

Four Cs

Multi-Academy Trust



Curiosity Confidence Courage Constancy



CIRCUMSTANCES AFFECTING TRAINEES' ABILITY TO TRAIN POLICY

Presented to:

Full Trustees Meeting

29 March 2018

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| Date approved: ¹ | 8 February 2018 (Teach East Executive Board) |
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| Date reviewed: ² | |
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¹ This is the date the policy was approved by the meeting

² This is the date the policy was reviewed prior to its approval above

³ This is the date as set by the policy review clause or the date approved plus two years

CIRCUMSTANCES AFFECTING TRAINEES' ABILITY TO TRAIN

1. Purpose

- 1.1 During their study trainees may encounter significant personal difficulties that are outside their control and impact on their ability to study and/or complete assessments.
- 1.2 The Policy on Circumstances Affecting Trainees' Ability to Train provides mechanisms by which trainees may bring circumstances having a detrimental impact on their study to the attention of Teach East. The policy and associated procedures allow for the consideration of the impact of those circumstances on their academic performance and the provision of measures to address the impact, where possible and appropriate.

2. Principles

- 2.1 In order to be considered under this policy, such difficulties must meet all of the following criteria:
- They must be out of the trainee's control – the trainee could not have prevented them.
 - They must have had a significant impact – they must have had a demonstrably negative impact on the trainee's ability to study or to undertake an assessment.
 - The timing of the circumstances must be relevant to the claimed impact.
- 2.2 The appropriate management of circumstances affecting trainees' study and assessment is significant in ensuring that academic standards are maintained and that trainees are treated fairly.

3. Type of Circumstances

- 3.1 Two types of circumstances may affect trainee performance in study and/or assessment:
- Long term conditions/disabilities.
 - Shorter term circumstances such as a self-limiting illness which require consideration as and when they arise and may affect training.
- 3.2 The above may also be applicable if the circumstances relate to a dependant of the trainee.

4. Responsibilities of Teach East

- 4.1 Teach East should ensure that all trainees are aware of this policy and associated procedures.
- 4.2 Teach East should ensure that trainees are aware of initial contacts for submission of claims and should ensure that advice about possible outcomes/consequences is easily available to trainees. There may be times when Teach East will need to respond to trainees in a short timeframe so their procedures must support the ability to do this.
- 4.3 Teach East should ensure that all Partnership Schools are aware of this policy, associated procedures and their responsibility, if appropriate, to support and advise their trainees when they know of their intention to submit a claim.

4.4 Teach East should consider and respond to claims in accordance with the associated procedures.

5. **Responsibilities of Trainees**

5.1 Trainees are responsible for ensuring that they inform Teach East promptly of any circumstances that they consider are affecting their ability to study and/or undertake assessments. With early warning of a problem, Teach East can provide appropriate support. Trainees should be aware that Teach East cannot respond to a trainee's circumstances if it remains unaware of relevant information.

5.2 Where possible, trainees should contact their mentor, Teach East pastoral support or other appropriate staff member in advance of engaging with associated procedures, so that they may receive guidance and support in these processes.

5.3 Trainees are expected to observe timeframes for the submission of claims defined in procedures associated with this policy.

5.4 Trainees are responsible for obtaining and providing the required evidence demonstrating their claimed circumstances. Teach East will not seek documentary evidence on a trainee's behalf.

5.5 Trainees should make every effort to ensure that they are fit to train and undertake assessment, and where a trainee feels that there are circumstances that are affecting him or her adversely it is his or her responsibility to seek advice and professional help, where relevant, to assist in resolving the problem.

5.6 Trainees are responsible for ensuring that they are available for all necessary training and assessment.

5.7 Trainees should use the policy and procedures reasonably and only for circumstances with a genuine, significant and demonstrable negative impact.

6. **Responsibilities of Mentors**

6.1 Mentors should support trainees making submissions related to the procedures associated with this policy, as appropriate.

6.2 If they have previously been made aware of circumstances affecting a trainee's ability to train and/or complete assessments and believe those circumstances to have had an adverse impact on the trainee's performance, at the trainee's request, mentors should provide a statement as per the evidence requirements of associated procedures.

6.3 Mentors should direct trainees to professional support for their circumstances and/or direct them to and help them navigate through the Teach East processes and procedures, and/or provide other appropriate support.

6.4 Mentors must ensure their knowledge of these policies is current and provide advice within the parameters of published policies and procedures.

7. **Responsibilities of Teach East Staff**

- 7.1 Staff will offer support, information and direction to relevant procedures and specialist services. Guidance provided will be within the parameters of published policies and procedures.
- 7.2 Staff will receive, log and process for consideration claims submitted by trainees. Staff will keep complete records of all claims and ensure that they manage and note extensions to deadlines.
- 7.3 Staff will notify trainees of the outcome of their claims and update trainee records accordingly.
- 7.4 Staff will review outcomes of claims, provide data and highlight inconsistent or incorrect application of process or outcomes with the relevant Head of School/Department and, if appropriate, with Executive committee.

8. **Ongoing Circumstances**

- 8.1 Where a trainee has had circumstances which affect his or her ability to study and/or take assessments for one period accepted but continues to be affected by or has a recurrence of the same circumstances, he or she should seek medical/other advice.

9. **Formal Complaint**

- 9.1 If a trainee has made, or is making, a complaint under the complaint/appeals procedure and feels that the matters covered by that complaint may have affected his or her assessment performance, he or she should make the Teach East aware in writing by completing the Academic Appeal Form.

10. **Timescales**

- 10.1 Timescales for submissions of claims will be published within the relevant procedure and must be adhered to. The timescales are deemed to be reasonable and allow trainees adequate opportunity to notify Teach East of circumstances affecting their ability to study and/or complete assessments.

11. **Evidence**

- 11.1 All claims made under this policy must be supported by evidence/documentation as required in each procedure. Claims will be rejected if appropriate evidence is not included at the point of submission or provided within the relevant permissible timescales.

12. **Confidentiality of Evidence**

- 12.1 Confidential information will only be shared within the Teach East Partnership for the purposes of implementing this policy in a fair and rigorous manner. Any trainee wishing to restrict the sharing of such information should make his or her wishes known to the appropriate members of staff, preferably in writing.

- 12.2 Normally such wishes will be respected unless to do so would be against the best interests of the Teach East Partnership or the interests of safety or security of any

person.

12.3 Data protection principles will be observed at all times and records of claims will be kept in accordance with Teach East lead school's data protection policy.

13. **Informing Trainees of Outcomes**

13.1 Teach East should inform trainees of the outcomes of claims in writing according to the relevant procedure in a timely and reasonable manner.

14.0 **Review**

14.1 The Trust Board will review this policy in line with the procedure for policy review.

Date for Review

If no other reason for review, this policy will be reviewed every three years by the Trustees with the next review being Spring 2021.