

Break in Learning Policy

Purpose

In line with Education Skills Funding Agency (ESFA) requirements this policy sets out how Floorskills Limited will respond to and manage breaks in learning for Apprentices.

Floorskills Limited identified acceptable reasons for breaks in learning

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

- Ill Health
- Pregnancy
- A custodial sentence
- Remand in custody
- Caring for another
- An employment related issue (i.e. extreme staff shortage)

All Breaks in Learning can only be authorised by the Office Manager.

Additional circumstances for breaks in learning can only be authorised by the Office Manager.

What the learner should do;

As soon as it is known that a learner is temporarily unable to continue with their training, the learner should contact their Training Advisor / assessor / coach or the office to establish the reason and agree the duration of the break. To be deemed as a break in learning the learner must inform (Insert company name) that it is their intention to return onto the programme prior to the agreed break in learning.

Floorskills Limited 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 Office Manager.

Actions Floorskills Limited will take:

1. Agree and record the start and intention to return date of the agreed break (although this can be reviewed). Please refer to Intention to Return Statement.
2. Evaluate the impact of any expected or known changes to qualifications that form part of the Apprenticeship framework to ensure the learners continued progress is not hampered should standards change

3. Advise the Education Skills Funding Agency of the break in learning and update the learner's records accordingly
4. Contact the learner at least one month prior to the agreed return date to confirm return to working and training

Intention to Return Statement

INSERT APPENTICE NAME has requested a break in learning from their Apprenticeship programme.

The reason for this Planned Break in Learning request is;	
<input type="checkbox"/> Ill Health <input type="checkbox"/> Pregnancy <input type="checkbox"/> A custodial sentence <input type="checkbox"/> Remand in custody <input type="checkbox"/> Caring for another <input type="checkbox"/> Employment Related Issue (please state) _____ <input type="checkbox"/> Other (please state) _____	
Apprenticeship Programme:	
Apprenticeship Start Date:	
Requested duration of Planned Break in Learning:	
Planned Break Start Date:	
Intended Return Date:	

Learner Declaration:

I confirm the details and date in relation to my planned break are correct and that I intend to return and continue my apprenticeship on the date above

Learner Signature _____ (or attached correspondence)

Date: _____

Employer Declaration:

I am aware of my employees planned break request on their Apprenticeship and confirm the details in relation to the reason and intended duration.

Employer Signature: _____

Employer Name: _____ Date: _____

INSERT COMPANY NAME to complete:

INSERT COMPANY NAME Tutor / Coach Declaration:

I confirm the details in relation to the learners planned break are accurate.

Detail the last evidence and date of the learner's progression on their Apprenticeship	
Evidence of learning:	
Date of last evidenced learner progression:	
Tutor / Trainer Signature:	
Date:	
JOB ROLE authorisation signature:	
Date:	