Apprenticeship Withdrawal & Break in Learning Request Process

Apprenticeship Starts pre-September 2021 (paper based)

Apprentice requests a withdrawal (WD) or break in learning (BiL) via Skills Coach or Programme Lead. This should be completed within 5 working days of request from apprentice/employer being received. A reason must be included along with the last date learning took place. Programme Lead / School PSS team receive withdrawal (WD) or Break in Learning (BiL) request from apprentice. Programme Lead discusses request with apprentice and employer including reasons and ensures there is no other alternative to withdrawal or if it is a BiL request that the reason for the BiL is sufficient/acceptable. If request is declined, apprentices will be invited to attend a meeting with Skills Coach or Programme Lead to discuss what support they need to continue their studies. Apprentice completes online withdrawal/break in learning/suspension of studies form. School PSS team approve and ensure BANNER is updated with withdrawal or BiL information. This should be the last date learning took place. Programme Lead updates Degree Apprenticeship Manager of any breaks in learning or withdrawals as they occur and at monthly RAG rating meetings with Skills Coaches & Lecturers. Degree Apprenticeship Manager updates the apprenticeship tracker with withdrawals & breaks in learning. Degree Apprenticeship Manager ensures ILR is updated each month with withdrawals & breaks in learning. Degree Apprenticeship Manager emails the employer contact confirming the withdrawal or BiL, along with the date and a reminder to update their digital account accordingly, within 2 working days of acceptance. Stop for a withdrawal & Pause for a BiL

Skills Coach to check in with apprentice or their employer (whichever is/where appropriate) who is on a BiL, monthly to review return status.

Planned return date to be agreed at the start of the BiL.

Upon request for a BiL, apprentices will be offered a maximum of 3 months break, unless there is a reason for a longer break such a maternity leave or long recovery from surgery.



School PSS team to write to apprentice to confirm that they have either been withdrawn from the programme with the relevant date or that they have been placed on a BiL stating the date the BiL started.