

Break in Learning and Withdrawal Policy

Version 3.0

Purpose:	To advise and inform all Trust staff of our Break in Learning and Withdrawals Policy for Apprenticeship delivery.
For use by:	All ESNEFT Employees and Apprentices involved in the delivery of an Apprenticeship Standard
This document is compliant with/ supports compliance with:	ESFA Employer Provider Funding rules
This document supersedes:	Break in Learning & Withdrawal Policy V2.0 – ESNEFT
Approved by:	Apprenticeships Steering Group and Faculty of Education Management Group – Chair's Actions
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In case of queries contact Responsible Officer:	Head of Apprenticeships and Leadership Development
Division and Department	Strategy, Research and Innovation. Apprenticeship Delivery Team
Archive Date i.e. date document no longer in force	<i>To be inserted by Information Governance Department when this document is superseded. This will be the same date as the implementation date of the new document.</i>
Date document to be destroyed:	<i>To be inserted Information Governance Department when this document superseded</i>

Version and document control:

Version number	Date of issue	Change Description	Author
0.1	February 2022	First Draft	
0.2	April 2022	Second Draft	
1.0	May 2022	First approved/ratified version	
1.1	August 2022	Re-draft to new format	
1.2	September 2023	Policy renewal, name changes only	
2.0	September 2023	Second approved/ratified version	
2.1	September 2024	Policy renewal. Job title changes only	
3.0	September 2024	Third approved/ratified version	

This is a Controlled Document

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Release of any strategy, policy, procedure, guideline or other such material must be agreed with the Lead Director or Deputy/Associate Director (for Trust -wide issues) or Business Unit/ Departmental Management Team (for Business Unit or Departmental specific issues). Any requests to share this document must be directed in the first instance to the Responsible Officer.

For further advice see the Development and Management of Trust wide Procedural Documents Policy

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Section 1 – Introduction

1.1 Policy Statement and Rationale

East Suffolk and North Essex NHS Foundation Trust is committed to ensuring guidance to those staff who work with apprentices registered on internal Apprenticeship programmes with the Trust who are being withdrawn, or at risk of withdrawing from their programme. Whilst we will make every effort to ensure that our apprentices are fully supported to prevent them leaving the programme early, however we recognise that on occasions this will happen either as a result of our actions or due to factors beyond our control.

1.2 Key Principles

- Withdrawal from programme will always be used as a last resort after all other interventions have been unsuccessful, or where they are not relevant or appropriate
- One such intervention will be to offer the apprentice a 'break in learning' so that they can overcome the challenge they face whilst protecting their apprenticeship learning and funding

1.3 Definitions

Term	Definition
HoA	Head of Apprenticeships
LTT	Lead Technical Trainer
SAR	Self-Assessment Report
IAG	Information Advice and Guidance
ESNEFT	East Suffolk and North Essex Foundation Trust
HoA	Head of Apprenticeships
BIL	Break in Learning

Section 2 – Duties and Responsibilities

2.1 Assessor/coaches

Have the responsibility to identify signs or where there is a cause for concern that an apprentice is at risk of withdrawing and report them in a timely manner

2.2 Lead Technical Trainers

Have responsibility to oversee interventions in compliance with the policy

2.3 Head of Apprenticeships and Leadership Development

Responsible for monitoring and auditing the application of the policy

2.4 The Responsible Officer

Responsible for ensuring that this document is handled in accordance with the Trust's procedure

Section 3 – Requirements

Our Assessor/coaches work closely with our apprentices throughout the programme and are best placed to identify if there are causes for concern, for example off the job training, during progress reviews. Once identified, they must bring them to the attention of the Lead Technical Trainer (LTT) and/or the Head of Apprenticeships (HoA) at the earliest opportunity.

In addition, the HoA will review the progress of all apprentices on programme on a monthly basis with the Assessor/coach and LTT for early indications that an apprentice is experiencing difficulties in any aspect of their programme or employment. This will allow for early interventions to be identified and implemented.

Additional care needs to be given to learners who have additional support needs or particular learning difficulties, or disabilities identified who are being provided with additional help. Their progress must be monitored more often than other learners as they are often more susceptible to situations impacting on their continued success.

