



## **Rambert Grades Attendance Policy for Syllabi Training**

2024

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Rambert Grades recognises that Members who come to Syllabi Training will normally have experience of working independently and being responsible for their own decisions and actions in relation to their practice. However, Rambert Grades must ensure that Members are attending Syllabi Training in a way and to a level that complies with the regulatory requirements that govern the qualifications.

As stated within the published guidelines, only Members who have completed Syllabi Training can formally deliver Rambert Grades qualifications and enter Candidates into Rambert Grades Graded Examinations. Members who are engaged in Syllabi Training are required to fulfil their commitments, which includes attending and participating in all timetabled learning and teaching activities within their booked course.

A full, 100% engagement with Syllabi Training activities is expected, however the Company does understand that there may be occasions when unforeseen eventualities may impact on an individual's ability to participate in a session. To this end a certificate of attendance will be awarded to members who have attended or accessed recordings (where available) of all training sessions with previous consent of the organisation and upon receipt of their completed Reflections Form.

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**Engagement with Syllabi Training includes:**

- Attending and participating in timetabled webinars, seminars, and classes
- Taking part in scheduled practical workshops and tutorials (onsite or online)
- We expect you to attend the Introduction and Welcome sessions and to engage with the pre-course insights videos and documents.
- Submitting study tasks (if this is part of the Syllabi Training) and taking part in webinars
- Responding to communication from facilitators and Rambert Grades staff

If a Member is not able to attend any of their timetabled sessions they are required to inform the Company administrator as soon as is possible giving details of their reason for not attending. Notification of absence should be addressed to: [members@rambertgrades.com](mailto:members@rambertgrades.com)

Extenuating circumstances which Rambert Grades will take into consideration include:

- Bereavement
- Illness
- An accident or injury
- Appointments with a doctor, dentist, physiotherapist or other recognised licenced/certified medical practitioner, that cannot be scheduled at any other time
- A significant change in workload due to circumstances beyond their control
- Significant adverse personal or family circumstances
- Jury Service, if the Member is unable to defer the service to a later date
- Interview/career related appointments

Should the required attendance or engagement levels not be met this will be discussed with the member, assessing how the situation can be rectified so that they can achieve the required training to be awarded a complete attendance certificate.

An administration fee for transferring to new training dates or 'topping up' to ensure that enough training has been attended may be charged. This fee will be based upon the individual circumstances and assessed on a case-by-case basis.

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