

# Apprenticeship Break in Learning Request Process Bud

Relevant to AY 2024/25

School to receive Break in Learning (BiL) request from apprentice and/or employer.

This request will be submitted via completion of the online form by the apprentice.



Programme Lead discusses request with apprentice and employer including reasons and ensures there is no other alternative to a BiL and that the reason for the BiL is sufficient/acceptable.



If request is declined, apprentices will be invited to attend a meeting to discuss what support they need to continue their studies.



Programme Lead updates apprentices record in Bud to request Break in Learning.

This should be completed within 5 working days of request from apprentice/employer being received.

*In the additional notes section include action taken to prevent BiL, what the last day of learning activity was and where it is evidenced, i.e. attended university, on registers.*

*Programme Lead then submits request.*



PSS team review request, then approve request.



AQSD Degree Apprenticeship Administrator to review and process the BiL.

These changes will then be updated in the next ILR submission.



Programme Lead/Skills Coach to check in with apprentice or their employer (whichever is appropriate), monthly to review return status and update the BiL Review section in apprentices record in Bud.



The planned return date will 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 as maternity leave or longer recovery from surgery.

This will be reviewed monthly.



## Return to Learning

Programme Lead / Academic Advisor / Skills Coach to agree date of return and complete return details in Bud.



### Withdrawal Following a BiL

Programme Lead updates apprentices record in Bud to withdraw apprentice following a BiL.  
*Ensure the date of withdrawal is the same as the last date of learning/activity that was recorded for the BiL.*



PSS team to review and approve request.



AQSD Degree Apprenticeship Administrator to review and process the Withdrawal.  
These changes will then be updated in the next ILR submission.



Degree Apprenticeship Administrator emails the employer contact confirming the withdrawal, along with the date and a reminder to update their digital account accordingly, within 2 working days of acceptance.



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.