

Appendix 1

Notification of Absence/Progress Form

Please hand in to your Tutor / Assessor. If you wish to ensure that your absence is noted on your central file, please send a copy to TrainPlus Head Office within **one week** of the end of your period of absence. Alternatively, the Notification of Absence/Progress Form can be completed with your Tutor / Assessor on Smart Assessor.

First Name:		Surname:	
Course:			
Absence Start Date:			
Absence Expected End Date:			
Reason for absence/lack of progress:			
Support Call required (Yes/No):			
Temporary Suspension required (Yes/No):			
Absence Support/Caution Letter requested (Yes/No):			
Strike added to Students Record (Yes/No):			

Learner Signed: _____

Date: _____

Assessor Signed: _____

Date: _____