



Quality Assurance and Enhancement

# Apprenticeship Break in Learning Form 2023-24

Ver. 1.0

## Regulatory background

Taken from the 2023-24 [Apprenticeship Funding Rules](#) (paragraph 222 onwards):

### Breaks in learning

- The provider [UEL] must use a break in learning where there is no plan for any active learning to take place within a calendar month.
- An apprentice may request to take a break in learning from their apprenticeship if they plan to return to the same programme at a later date.
  - An apprentice may take a break in learning either with, or without a break in employment.
  - The reason for the break and its expected duration must be discussed with their employer. This could include medical treatment, parental leave or leave for other personal reasons.
- The provider [UEL] must not record a break in learning:
  - For annual leave, public holidays, and short-term absence (including strikes) (where the apprentice is able to continue actively learning each calendar month).
  - For those apprentices with a term-time only contract, where we [the ESFA] do not require a break in learning for the month of August [i.e., apprentices working in schools].
  - When employment or an apprenticeship agreement has ended (redundancy, resignation, dismissal or any other action by the apprentice or the employer that results in the apprenticeship agreement ending).
- Where the apprentice takes a break in learning and then returns to the same apprenticeship, they will return to the same funding rules they were following prior to their break. The employer must revise the apprenticeship agreement and the provider [UEL] must revise the dates on the training plan, to account for the duration of the break. It must be clear that there have been multiple episodes of learning. The overall duration of the apprenticeship and the required volume of off-the-job training can remain the same (as though there had been no break in learning).

### Maternity leave

- An apprentice may carry out up to 10 days' work for their employer during the maternity leave period without bringing their maternity leave period to an end (these days are referred to as keeping in touch or KIT days). If an apprentice wishes to use any of their 10 designated KIT days to continue with apprenticeship training, assessment or end-point assessment, they may do so and the provider [UEL] can continue to support them.
  - Apprentices will lose their entitlement to statutory maternity pay and may bring their statutory maternity leave to an end if they undertake more than 10 days' work (their

KIT entitlement) during their maternity leave. This may not affect any contractual rights.

- Where KIT days are to be used for off-the-job training during a period of maternity leave, the provider [UEL] is required to agree this in writing with the apprentice and the employer.

#### Adoption leave

- An apprentice may carry out up to 10 days' work for their employer during their statutory adoption leave period without bringing their statutory adoption leave or adoption pay period to an end (these days are referred to as keeping in touch or KIT days). If an apprentice wishes to use any of their 10 designated KIT days to continue with apprenticeship training, assessment or end-point assessment, they may do so and the provider [UEL] can continue to support them.
  - Where KIT days are to be used for off-the job training during a period of adoption leave, the provider [UEL] is required to agree this in writing with the apprentice and the employer.

#### Shared parental leave

- An apprentice may work for up to 20 days during a shared parental leave period for each of their employers without bringing their leave to an end. These days are referred to as shared parental leave in touch or SPLIT days; these are separate and additional to any KIT days during a period of maternity or adoption leave. If an apprentice wishes to use any of their designated SPLIT days to continue with apprenticeship training, assessment or end-point assessment, they may do so and the provider [UEL] can continue to support them.
  - Where SPLIT days are to be used for off-the job training during a period of shared parental leave, the provider [UEL] is required to agree this in writing with the apprentice and the employer.

#### Paternal leave

- Statutory paternal leave is a maximum period of 2 weeks. The provider [UEL] would be expected to structure the delivery of training around any paternal leave so that the apprentice can still complete their programme.

