

BIL AND WITHDRAWAL PROCESS

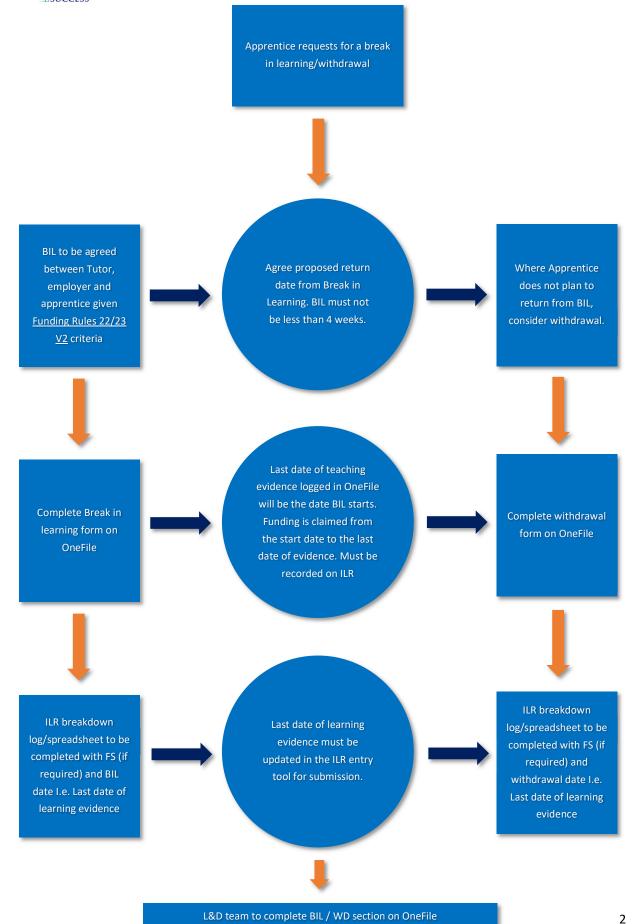
1 – Tutor Responsibilities

- Once a BIL or withdrawal is proposed, the tutor must organise a meeting to determine the
 reasoning. If a BIL is requested, it must meet the exceptional circumstances criteria; i.e.
 medical treatment, maternity/paternity/adoption leave, prolonged absence from work.
 Issues with workloads are not deemed a valid reason to be permitted a BIL by the ESFA and
 apprentices and employers must be reminded of the commitment that they signed off in the
 training plan.
- The employer **must** agree to any BIL / withdrawal.
- A proposed return date must be agreed to by all parties.
- The tutor must then complete the relevant form in One File. The last date of teaching / learning / assessment must be the last date of evidenced teaching/learning/assessment as logged in One File (piece of assessment evidence / register session.) and not the date of the call (The funding can only be claimed for the duration of the time that apprentice is in actual learning).
- The admin team contact the apprentices on a BIL for regular check-ups. Should these require a more in-depth discussion, tutors may be brought in to schedule a Microsoft Teams meeting.
- Email the L&D account with any changes regarding an apprentice's BIL / withdrawal status.

2 – Admin Responsibilities

- Log any change in BIL or withdrawal status in OneFile and on the ILR Sheet.
- If an apprentice enters BIL, change their cohort to the BIL Holding Bay.
- If an apprentice withdraws, archive them in One File.
- If an apprentice enters a BIL or withdraws, remove them from their relevant email group and Microsoft Teams group.
- Confirm any BIL / Withdrawal changes that have been processed to L&D email group.
- Jackie Collins (Functional Skills Tutor) will update any FS records if required.
- Update any changes on the Gateway Form, PR review allocations and registers.







Version History				
Date	Version	Details of Change	Revision By	QA
24/03/2023	1	- Created Policy	Ayodeji Olugbile	Aust