Breaks in Learning

Is it the apprentice's decision to take a break in learning

Yes → Has the break been agreed with the employer?

Yes → Will the break last for more than 4 weeks?

No → This is not a break in learning. The employer should consider a withdrawal if there needs to be a break

Will the break last for more than 4 weeks?
- **No** → This is a short-term absence, not a break in learning. You do not need to record it.
- **Yes** → Does the apprentice plan to return to the same apprenticeship and employer after their break in learning.

Does the apprentice plan to return to the same apprenticeship and employer after their break in learning.
- **No** → This is a withdrawal, not a break in learning. To find out what to do consult the Apprenticeship Funding Rules document.
- **Yes** → This is a break in learning. Off-the-job training must stop for the duration of the break. The main provider must record the break and restart date on the ILR and if necessary, replan any training or assessment. The employer may need to change the apprenticeship agreement.

No → Was the apprentice made redundant

Yes → This is not a break in learning. To check if the apprentice is still eligible for funding, use the redundancy information in the funding rules.

No → Was the apprentice dismissed
- **No** → This is not a break in learning. The employer should consider a withdrawal if there needs to be a break
- **Yes** → This is a withdrawal, not a break in learning. To find out what to do consult the Apprenticeship Funding Rules document.