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.

Apprentice requests for a break in learning/withdrawal

BIL to be agreed between Tutor, employer and apprentice given Funding Rules 22/23 V2 criteria

Agree proposed return date from Break in Learning. BIL must not be less than 4 weeks.

Where Apprentice does not plan to return from BIL, consider withdrawal.

Complete Break in learning form on OneFile

Last date of teaching evidence logged in OneFile will be the date BIL starts. Funding is claimed from the start date to the last date of evidence. Must be recorded on ILR

Complete withdrawal form on OneFile

ILR breakdown log/spreadsheet to be completed with FS (if required) and BIL date I.e. Last date of learning evidence

Last date of learning evidence must be updated in the ILR entry tool for submission.

ILR breakdown log/spreadsheet to be completed with FS (if required) and withdrawal date I.e. Last date of learning evidence

L&D team to complete BIL / WD section on OneFile

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