



ABBEY COMMUNITY COLLEGE



BTEC CURRICULUM

CRITICAL ABSENCE & SUCCESSION POLICY

AIM

- To identify and minimise the risk of work not being completed by staff or learners.
- To respond to any incident of prolonged staff absence or leaving of a member of staff.
- To make sure that there is a procedure in place and recognised by the other members of staff within the Teaching Area ready to implement.
- To make sure that the SLT have signed off on such a policy.
- To protect the integrity of this centre and BTEC qualifications.

In order to do this, the centre will:

- Seek to avoid lack of continuity by using the induction period and to inform new staff of the centre's policies and practices in BTEC formats, to record cited texts and other materials or information sources.
- Seek a period of training both internal and Online for new staff.
- Give Google Drive training
- To allow the QN to step in and take over the position of Lead Internal Verifier for any area.
- Conduct appropriate search for appropriate substitute cover staff who have experience with Btec. courses and the practices thereof.
- Make the individual fully aware at the earliest opportunity of the nature of the policies and procedures in place for the centre.
- Give the individual the opportunity to ask for each time to get up to task.
- Assign the new member of staff a Btec Buddy (staff member to link with).
- Inform other staff within the area of study of their duties towards any new member of staff and how they can help lessen the immediate burden
- Document the early stages of induction and the QN will make a report after one month & six months with the help of the new staff member (if applicable).

This policy will be reviewed every 12 months by:

Gary Shields – Quality Nominee

Date: September 2020