Upon notification of a cause for concern the Assessor/coach will notify the LTT and provide any supporting documentation. The LTT will make initial contact with the apprentice and/or line manager (whichever is appropriate) to discuss and agree potential actions that could support the apprentice moving forward. The initial focus will be to find a way to retain the apprentice on the programme, and if necessary offer a break in learning or other programme change depending upon the circumstances. The LTT will then decide whether to notify the HoA immediately, or wait until the next review meeting to allow any interventions that have been implemented to have impact.

If it is decided that a temporary break in learning is required, the LTT will agree this with the line manager, and apprentice, complete the necessary paperwork and notify the HoA so that funding can be ceased in line with funding requirements:

- The apprentice may take a break in learning where they plan to return to the same apprenticeship programme.
- A break in learning cannot be for less than 4 weeks and reasons for such a break include hospitalization or medical treatment, parental leave or leave for other personal reasons.

The dates on the apprenticeship agreement and commitment will be adjusted and agreed with all parties so that the apprentice will not be disadvantaged on their programme.

Exit Interviews

Wherever it is practicable to do so, ESNEFT will hold an exit and IAG interview with each early leaver which is not only intended to help that person to move on positively, but also to improve our service to other learners in future. All exit reviews will be stored confidentially and the data used to inform changes to practice, process or delivery. This information will also be fed into the Self Assessment Report (SAR) as evidence of quality assurance and improvement.

Withdrawal Process

Withdrawing a learner from programme must be a last resort, and supported by evidence to show that every possible intervention or support has been offered. Where a withdrawal is essential to comply with funding requirements, the process laid out in Appendix B must be followed, and the Withdrawal Form in Appendix C completed.

Section 4 – Training and Education

Education/Training Need	Staff group	Method of training/education	Responsibility for training	Timescale to complete
To understand the processes for	All apprentices	Policy induction and ongoing	Head of Apprenticeship	Within 1 month

supporting an apprentice with a BIL and recognising when to withdraw from programme.	hip delivery staff	monitoring	s and Leadership Development	
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Section 5 – Development and Implementation including Dissemination

All staff involved in the delivery of apprenticeships as part of the Trust as an Employer Provider are required to familiarise themselves with this policy and confirm that it has been read and understood as part of the on-boarding process, and whenever the policy is reviewed and amendments made.

This policy has been developed by the Head of Apprenticeships and Leadership Development to maintain compliance with regulatory requirements for Centre Accreditation with Awarding Organisations, and to meet with the ESFA funding rules.

Section 6 – Monitoring Compliance and Effectiveness

Compliance to be measured	Monitoring Tools	Responsibility for training (nominated by department)	Timescale
Paperwork to evidence a BIL or withdrawal and associated documentation for any interventions applied	Audit of Paperwork Learner feedback	Head of Apprenticeships and Leadership Development	Monthly monitoring by HoA and reporting this to the Apprenticeship Steering Group

Section 7 – Control of Document including Archiving Arrangements

- 7.1** Once ratified by The Faculty of Education Management Group the Responsible Officer will forward this document to the Information Governance Department for a document index registration number to be assigned and for the document to be recorded onto the central hospital master index and central document library of current documentation.
- 7.2** In order that this document adheres to the Hospital's Records Management Policy, the Information Governance Department will:
- Ensure that the most up-to-date version of this document is stored on the documentation library.
 - Archive previous versions of this document.
 - Retain previous versions of this guideline for a period of time in accordance with the NHS Records Retention and Disposal Schedule.

Section 8 – Supporting Compliance and References

- 8.1** This document will support the Trust's compliance with
- This document meets the monitoring requirements of Ofsted and the ESFA compliance requirements

Appendix A – Equality Impact Assessment Form

The purpose of this Equality Impact Assessment form is to determine the extent to which policies, procedures and practices impact upon individuals and groups in relation to one or more of the equality categories.

If the policy, procedure or practice is found to have an adverse impact, the author/s must consider all other alternatives, which may more effectively achieve the promotion of equality of opportunity. This may include the development of specific measures to mitigate the adverse impact.

