

Apprenticeship Withdrawal & Break in Learning Request Process

Apprenticeship Starts pre-September 2021 (paper based)



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School PSS team to write to apprentice to confirm that they have either been withdrawn from the programme with the relevant date or that they have been placed on a BiL stating the date the BiL started.