

Break in Learning Policy and Form

Purpose

In line with Educations and Skills Funding Agency (ESFA) requirements this policy sets out how Storyy Training will respond to and manage breaks in learning for apprentices. Please refer to the Break in Learning Flowchart for guidance.

<https://www.gov.uk/guidance/apprenticeship-funding-rules-for-training-providers/changes-in-circumstances>

Storyy Training identified acceptable reasons for planned breaks in learning

Circumstances which may cause a break in learning for an Apprentice include but are not limited to:

1. Ill Health
2. Pregnancy
3. A custodial sentence
4. Remand in custody
5. Caring for another
6. An employment related issue (i.e. extreme staff shortage)

All Breaks in Learning can only be authorised by Storyy Training Management Team.

Additional circumstances for breaks in learning can only be authorised by Get Active Education Management Team.

What the Apprentice should do:

As soon as it is known that apprentice is temporarily unable to continue with their training, the apprentice should contact their tutor or Storyy Training staff to establish the reason and agree the duration of the break. To be deemed as a break in learning the apprentice must inform Storyy Training that it is their intention to return onto the programme prior to the agreed break in learning.

Storyy Training policy with regards to breaks in learning is that they will **not be less than 8 weeks and will not exceed one year unless in exceptional circumstances.**

Variations and extensions to the durations of planned breaks can only be authorised by the Management Team.

Actions Storyy Training will take:

1. Agree and record the start and intention to return date of the planned break (although this can be reviewed). Please refer to Planned Break in Learning Form - Intention to Return Statement.
2. Evaluate the impact of any expected or known changes to qualifications that form part of the apprenticeship standard to ensure the apprentice continued progress is not hampered should standards change

3. Advise the ESFA by updating employer and training provider DAS accounts accordingly to record the break in learning
4. Complete the **Break in Learning Form** with the relevant details and send to Skill Office Network before month end to process
5. Contact the apprentice at least one month prior to the agreed return date to confirm return to work and/or training

Once return is confirmed:

6. Advise the ESFA by updating employer and training provider DAS accounts accordingly to record return from break in learning
7. Conduct appropriate checks and a review of learning plan with the apprentice
8. Complete the **Return from Break in Learning Form** with relevant details and send to Skills Office Network before month end to process
9. Ensure all newly generated compliance documents are signatures by the employer, apprentice and training provide before month end

Break in Learning Form

This form is to be complete by the training provider and confirmed by employer and apprentice to confirm break in learning.

Apprentice Details	
Name:	
D.O.B:	
Email Address:	
Telephone Number:	
Employer Details	
Company Name:	
Manager Name:	
Manager Email Address:	
Manager Telephone Number:	

Details of Break in Learning	
Apprentice last date on programme before going on planned break:	
Last date of evidenced learning:	
Please state where last date of learning is evidenced and actions that took place:	
Reason for planned break:	
Maternity / Paternity	

Health reasons	
Change in role	
Other (details required)	
Initial contact date to agree return from planned break:	
Date:	
Expected date for return from planned break:	
Date:	

Confirmation					
Employer Name:		Signature:		Date:	
Tutor Name:		Signature:		Date:	

This section to be completed by the apprentice

Apprentice Intention to Return Statement

By signing this form, I confirm that I agree with the content of this form and that my intention is to return to my programme of learning on (or around) the expected return date provided to complete my apprenticeship qualification.

I agree to notify my employer and training provider if any changes in my circumstances will have an impact on the expected return date. I understand that failure to report any changes in circumstances relating to my expected return date, may have an effect on Get Active Education's ability to accommodate my return to programme.

Expected date for return from planned break:	DD/MM/YY
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Confirmation					
Apprentice Name:		Signature:		Date:	

Returning from Break in Learning Form

This form is to be complete by the training provider and confirmed by employer and apprentice to confirm return from break in learning.

Apprentice Details	
Name:	
D.O.B:	
Email Address:	
Telephone Number:	
Job Title:	<i>If changed, this may impact suitability of apprenticeship standard</i>
Working Hours:	<i>If changed, this may impact length of stay</i>
Employer Details	
Company Name:	<i>If changed, all details need to be gathered as with all new organisations including Contract for Service, H&S Vetting, EDRN and Agreement ID number</i>
Manager Name:	<i>If changed, a new Aptem account will need to be created and assigned to apprentice</i>
Manager Email Address:	
Manager Telephone Number:	

Details of Return from Break in Learning	
Apprenticeship Programme:	
Group/Cohort:	
Start date:	
New planned end date:	
Date of reinstatement: <i>(1st day of learning)</i>	
Supporting evidence of 1 st day of learning:	

Any adjustments required:	
Please confirm that the following have been completed:	
Training Provider to complete:	
<input type="checkbox"/> Reactivate apprentice in employer and training provider DAS accounts <input type="checkbox"/> Confirm employer Contract for Service is current <input type="checkbox"/> Confirm Health and Safety Vetting is current <input type="checkbox"/> Confirm employer liability insurance is current <input type="checkbox"/> Review, plan and update Aptem learning plan with apprentice <input type="checkbox"/> Confirm evidence of learning is recorded in Aptem for date of reinstatement <input type="checkbox"/> Confirm new Commitment Statement, Apprenticeship Agreement, ILR and Written Agreement are signed by relevant parties	
Skills Office Network to complete:	
<input type="checkbox"/> Reactivate apprentice Aptem account and change Aptem status to <i>active</i> <input type="checkbox"/> Update apprentice ILR with new start and end dates <input type="checkbox"/> Generate new Commitment Statement and request signatures <input type="checkbox"/> Generate new Apprenticeship Agreement and request signatures <input type="checkbox"/> Generate new ILR and request signatures <input type="checkbox"/> Generate new Written Agreement and request signatures	

Confirmation					
Employer Name:		Signature:		Date:	
Apprentice Name:		Signature:		Date:	
Tutor Name:		Signature:		Date:	