

## 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 Department for Education (DfE) funding rules for apprenticeships.

Learners who have their apprenticeship agreement terminated by reason of redundancy who, on the day of dismissal, are within six months of the final day of the apprenticeship practical period OR they have completed at least 75% of the apprenticeship practical period specified in the apprenticeship agreement can continue their apprenticeship without being employed under an apprenticeship agreement.

This means that the apprenticeship training can continue and be fully funded providing that the remaining elements, including the End Point Assessment can be successfully completed.

Learners who have their apprenticeship agreement terminated by reason of redundancy who, on the day of dismissal, have completed less than 75% of the apprenticeship practical period specified in the apprenticeship agreement and the remaining training represents a training duration of six months or more should be supported in seeking alternative employment within that 12-week period. This will be funded by the DfE.

Where a learner 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 or withdrawal would be appropriate.

Dependent on a learner'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 learners 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.

Learners 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 with whom they can continue their apprenticeship.

Dependant on the length of time it takes to secure new employment, learners may require a Break in Learning whilst a new training agreement is signed. If this is the case, then learner's 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.

Guidance on Supporting Degree Apprentices in Redundancy: Version amendment history		
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1.1	June 2025	Minor amendments to align to updated funding rules
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Policy owner:	Director of Student and Academic Services (SAS)	
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