

## Restricted

### Apprenticeship Break in Learning Policy

#### 1. Introduction

It is recognised that during an apprenticeship, life events may occur which may necessitate the apprentice to request a break from their apprenticeship learning.

This policy provides the criteria that an apprentice can request a break from their learning, the decision-making process and how they will be supported to return to their apprenticeship learning following an agreed break.

Please note - There is no requirement for apprentices to request a break in learning through this policy for annual leave, public holidays and/or short-term absences of up to 4 weeks.

#### 2. Definitions

**Apprentice:** An individual employed to do a job whilst in formal training to gain knowledge and skills to achieve a qualification related to their role.

**Apprenticeship Standard:** Details the type of role and expected duties that the apprentice will undertake whilst in apprenticeship training. Sets out knowledge, skills and behaviours that apprentices are required to develop through their apprenticeship training.

**ASDM:** Apprenticeship Skills and Development Mentor

**BIL: Break in Learning:** A break in apprenticeship learning which lasts more than 4 weeks.

**EPA: End Point Assessment:** Final stage of apprenticeship. An impartial assessment to decide if apprentice has developed knowledge, skills and behaviours outlined in apprenticeship standard to demonstrate occupational competence.

**EPAO:** Organisation providing End Point Assessment

**ESFA:** Education and Skills Funding Agency. Government agency accountable for funding, education and skills for children, young people and adults.

**ILR:** Individualised Learner Record

**Off-the-job training hours:** Learning outside normal day-to-day duties which supports achievement of apprenticeship i.e. that provided by Xact

**Ofsted:** Office for Standards in Education, Children's Services and Skills, a non-ministerial department of the UK government

**PMG:** Performance Management Group consisting of Directors and an Independent Governance Advisor

**Stakeholder:** Apprentice, apprentice employer, training provider, customer, supplier, user and those with whom we associate

**Xact:** Xact Consultancy & Training Limited

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#### 3. Principles for Approval

Breaks in learning can only be approved when the following applies:

- a) break is expected to be for more than 4 weeks in duration
- b) employer has approved the break in learning
- c) apprentice has committed to not continuing with any apprenticeship learning during break
- d) there is a clear intention by apprentice to return to apprenticeship learning following break

#### 4. Reasons for Approval

Breaks in learning can only be approved for following reasons:

- a) health issues or illness of more than four weeks
- b) medical treatment, hospitalisation and/or recovery period
- c) bereavement
- d) parental leave, including maternity and adoption leave
- e) other extenuating personal reasons

A break in learning will not be approved for apprentices who:

- i) are struggling to balance their work and apprenticeship commitments, *or*
- ii) requesting break to 'catch up' with their apprenticeship learning programme

In these cases, the apprentice should discuss the matter with their line manager and ASDM (mentor) as soon as possible so that a supportive package can be put in place.

#### 5. Roles and Responsibilities

##### 5.1 Apprentice

It is the responsibility of the apprentice<sup>1</sup> to apply for a break in learning as follows:

- a) obtain approval for break in learning and agree length of proposed break from their employer
- b) discuss employer-agreed break with their ASDM (mentor)
- c) submit completed Apprenticeship Break in Learning Form
- d) on return to learning, agree and sign revised Commitment Statement and Apprenticeship Agreement documents

**Note**<sup>1</sup>: In situations where the apprentice is unable to complete the application process, the employer may do so on their behalf in liaison with the ADSM (mentor).

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#### **5.2 Xact's Apprenticeship Manager**

It is the responsibility of the Apprenticeship Manager to:

- a) Determine if it is appropriate to approve the application
- b) Ensure all funding requirements are met
- c) Agree and sign revised Commitment Statement and Apprenticeship Agreement documents
- d) Advise on break in learning funding

#### **5.3 Apprentice's Employer**

Responsible for:

- a) Discussing and agreeing any break in learning
- b) Liaising with ASDM and training provider
- c) Agree and sign revised Commitment Statement and Apprenticeship Agreement documents

#### **5.4 Apprentice's ASDM**

Responsible for:

- d) Discussing and agreeing any break in learning
- e) Agreeing and providing return to learning supportive measures

### **6. Break in Learning Approval**

In situations where a break in learning is approved:

- a) Inform all parties e.g. Xact mentor, EFSA, Employer, Apprentice and EPAO when appropriate
- b) Extend planned end date of apprenticeship by at least same time period as break in learning
- c) Update records as appropriate

### **7. Funding**

When a break in learning occurs, the following applies to funding

- a) Apprenticeship funding ceases for the duration of the break in learning
- b) Other apprenticeship-related funding may also be affected - Apprenticeship Manager to advise

### **8. Return to Apprenticeship Programme**

On apprentices return to the apprenticeship programme, the following occurs:

- a) ASDM<sup>1</sup> (mentor) meets with apprentice and their line manager to:
  - i) plan return to learning

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- ii) identify any supportive measures to facilitate apprentice's return
  - iii) review and agree a revised Commitment Statement detailing the amended dates of learning and assessment on individual learning plan and end date of apprenticeship.
- b) employer, apprentice and training provider agree and sign the revised Commitment Statement and Apprenticeship Agreement documents.

**Note**<sup>1</sup>: ASDM (mentor) is responsible for actioning any agreed to support measures for the apprentices return to learning.

## **9. Appeals**

Apprentices may appeal break in learning application outcomes via our Appeals Policy.

## **10. Related Policies**

- a) Appeals Policy
- b) Complaints Policy
- c) Learning Support Policy
- d) Reasonable Adjustments and Special Considerations Policy

## **11. Monitoring and Review**

The application of this policy will be monitored through PMG.