Guidance for Managing Maternity, Adoption and Shared Parental Leave for Degree Apprentices

The purpose of this document is to provide guidance and information in order to support schools in applying the policy within the remit of the Education and Skills Funding Agency (ESFA) Rules.

Introduction and Scope

Department for Education (DfE) Funding Rules for Apprentices contain information on the action an employer must take if the apprentice requires a break in their apprenticeship due maternity, adoption or shared parental leave. This includes when to stop and reactivate payments, who to inform and how to record this break to avoid incurring any costs.

The intention of the DfE policy is to allow a learner with minimal training left (less than the available number of KIT days) to complete their apprenticeship during their period of leave or to allow for an incremental return to training prior to returning to the workplace, such as the joining of a cohort. The policy is not designed to support sporadic activity during a long period of leave so where possible, multiple breaks in learning should be avoided.

Monthly payments will not continue during a 12-month maternity absence if only 1 KIT day is used on off-the-job training.

Procedure/Process/Policy

Apprentices on maternity, adoption or shared parental leave *may* use their statutory keep in touch days for off-the-job training. For the purposes of University of Manchester Degree Apprenticeships, apprentices should usually be within six months of the end of the practical period and end-point assessment, or within the end-point assessment period. Where the length of time left on the apprenticeship falls outside of these timescales, requests to use KIT/SPLIT days are to be discussed with the Degree Apprenticeship Team.

When the learner and employer request this, Schools are required to complete an agreement including:

- The learner's reason behind the request to continue apprenticeship training during KIT/SPLIT days
- The number of KIT/SPLIT days intended to be used and the type of training and number of hours proposed to be undertaken on these days. Any training carried out any KIT/SPLIT day would constitute a day's work (and therefore one KIT/SPLIT day)
- The employer's support and endorsement of this use of KIT/SPLIT days
- The provider's support and endorsement of this arrangement
- An acknowledgement by the learner that in undertaking training and/or assessment, including end-point assessment, on KIT/SPLIT days this will impact on their entitlement to

KIT/SPLIT days as well as statutory maternity/adoption/shared parental leave and pay (i.e. they may lose statutory maternity/adoption/shared parental leave and pay if KIT/SPLIT days are exceeded

- Agreement by the employer and provider in relation to the timing of KIT/SPLIT days relative to the monthly payments that the provider will continue to receive if a *break in learning* is not utilised.

In order to avoid multiple breaks in learning, there should not be a gap of 4 weeks or more between two KIT/SPLIT days. If the learner is unable to study on the dates agreed leading to a break of 4 weeks or more between two KIT/SPLIT a break in learning must be implemented.

Schools should ensure that learners take note of the notional personal study hours, that is the non-off-the-job training (OTJ) figure. This is the estimated number of hours over and above the planned OTJ study conducted on KIT/SPLIT days required to keep up with the proposed credit load over the leave period, as it is not expected that learners will be able to complete the full workload using only their OTJ KIT/SPLIT allocation.

Schools should ensure that learners consider whether the notional personal study hours, in addition to the KIT/SPLIT days is a realistic time commitment during their leave period or whether a complete break in learning during adoption, maternity and shared parental leave is the recommended route.

Should a learner be unable to maintain the required workload for both OTJ and notional personal study time, they can implement a break in learning with immediate effect.

Guidance on Supporting Degree Apprentices in Redundancy: Version amendment history		
Version	Date	Reason for change
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1.1	June 2025	Minor amendments to align with updated funding rules

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