

|  |
| --- |
| **Apprenticeship**  **Break in Learning / Suspension Notification Form** |

***Please read this page carefully before completing the form on the next page.***

***You may wish to review the flow diagram on the next page, which is taken from The ESFA Apprenticeship funding rules for main providers August 2019 to July 2020 Version 1 page 51***

|  |
| --- |
| **Advice to give to an Apprentice**   * You can seek guidance from your course leader, or a tutor, or speak to your employer. * Please be aware that the timescale within which you must complete your course (the registration period) is the length of your course plus 2 years. * During your break in learning (suspension) you will not be able tyo complete any coursework or assessments. |
| **Advice to give to an Employer**   * In accordance with ESFA Guidelines, it is the employer’s responsibility to notify the training provider of the withdrawal or break in learning for one of their apprentices. * You are advised to review the ESFA rules before completing this form. * Please note that if a break in learning does not last for more than 4 weeks it will NOT be recorded on the ILR and should not be entered on the DAS. * Please note that you are responsible for amending the DAS to show this withdrawal. |

***Flowchart taken from ESFA Apprenticeship funding rules for main providers August 2019 to July 2020 Version 1 page 51***

|  |  |  |  |
| --- | --- | --- | --- |
| **APPRENTICESHIP**  **BREAK IN LEARNING / SUSPENSION**  **NOTIFICATION FORM** | | | |
| **Apprentice Details** | | | | |
| Forename |  | Surname |  | |
| Student Number |  | Date of birth |  | |
| **Course Details** | | | | |
| Please confirm the course(s) from which the apprentice wishes to withdraw. | | | | |
| Data Analyst Pathway | | | | |
| Use this if you are wishing to withdraw from a 2nd course. eg. Functional Skills | | | | |

**Advice**

|  |  |
| --- | --- |
| Apprentice has discussed their options with their course leader or a tutor |  |
| Apprentice has confirmed (attach evidence eg. email) that they have discussed with their employer. |  |
| Apprentice has discussed with the Student Hub |  |
| Or … the apprentice has chosen not to seek advice prior. |  |

**Reasons for Break in Learning / Suspension**

|  |  |  |  |
| --- | --- | --- | --- |
| Please indicate the Primary reason for requesting a Break in Learning / Suspension | | | |
| 1. Mental Health Issues |  | 11. Non-attendance and fallen too far behind to continue |  |
| 2. Physical Health Issues |  | 12. Left employment |  |
| 3. Health Issues Generally |  | 13. Made redundant |  |
| 4. Financial Issues |  | 14. Transferred to another provider |  |
| 5. Unsatisfactory learning experience |  | 15. Carer Responsibilities |  |
| 6. The course was too hard |  | 16. Change of employment 1 |  |
| 7. The course wasn't what was expected |  | 17. Move to employer to whom Solent does not deliver |  |
| 8. No value in continuing the course |  | 18. Other |  |
| 9. Lack of academic support |  | 19. Unknown |  |
| 10. Lack of support generally |  |  |  |
| 1 – Where the apprenticeship is no longer applicable to the new employment. | | | |
| ***Where form is completed by the Course Leader please include evidence (eg.email) to support reason selected.*** | | | |

**Date of Break in Learning / Suspension**

|  |  |
| --- | --- |
| Last Date of Learning: |  |
| What evidence is being used to support the actual last date of learning?  *Examples could include last class attendance at university, progress review, SOL login or OJT.* | |
|  | |
| Estimated date of returning to learning: |  |

**Agreement of Employer and Apprentice**

|  |  |
| --- | --- |
| Please confirm the employer has agreed to this request. |  |
| Please confirm the apprentice is aware of this request. |  |
| ***Where form is completed by the Course Leader w*hat evidence is being used to support these statements?**  *Please attached emails as relevant.* | |
|  | |

**Form Completion – This form was completed by:**

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Email |  |
| Date |  |

**Once completed, the form must be emailed to:** [**student.registry@solent.ac.uk**](mailto:student.registry@solent.ac.uk)

* Form to be kept in the Apprentices Evidence Pack

**STUDENT REGISTRY ACTION**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Action | Date | By Whom |
| 1 | Withdrawn from QUERCUS. Incl. any trailing units. |  |  |
| 2 | HESA Code updated |  |  |

|  |  |  |
| --- | --- | --- |
| 3 | Does the student live in Solent Halls? |  |

|  |  |  |
| --- | --- | --- |
| 4 | Are they an international student who requires a VISA? |  |

|  |  |  |
| --- | --- | --- |
| 5 | Select School to be informed |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 6 | School, TAR, Solent Futures & Learning Technologies informed. |  |  |

**STUDENT REGISTRY FEE ADJUSTMENTS & APPROVAL**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | % | Amount | Date | By Whom | Notes |
| A | Student |  |  |  |  | As per guidelines |
| B | Student Funding Body |  |  |  |  | As per guidelines |
| E | Registration Fees |  |  |  |  | Not normally refunded |
| F | Professional Body Endorsement |  |  |  |  | As per guidelines |

|  |  |
| --- | --- |
| Is a credit due? |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 7 | Letter sent to Apprentice confirming withdrawal and reason. |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 8 | ILR Updated |  |  |

**Evidence**

Copy evidence into space below or attach separately.