaken and shall continue to monitor the motivation/commitment of the student/employer closely, offering additional support and intervention as is required.

Where it has been identified that one or both parties are adamant that they wish to discontinue with the programme and having exhausted all informal measures to ensure continued participation, then a formal exit review shall be undertaken, and outcomes recorded as per the programme exit procedure.

10. Documentation

All student records are held within DatabridgeMIS.

11. Monitoring and Review

The effectiveness of this policy will be reviewed annually.

Impact of non-compliance:

Staff:	Disciplinary action
Student:	Not Applicable
Legislation/organisational:	Reputational damage, statutory and non-regulated compliance.
Compliance lead:	Headteacher/Director of College
Policy Reference:	ELCO-POL-OPR-019
Version:	2
Agreed policy location:	DatabridgeMIS and Company Webpage
Does the policy require Governor approval?	No

Approval

<p>Prepared by Karl Wane 01/09/2021</p>  <p>Director of College Post 16 Education</p>	<p>Approved by Tony Brown 01/09/2021</p>  <p>CEO</p>	<p>Counter Signatory Scott Roberts (Assoc. CIPD) 01/09/2021</p>  <p>Head of corporate Services</p>
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Version Control

Version	Date	Revision	Review Date
1	01/09/2020	First Issue	31/08/2021
2	01/09/2021	Policy reviewed	31/08/2022
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