

BREAKS IN LEARNING

1 – Policy Overview

1.1 – Policy Statement

The apprentice must be involved in active learning (off-the-job training and / or English and maths training) throughout the apprenticeship, from the learning start date to the learning actual end date (the practical period) (see paragraph P35.2 of [Funding Rules 22/23 V2](#)). Some active learning must take place or a break in learning must be used.

A break in learning must **not** be recorded:

- For annual leave, public holidays, and short-term absence (up to 4 weeks).
- When employment or an apprenticeship agreement has ended (redundancy, resignation, dismissal or any other action by the apprentice or the employer that results in the apprenticeship agreement ending). Where an apprentice has been made redundant you must refer to the redundancy section in the rules (see paragraphs P276 to P277 of the [Funding Rules 22/23 V2](#)). In circumstances where an apprentice changes employer and there is a break in employment of more than 30 days and up to 12 weeks, please see paragraph P267.2 of the [Funding Rules 22/23 V2](#)

Where an apprentice changes employer and there is a break in employment of more than 30 days and up to 12 weeks, you must, after 30 days, record the apprentice as on a break in learning (see paragraphs P318 to P320 of the [Funding Rules 22/23 V2](#)).

The apprentice may also request to take a break in learning from their apprenticeship programme if they plan to return to the same apprenticeship at a later date.

- A break in learning can be taken either with, or without a break in employment.
- The decision to take a break in learning, the reason for the break and its expected duration must be agreed with the employer. This could include medical treatment, parental leave or leave for other personal reasons.

You must record breaks in learning on the ILR and re-plan the delivery of any remaining training and / or assessment following a break, if required. The employer must also revise the apprenticeship agreement if required.

- Payments from funds in an employer's apprenticeship service account or government-employer co-investment if an apprentice has a break in learning will stop.
- If an apprentice is on a break in learning when an additional payment is due, the payment will be delayed until the apprentice resumes their apprenticeship and has reached an overall total of 90 or 365 days in learning.
- Throughout the apprenticeship any changes of employer or main provider (including subcontractors), as well as breaks in learning must be reported to ESFA via ILR. Training provider must account for these changes and ensure the minimum duration rules (see paragraphs P35 to P39 of the [Funding Rules 22/23 V2](#)) are met.

Actions to take where there is a break in learning where the apprentice requires a break in their apprenticeship due to illness, parental leave, or other personal reasons.

To reflect that where there is a break in employment of more than 30 days and up to 12 weeks, the main provider must, after 30 days, record the apprentice as on a break in learning. Where the apprentice does not re-start with a new employer after 12 weeks, the main provider (which in this case, Projecting success) must withdraw the apprentice from the programme (P318 to P320 of the [Funding Rules 22/23 V2](#))

The main provider (which in this case, Projecting success) must:

- Record the break and **restart** dates in the ILR.
- Re-plan the delivery and agree a revised price, if required, with the employer when the apprentice resumes learning. This must be entered on the ILR. If a different price had been entered previously on the employer's apprenticeship service account, the revised price must also be entered here, on or before the new start date.
- Break in learning review must also be carried out by L&D team on a regular basis (usually 4 weeks after BIL date).

At Projecting Success, we are committed to supporting our apprentices throughout their apprenticeship journey. We understand that Breaks-in-learning may be necessary, and we will work with the apprentice and the employer to ensure that the process is as smooth and stress-free as possible.

Version History				
Date	Version	Details of Change	Revision By	QA
24/03/2023	4	<ul style="list-style-type: none"> - Clarified that Breaks in learning must be used where active learning has not taken place for four weeks. - Where the apprentice changes employer and there is a gap in employment of more than 30 days and up to 12 weeks, you must record the apprentice as on a break in learning. - Clarified that to reflect that a break in learning can be taken either with, or without a break in employment. - Added Version Control 	Ayodeji Olugbile	