## Break in learning form

| SECTION ONE  |  |  |
|--|--|--|
| To be completed by the University  |  |  |
| 1  | <b>Name of Apprentice</b><br><i>Please use the full name of the apprentice documented on their Individual Learner Record (ILR).</i>                        | Click or tap here to enter text.               |
| 2  | <b>Apprentice ULN</b><br><i>ULN = Unique Learner Number.</i>   | Click or tap here to enter text.               |
| 3  | <b>Apprenticeship Standard</b><br><i>Please state the full title of the apprenticeship standard <b>not</b> the title of the UEL course of study.</i>       | Click or tap here to enter text.               |
| 4  | <b>Employer Organisation</b><br><i>Please state the employer organisation the apprentice is employed by at the date of the break in learning.</i>          | Click or tap here to enter text.               |
| 5  | <b>Break in Learning Start Date</b><br><i>This is the last date the apprentice has evidence of undertaking off-the-job training.</i>                       | Click or tap to enter a date.                  |
| 6  | <b>Confirmation that evidence exists for off-the-job training dated above</b><br><i>Note: you <b>must</b> attach this with the break in learning form.</i> | Evidence is attached: <input type="checkbox"/> |
| 7  | <b>Will the break in learning last a minimum of an entire calendar month?</b>  | Choose an item.                                |
| <p>If the answer to Question 7 is 'No', this break in learning is <b>not valid</b>.<br/> This is a short-term absence (no form required).</p>  |  |  |
| 8  | <b>Will the apprentice remain in active employment during the break in learning?</b><br><i>i.e. will the apprentice continue going to work?</i>            | Choose an item.                                |
| <p>If the answer to Question 8 is 'Yes', respond to Question 9 as 'N/A'.<br/> If the answer to Question 8 is 'No', proceed to Question 9.</p>  |  |  |
| 9  | <b>Does the apprentice intend to return to the same apprenticeship and employer after their break in learning?</b>   | Choose an item.                                |
| <p>If the answer to Question 9 is 'No', this break in learning is <b>not valid</b>.<br/> This is a <b>withdrawal</b>.</p>  |  |  |
| 10   | <b>Planned return to learning date</b><br><i>This must be an exact date but can be renegotiated later.</i>   | Click or tap to enter a date.                  |
| 11   | Apprentice personal contact email:   | Click or tap here to enter text.               |
|  | Apprentice personal contact number:  | Click or tap here to enter text.               |
|  | Apprentice home address:   | Click or tap here to enter text.               |
| <b>Apprentice contact details</b>  |  |  |
| <p>Please note that we will use these contacts details to check in on you as you approach your planned return to learning date to confirm whether you wish to return to your apprenticeship and what the next steps will be.</p> |  |  |

Questions 12 to 16 are for apprentices taking a break in learning due to maternity, adoption or shared parental leave only.

**12 Does the apprentice intend to utilise KIT and/or SPLIT days for apprenticeship training?**

Choose an item.

If the answer to Question 12 is 'No', respond to Questions 13 to 16 as 'N/A'.

**13 Rationale behind the request to continue apprenticeship training during KIT and/or SPLIT days**

Click or tap here to enter text.

**14 Number of KIT and/or SPLIT days intended to be used for training (maximum 10 for KIT; 20 for SPLIT)**

Click or tap here to enter text.

**15 Type of training to be completed during KIT and/or SPLIT days**

Click or tap here to enter text.

**16 Number of hours to be undertaken on KIT and/or SPLIT days**

Click or tap here to enter text.

I confirm that, as a representative of the University of East London who is training the apprentice listed above in this form, I confirm that all the above information is correct, and I consent to the initiation of this break in learning.

Where applicable, I confirm that UEL will continue to support the apprentice where they have chosen to utilise their KIT/SPLIT days.

**UEL Representative Name**

Click or tap here to enter text.

**UEL Representative Job Title**

Click or tap here to enter text.

**UEL Representative Signature**

**Date**

Click or tap to enter a date.

## SECTION TWO

*To be completed by the Employer*

**Employer Representative Name**

Click or tap here to enter text.

**Employer Representative Job Title**

Click or tap here to enter text.

I confirm that, as a representative of the employer organisation who has employed the apprentice listed above in this form, I confirm that all the above information is correct, and I consent to this break in learning. I also confirm that the reason for the break and its expected duration has been discussed with representatives from my organisation.

Where applicable, I confirm that I support and endorse the apprentice's use of KIT and/or SPLIT days for training as agreed above.

**Employer Representative Signature**

**Date**

Click or tap to enter a date.

**SECTION THREE**  
***To be completed by the Apprentice***

I confirm that, as the apprentice listed above in this form, I confirm that all the above information is correct, and I consent to this break in learning

Where applicable, I confirm that I wish to use KIT and/or SPLIT days for training as agreed above.

Where applicable, I understand that I will lose my entitlement to statutory maternity pay and may bring my statutory maternity leave to an end if I undertake more than ten days' work during my maternity leave.

**Apprentice Signature**

**Date**

Click or tap to enter a date.

## Next steps for the apprentice

Every apprentice who wishes to take a break in learning must additionally request a study break by visiting the following UEL intranet page: <https://uelac.sharepoint.com/sites/cfs/SitePages/Study-Breaks-and-Withdrawal.aspx>

For apprentices taking a break in learning due to maternity, paternity, adoption or shared parental leave, we also advise that you take the time to review the UEL Student Parent Policies intranet page: <https://uelac.sharepoint.com/sites/studentssupport/SitePages/Student-Parents-Policies.aspx>.

## Returning to your apprenticeship

Once you plan to return to your apprenticeship, you should inform your employer who should then liaise with the UEL Employer Partnerships Office at [degreeapprenticeships@uel.ac.uk](mailto:degreeapprenticeships@uel.ac.uk).