



Quality Assurance and Enhancement

Apprenticeship Withdrawal Form

2023-24

Ver. 1.0

Withdrawal form

SECTION ONE To be completed by the University		
1	Name of Apprentice <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	Apprentice ULN <i>ULN = Unique Learner Number.</i>	Click or tap here to enter text.
3	Apprenticeship Standard <i>Please state the full title of the apprenticeship standard not the title of the UEL course of study.</i>	Click or tap here to enter text.
4	Employer Organisation <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	Withdrawal Date <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	Confirmation that evidence exists for off-the-job training dated on the withdrawal date above. <i>Note: you <u>must</u> attach this with the withdrawal form.</i>	Evidence is attached: <input type="checkbox"/>
7	Reason for withdrawal <i>Please choose <u>one</u> option.</i> <i>* Code 7 is only to be used where UEL has been given written authorisation by the ESFA.</i>	<u>Code 2</u> The learner has transferred to another provider <input type="checkbox"/>
		<u>Code 3</u> Learner injury/illness <input type="checkbox"/>
		<u>Code 7*</u> The learner has transferred between providers due to intervention by or with the written agreement of the ESFA <input type="checkbox"/>
		<u>Code 29</u> The learner has been made redundant <input type="checkbox"/>
		<u>Code 40</u> The learner has transferred to a new learning aim with the same provider <input type="checkbox"/>

	<u>Code 43</u> Financial reasons	<input type="checkbox"/>
	<u>Code 44</u> Other personal reasons	<input type="checkbox"/>
	<u>Code 46</u> Exclusion	<input type="checkbox"/>
	<u>Code 47</u> The learner has transferred to another provider due to a merger	<input type="checkbox"/>
	<u>Code 48</u> Industry placement learner has withdrawn due to circumstances outside the providers' control	<input type="checkbox"/>
	<u>Code 97</u> Other	<input type="checkbox"/>
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 consent to their withdrawal from this course and that the information provided in section one is just and correct. I understand that if I choose to retain this individual in employment following their apprenticeship withdrawal, they will no longer be an apprentice and therefore will not be eligible for the apprentice rate for the national minimum wage .	
Employer Representative Signature	
Date	Click or tap to enter a date.

SECTION THREE

To be completed by the Apprentice

Where possible.

I confirm that I consent to my withdrawal from this apprenticeship and that the information provided in section one is just and correct.	
Apprentice Signature	
Date	Click or tap to enter a date.

Next steps for the apprentice

Every apprentice who wishes to withdraw must additionally request a withdrawal by visiting the following UEL intranet page: <https://uelac.sharepoint.com/sites/cfss/SitePages/Study-Breaks-and-Withdrawal.aspx>.