

BREAK IN LEARNING POLICY

Approved: April 2025 | Review Due: April 2026

1. Purpose

This policy sets out the processes and controls implemented by Salt Training Limited to manage breaks in learning in compliance with Department for Education (DfE) Apprenticeship Funding Rules.

The policy ensures that breaks in learning are applied consistently, funding claims remain accurate, and Individualised Learner Record (ILR) data reflects actual learner participation.

2. Scope

This policy applies to all apprentices enrolled with Salt Training Limited and to all staff involved in delivery, administration, compliance, and ILR submission.

3. Definition of a Break in Learning

A break in learning occurs when: - The apprentice is temporarily unable to continue with their apprenticeship; and - Learning activity and off-the-job training cease for a defined period; and - There is a reasonable expectation that the apprentice will return to resume learning.

Breaks must comply with DfE funding rules in force at the time.

A break in learning is not appropriate where: - The apprentice has permanently left employment; - The apprentice has withdrawn and does not intend to return; - The apprentice continues to receive learning activity.

4. Circumstances Where a Break May Be Considered

Examples may include: - Long-term sickness - Maternity, paternity, or adoption leave - Temporary caring responsibilities - Temporary cessation of employment where re-employment is expected - Exceptional personal circumstances.

Each case is assessed individually.

5. Process for Requesting a Break in Learning

5.1 Notification The apprentice and/or employer must notify Salt Training Limited as soon as possible when circumstances arise that may require a break.

5.2 Evidence Appropriate supporting evidence may be requested, for example: - Medical certification - Employer confirmation - Written learner declaration.

5.3 Approval A Break in Learning form must be completed and reviewed by the Operations Officer. Final approval is authorised by the Managing Director.

6. ILR and Funding Controls

6.1 ILR Update Once approved: - The ILR is updated to reflect the break in learning before the next submission. - No funding is claimed during the break period.

6.2 Off-the-Job Training - Off-the-job training must cease during the break period. - No OTJ hours are recorded during the break. - Upon return, remaining OTJ hours are recalculated and documented.

6.3 Planned End Date The planned end date is extended to reflect the break duration in line with funding rules.

7. Monitoring During the Break

Salt Training Limited will: - Maintain periodic contact with the apprentice (where appropriate); - Confirm the expected return date; - Record all communication.

If circumstances change and return is no longer expected, the learner will be withdrawn and ILR updated accordingly.

8. Restarting Learning

Prior to restart: - Employer confirmation of employment status is obtained; - A revised training plan is issued where required; - Remaining OTJ hours and planned end date are confirmed; - ILR is updated to reflect the restart.

9. Roles and Responsibilities

Operations Officer: - Reviews requests; - Ensures evidence is retained; - Updates ILR; - Maintains compliance records.

Managing Director: - Authorises approval of breaks; - Provides oversight of funding compliance; - Reviews complex cases.

Delivery Staff: - Notify compliance staff of any potential break; - Cease delivery immediately once break approved.

10. Quality Assurance and Oversight

Breaks in learning are subject to periodic internal review as part of compliance monitoring.

PDSAT and funding reports are reviewed following ILR submissions to ensure breaks are correctly recorded.

11. Record Retention

All documentation relating to breaks in learning is retained in the learner evidence pack in accordance with DfE funding rule retention requirements.

12. Policy Review

This policy is reviewed annually or earlier if DfE funding rules change.

Approved by: Kurt Salter

Position: Managing Director

Date: April 2025

A handwritten signature in black ink, appearing to be 'K Salter', written in a cursive style.