

Breaks in Learning Policy for Apprentices

This Policy should be read in conjunction with the Absences and Withdrawal Policy and Attendance Policy

Purpose

In line with the Agency's Funding Rules, this policy sets out how ITS will respond to and manage breaks in learning for Apprentices.

Acceptable reasons for breaks in learning

Circumstances which may activate a break in learning include, but are not limited to:

- ill health
- pregnancy
- a custodial sentence
- remand in custody
- caring for another

Actions to be taken by the learner or employer

As soon as it is known that a learner is temporarily unable to continue with their training, s/he (or the employer) should contact their ITS Trainer/Assessor or the office on 02392 591666 to establish the reason and agree the duration of the break.

Normally, breaks are for not less than 8 weeks and do not exceed one year.

The learner must confirm in writing their intention to return to programme when the agreed break ends.

Actions ITS will take

1. Agree and record the start and end date of the agreed break (although this can be reviewed).
2. Evaluate the impact of any expected or known changes to qualifications that form part of the apprenticeship to ensure the learner's continued progress is not hampered should there be changes.
3. Advise the 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 work and training.