

Training Attendance Policy

The Training and Development Team's attendance policy is in place to ensure that all students who want access to workshops have a fair chance of registering and that spaces for services that are in high demand do not go unused.

Punctuality

The content of our workshops is comprehensive and as such, must be delivered within the specified time frame. Students who come late for workshops will miss out on some of the key learning objectives. In order to reduce disruptions to the participants and the facilitator, and to ensure that you experience the maximum benefit, no one will be admitted to a workshop 10 minutes after it has begun. To avoid missing the workshop, and to allow sufficient time to sign in and be seated, please attempt to arrive 5-10 minutes early. Students who arrive 10 minutes or more after a workshop has begun will be asked to sign up for the next available workshop that fits their schedule.

Please note that these sessions are the full time indicated e.g If it states 3pm-4pm it will start at 3pm and will finish at 4pm. They will finish no earlier than the time stated. Please only book if you can attend the FULL session. If you leave before the end of the workshop, at the tutor's discretion, you may be marked absent. If you know you will need to leave early, please notify the facilitator at the beginning of the session so we can arrange an alternate session for you to attend if necessary.

Cancellations

We appreciate that there may be times when unforeseen circumstances mean students cannot attend workshops. Should this occur you should notify us, ideally giving at least 24 hours' notice in order that we can re-allocate your place to another student. All workshops can be cancelled by contacting su-training@le.ac.uk with your name, date and time of workshop and workshop title.

Failure to attend a workshop will mean that you will not accrue any accreditation points. If you are a committee, you may nominate another member of your committee to attend in your place. Notification of this should be made to su-training@le.ac.uk at the earliest possible opportunity.

Any students missing three workshops without cancelling will be excluded from attending any further workshops with the Training and Development Team. At this stage you will be required to write to the Training and Development Manager explaining why you have missed these without cancelling. It is at the discretion of the Training and Development Manager whether to allow you to book onto further workshops.

If a student goes on to miss a fourth workshop they will be required to attend a meeting with a member of the Training and Development team to explain their non-attendance. It is at the discretion of the Training and Development Manager whether to allow you to book onto further workshops. Unless a compelling argument is made to the contrary, the normal course of action will be that you will not be allowed to attend any further workshops within that academic year.

