



MGSA Apprentice Withdrawal and Break in Learning Policy

1. Context

Manor Green Apprenticeships is committed to providing support for all learners to achieve their qualifications within the agreed time span. The robust recruitment process, which aims to match potential apprentices with the apprenticeship most suitable for both their aspirations and abilities, induction process and ongoing support for assessors and mentors aims minimize potential for withdrawals. However, it is still sometimes necessary for apprentices to either take a break from learning, withdraw, or be withdrawn from their programme of study.

Links to other documents

- Learner recruitment, registration and certification policy.
- Complaints policy

2. Actions and responsibilities

The Apprenticeships Manager is responsible for all actions relating to withdrawal and breaks in learning.

3. Withdrawal

Withdrawal following completion of qualification

Once a learner achieved their qualification and the certificate has been received, the learner will be withdrawn from the programme via the completion protocol.

Withdrawal following non-completion of qualification

1. If an apprentice fails to meet their agreed learning targets on three occasions without good reason, they will be notified in writing that it is the intention of Manor Green Apprenticeships to withdraw them from the programme, and that they have ten working days to respond.
2. If a response is not received within ten working days, the apprentice will be withdrawn from the programme. They will be notified of this in writing. Any completed units should be accredited and certificates requested and sent to the apprentice on receipt.

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3. The apprentice should be recorded as a partial or non-completer according to the completion of full units in line with the Awarding Bodies guidelines.

4. Break in learning

The apprentice may request to take a break in learning where they plan to return to the same apprenticeship programme, provided the reason and expected duration is agreed with the employer. Reasons for an approved break of learning include:

- medical treatment
- parental leave
- other personal reason

Where an apprentice has not been attending sessions with their assessor for more than four weeks, they should be given a break in learning. The Apprentice Manager will liaise with the employer as needed.

The following should not be recorded as a break in learning:

- annual leave and public holidays
- short term absence (up to four weeks)
- the end of an employment or apprenticeship agreement due to redundancy, resignation, dismissal or any other action by the apprentice or employer

Procedure

1. The Apprenticeship Manager should liaise with the employer and apprentice to ensure both understand their rights and responsibilities in relation to a break in learning, and that the employer revises the apprenticeship agreement if required.
2. Breaks in learning must be reported to the EFSA. The Apprenticeship Manager must account for the change and ensure the minimum duration rules are met.
3. The break in learning must be recorded on the apprentice's Individual Learning Record; this must include evidence of the reason for the break in learning.
4. The last date of evidenced learning activity for the programme (before the break in learning) will be entered as the learning end date.
5. Delivery of any required remaining training and/or assessment must be re-planned.

5. Promoting awareness of this policy

We will raise awareness of this policy via:

- Staff and apprentice induction
- Publication on The School Bus (MGA staff and internal apprentices)
- Publication on Quadsdirect (external apprentices)
- Employer sign up process

6. Public Sector Equality Duty (Equality Act 2010)

MGA believes this policy does not prioritise or disadvantage any apprentice, member of MGA staff or partnering employer.

7. Monitoring and review

This procedure will be reviewed annually, taking into account any changes to legislation and guidance.

The Governing Board approved this policy on 5 February 2026

Signed: Colin Hayfield, Chair of Governors

Signed: Helen Hannam, Headteacher and Principal

Date of review or revision	Description	Author or reviewing officer
October 2022	New policy	Apprenticeship Manager
November 2024	Biannual review, inc clarification of wording	Kate Hartup