

## Guidance on Supporting Degree Apprentices in Redundancy

The purpose of this document is to provide guidance and information regarding support for apprentices that have been made redundant in line with Education and Skills Funding Agency (ESFA) funding rules for apprenticeships.

Where an apprentice is made redundant the training provider should support the apprentice in seeking alternative employment within a 12-week period. ESFA will support this process. Where an apprentice is placed on unpaid leave or the nature of their employment no longer supports their apprenticeship, it should be considered whether a break in learning would be appropriate.

Dependent on an apprentice's particular circumstances, training will continue to be funded for a period of time enabling schools to support them to continue training whilst looking for an alternative employer.

Schools should ensure that apprentices have access to the support of the University Careers Service including all online materials on CV and cover letter writing, job search strategy, networking, interview preparation.

Apprentices are able to approach employers directly and make a speculative application. Alternatively, they can access the Government's [vacancy sharing service](#) to look for an employer to continue your apprenticeship with through the.

Dependant on the length of time it takes to secure new employment, apprentices may require a Break in Learning whilst a new training agreement is signed. If this is the case, then apprentices should contact their programme team/apprenticeship team for more advice. Off-the-job hours can continue to be logged through personal development during this time.

### **Coronavirus Support**

The Government has announced a new support package for apprentices who have been made redundant as a result of the coronavirus pandemic, and for employers who can offer a new role to a redundant apprentice.

Apprentices who have been made in these circumstances should contact the [Redundancy Support Services for Apprentices](#)

Guidance on Supporting Degree Apprentices in Redundancy: Version amendment history		
Version	Date	Reason for change
1.0	July 2021	Creation and approval by TLSG
<b>Document control box</b>		
Policy/procedure title:	Guidance on Supporting Degree Apprentices in Redundancy	
Date approved:	July 2021	
Approving body:	TLSG	
Implementation date:	July 2021	
Version:	1.0	
Supersedes:	N/A	
Previous review dates:	N/A	
Next review date:	TBC	
Related Statutes, Ordinances, General Regulations	N/A	
Related Policies:	<ul style="list-style-type: none"> <li>• <a href="#">Policy on Mitigating Circumstances</a></li> <li>• <a href="#">Policy on Interruptions</a></li> </ul>	
Related Procedures and Guidance:	<ul style="list-style-type: none"> <li>• Application of Recognition of Prior Learning for Apprenticeship Programmes</li> <li>• Guidance for Recording Off-The-Job Training in Degree Apprenticeships</li> <li>• Procedure on Break in Learning for Degree Apprenticeships</li> </ul>	
Policy owner:	Head of Student and Academic Services (SAS)	
Lead contact:	Teaching and Learning Manager (Policies and Degree Apprenticeships), Teaching and Learning Delivery, Division of SAS  <i><a href="mailto:teaching-policy@manchester.ac.uk">For any queries or questions relating to this document, please direct your email to teaching-policy@manchester.ac.uk</a></i>	