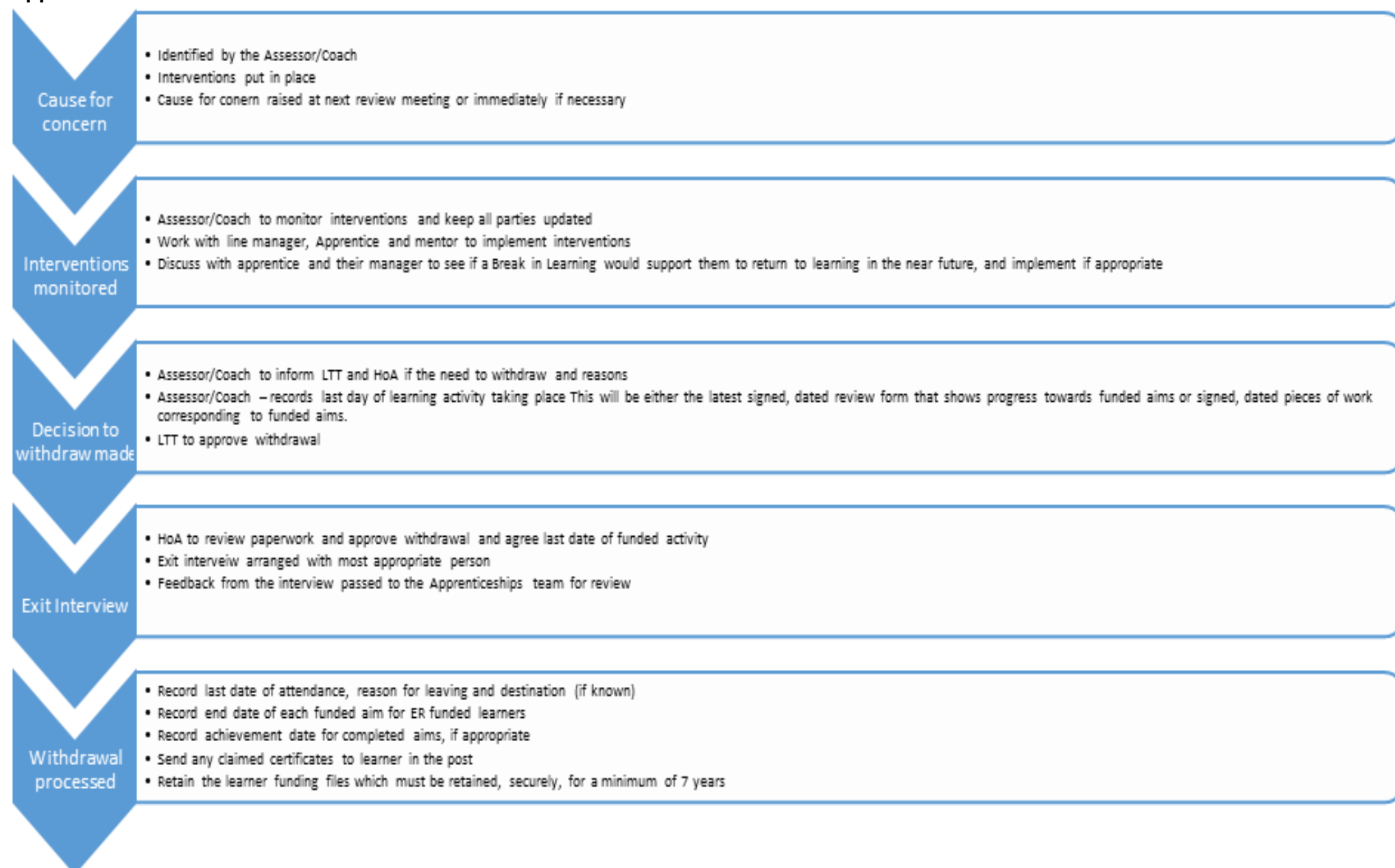
This Equality Impact Assessment form must be completed and forwarded to Human Resources Administration Office, Post Point N020 attached to the draft document prior to it being considered for approval. The Responsible Officer must retain the original. In the event that the document appears to be discriminatory, please refer to your Human Resources Manager/Adviser who will be able to advise you in accordance with employment legislation.

