

# Learner Sanction Process

## 5 Stage Sanction process:

### 1. Low level Disruption:

- a. A conduct reminder will be given to the Learner at the time of the incident.
- b. This is a conversation between the Assessor/Tutor and the Learner.
- c. The discussion will focus on underlying causes, and the Code of Conduct will be referred to. Positive behaviours will be promoted, and the Assessor/Tutor will monitor progress.

### 2. Cause for Concern:

- a. If the behaviour does not improve following stage 1, the learner will be reminded of the previous discussion, and a verbal warning will be given.
- b. The Learner will be asked if there is a reason for the behaviour, if they need any support or would like to talk to someone.
- c. The Learner will be advised that a further incident will lead to the implementation of a Behaviour Support plan.

### 3. Behaviour Support plan:

- a. If there is still no improvement in the behaviour, a Learner Support plan will be put in place, identifying up to 3 areas of improvement to be actioned and monitored by the Learners' Tutor or Assessor.
- b. A copy of this will be sent to the Employer also.

### 4. First Written warning:

- a. Further lack of improvement will lead to a 1st written warning being implemented. This will be reported to the Employer at the time of recording.
- b. The Assessor/Tutor will discuss with the learner what has previously happened and why, who was affected by the behaviour.
- c. Support requirements will be discussed and assessed.
- d. Actions and strategies to improve behaviour will be agreed.
- e. Actions will be agreed and documented.
- f. The decision can be appealed by writing to Jack Edwards, SDSL

### 5. Final Written Warning:

- a. The Learner will be issued with a final written warning, outlining the expectations and next steps should the behaviour not improve at this final stage.
- b. The Employer will be informed of the warning.
- c. The decision can be appealed by writing to Jack Edwards, SDSL

**Finally, if these sanctions are not effective, and the behaviour has shown no, or little, sign of improvement, the process for dismissal will be triggered and the Learner will be referred to the Learner Experience manager.**