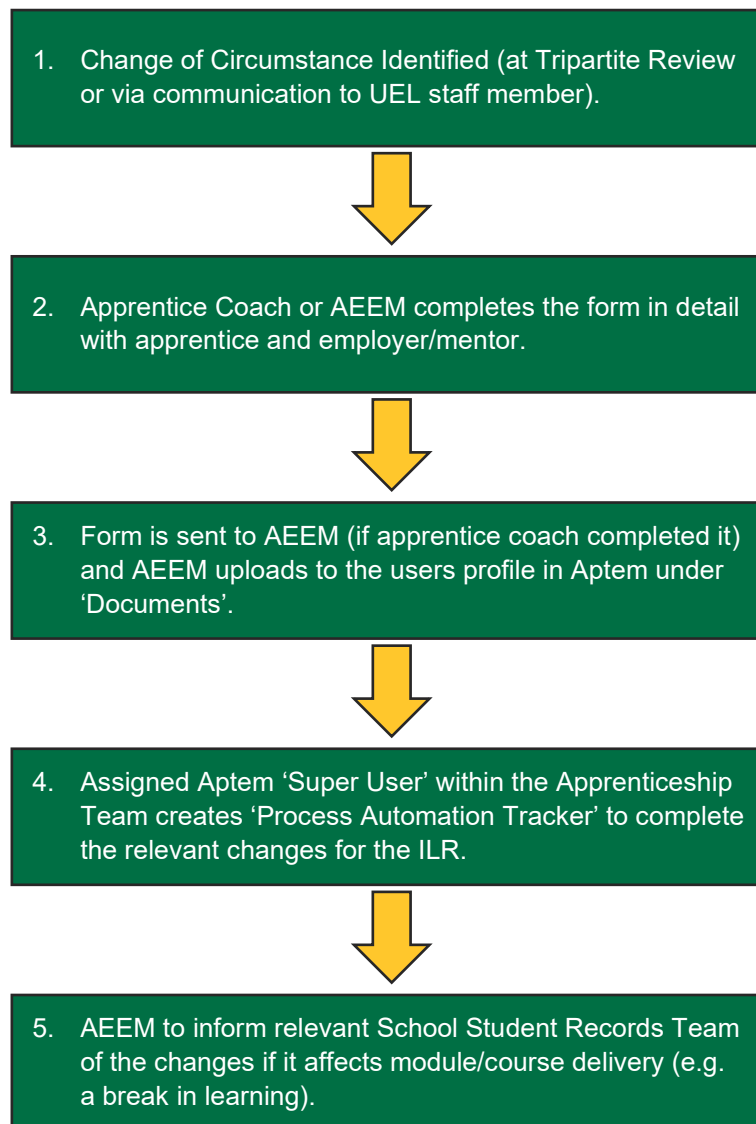




Apprenticeship change of circumstance process

Ver. June 2023

The Change of Circumstance Form is a record of an action which will change the flow of the original detail of the apprenticeship (such as a break in-learning). This form is to be completed by the relevant Apprenticeships and Employer Engagement Manager or Apprenticeship Coach with the apprentice and employer, the flow for such is below:



*The AEEM is to review all learners on a break in-learning monthly with their Apprenticeships Coaches during the monthly School meeting to ensure that the apprentice is returned to learning as soon as identified.