DOCUMENT TITLE:	Break in Learning and Withdrawal Policy					
GROUP/DIVISION/DEPARTMENT:	Strategy, Research and Innovation. Apprenticeship Delivery Team					
NAME AND JOB TITLE OF RESPONSIBLE OFFICER	Head of Apprenticeships and Leadership Development					
1. SERVICE USERS – Check for <u>DIRECT</u> discrimination against any minority group						
Does your document contain any statements which may exclude people from using services who otherwise meet the criteria under the grounds of:	Response		Action Required		Resource Implication	
	Yes	No	Yes	No	Yes	No
Age		X		X		
Gender		X		X		
Disability		X		X		
Race		X		X		
Religion or Belief		X		X		
Sexual Orientation		X		X		
If yes is answered to any of the above, the document may be considered discriminatory and requires review and further work to ensure compliance with legislation						
2. EMPLOYEES – Check for <u>DIRECT</u> discrimination against any minority group						
Does your document contain any statements which may exclude employees from operating under the grounds of:	Response		Action Required		Resource Implication	
	Yes	No	Yes	No	Yes	No
Age		X		X		
Gender		X		X		
Disability		X		X		
Race		X		X		
Religion or Belief		X		X		
Sexual Orientation		X		X		
If yes is answered to any of the above, the document may be considered discriminatory and requires review and further work to ensure compliance with legislation						

3. SERVICE USERS – Check for <u>INDIRECT</u> discrimination against any minority group						
Does your document contain any conditions or requirements which are applied equally to everyone, but may disadvantage certain individuals or groups because they cannot comply due to:	Response		Action Required		Resource Implication	
	Yes	No	Yes	No	Yes	No
Age		X		X		
Gender		X		X		
Disability		X		X		
Race		X		X		
Religion or Belief		X		X		
Sexual Orientation		X		X		
If yes is answered to any of the above, the document may be considered discriminatory and requires review and further work to ensure compliance with legislation						
4. EMPLOYEES – Check for <u>INDIRECT</u> discrimination against any minority group						
Does your document contain any statements which may exclude employees from operating under the grounds of:	Response		Action Required		Resource Implication	
	Yes	No	Yes	No	Yes	No
Age		X		X		
Gender		X		X		
Disability		X		X		
Race		X		X		
Religion or Belief		X		X		
Sexual Orientation		X		X		
If yes is answered to any of the above, the document may be considered discriminatory and requires review and further work to ensure compliance with legislation						
5. Check for ACCESS Discrimination						
Is your document accessible:	Response		Action Required		Resource Implication	
	Yes	No	Yes	No	Yes	No
In a variety of languages		X		X		
To specific disabled service users/employees	X			X		
If no is answered to any of the above, the document may be considered discriminatory and requires review and further work to ensure compliance with legislation						

Name of group/s consulted with on document:	Faculty of Education Management Group
Signature of Responsible Officer:	
Date:	

Appendix B – Withdrawal Procedure



Appendix C – Apprentice Withdrawal Form

Apprentice name:	Department:
Standard:	Original planned end date:
Date of Withdrawal:	Last evidence of learning:
Exit interview carried out:	By whom?
Date of exit interview:	
Has a Break in Learning been offered:	Y / N
If yes has this already been taken and for how long?	If no, reason why BIL not taken:
Reason for withdrawal	
☐	Leaving the Trust
☐	Programme no longer meets career goals and aspirations
☐	Dissatisfied with overall delivery of the programme
☐	Dissatisfied with the level of support provided by manager/department/team
☐	Concerns around health and safety/safeguarding/equality & diversity
☐	No longer able to commit to the apprenticeship due to personal reasons
☐	Changing role within the Trust which no longer supports this apprenticeship
☐	Other
Please provide details to support the reason for withdrawal.	
Completed by:	Date:
Processed by:	Date: