

Ginger Nut Training.



Document Title

Learner redundancy policy

Originator

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Responsible Person

Quality and Compliance Lead

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Learner Redundancy Standard Operating Procedure

1. Purpose

An apprentice may be made redundant during their apprenticeship. This Standard Operating Procedure sets out how Ginger Nut Training will respond, support the apprentice to continue wherever possible and ensure funding records are processed correctly.

Ginger Nut Training must be informed at the earliest opportunity when a redundancy is proposed or confirmed.

2. Funding Rules

The [Apprenticeship Funding Rules 2026 to 2027](#) provide different support depending on how much of the apprentice's practical period remains on their final day of employment.

The Funding Team must confirm which of the following routes applies.

Route 1: Funded to completion

An apprentice may continue and be fully funded to completion when, on the date of redundancy, they:

- Are within six months of the final day of their practical period; **or**
- Have completed at least 75% of the practical period specified in their apprenticeship agreement.

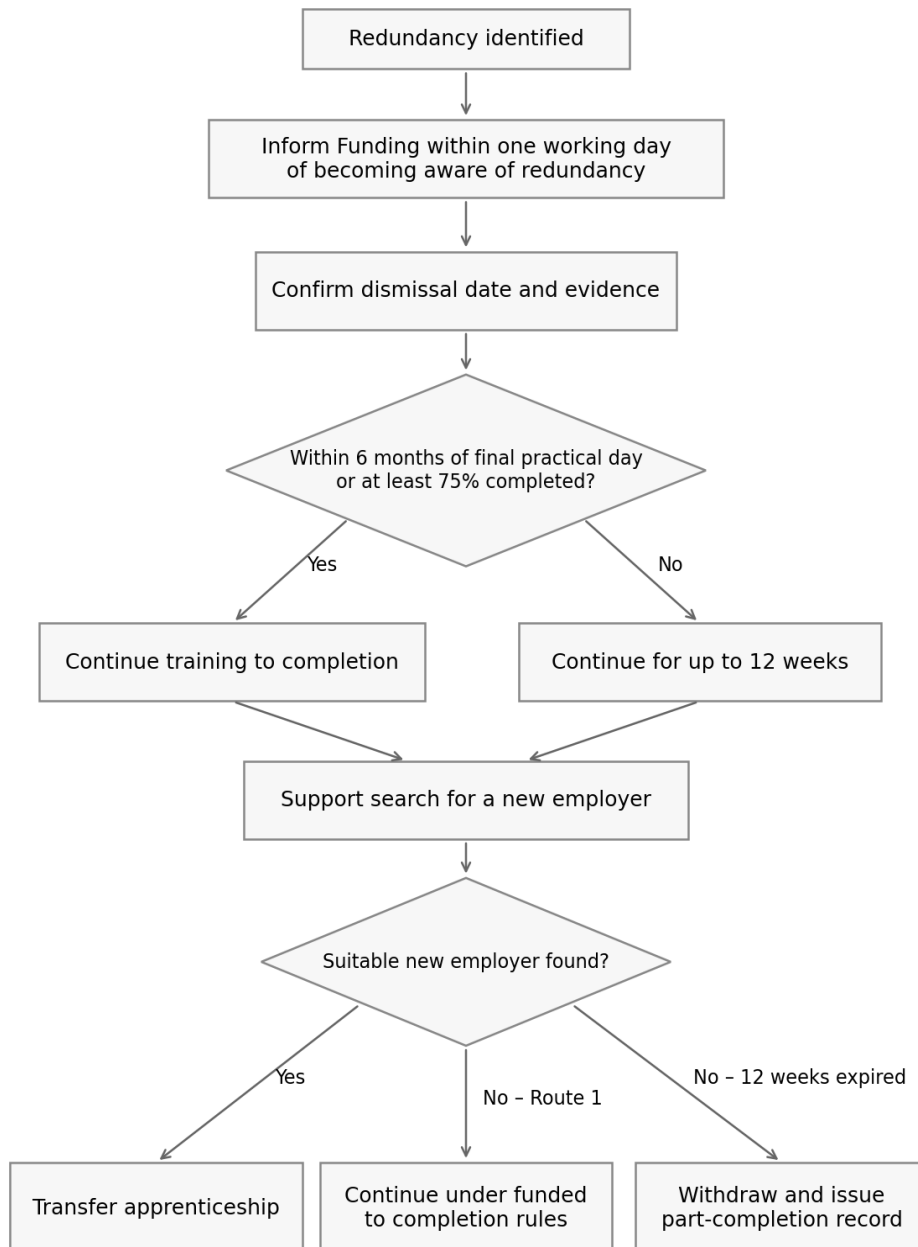
Route 2: Up to 12 weeks' continued funding

Where the apprentice:

- Has completed less than 75% of their practical period; **and**
- Has six months or more of training remaining,

funding may continue for up to 12 weeks while the apprentice looks for a suitable new employer.

3. Process flow:



4. Immediate action

The tutor or staff member must email funding@gingernuttraining.co.uk within one working day of becoming aware of a proposed or confirmed redundancy and provide:

- Apprentice's name.
- Employer and apprenticeship standard.
- Confirmed or proposed redundancy date.
- Reason for the termination of employment.
- Employer confirmation or redundancy notice.
- Current planned and expected practical-period end dates.
- Date of the apprentice's last learning activity.
- Whether the apprentice wishes to continue.
- Any support or safeguarding concerns.

The tutor must consider whether redundancy has created any safeguarding, wellbeing, financial hardship or mental health concerns and escalate these in line with safeguarding procedures where appropriate. Urgent safeguarding concerns must be escalated without delay under those procedures.

Staff must not withdraw the apprentice, record a break in learning or change apprenticeship dates until the Funding and ILR Compliance Officer has confirmed the correct action.

5. Responsibilities

5.1 Tutor or staff member

The tutor or staff member must:

- Report the proposed or confirmed redundancy within one working day of becoming aware of it.
- Discuss the situation with the apprentice and employer.
- Obtain written confirmation from the apprentice confirming whether they wish to continue their apprenticeship following redundancy.
- Maintain contact and continue planned training where instructed.
- Review the apprentice's progress and outstanding learning.
- Support the apprentice to prepare for a new employer.
- Provide information needed for a part-completion record, if required.



5.2 Funding Team

Funding and ILR Compliance Officer must:

- Confirm that the employment ended because of redundancy.
- Determine whether Route 1 or Route 2 applies.
- Record the change in employment status on the ILR.
- Ensure payments from the previous employer's Apprenticeship Service account stop from the correct date.
- Confirm the funding and evidence requirements.
- Coordinate any transfer to a new employer.
- Process withdrawal where a new employer is not found within the permitted period.

5.3 Employer Engagement Team

The Employer Engagement Team must:

- Make reasonable efforts to help the apprentice find a suitable new employer. Examples include contacting existing employer partners about suitable vacancies, identifying and sharing relevant apprenticeship vacancies, supporting the apprentice with their CV and applications, and following up employer enquiries.
- Keep a record of employer-search activity.
- Support the new employer with Apprenticeship Service arrangements.
- Inform the Funding and ILR Compliance Officer within one working day of becoming aware that new employment has been secured.

5.4 Employer

The employer must:

- Confirm the reason for dismissal and the final date of employment.
- Provide the required redundancy evidence.
- Ensure its Apprenticeship Service record is updated where required.
- Support an orderly handover wherever possible.

6. Route 1: Funded to completion

Where the apprentice qualifies for full funding to completion:

- GNT may continue delivering the remaining training without an apprenticeship agreement, provided all remaining elements can be successfully delivered.
- This includes any outstanding assessment or end-point assessment.



- The government will fund 100% of the remaining eligible costs, up to the funding band maximum.
- GNT must make reasonable efforts to help the apprentice find a new employer, for example by contacting employer partners about suitable vacancies, sharing relevant apprenticeship vacancies and supporting applications. Employer-search activity and outcomes must be recorded.
- If a suitable new employer is found, the new employer assumes the remaining benefits and liabilities.
- GNT must agree any necessary arrangements with the new employer and update the apprenticeship records.
- The apprentice may take unrelated employment or become self-employed without automatically losing the funded-to-completion arrangement.

7. Route 2: Continued funding for up to 12 weeks

Where the apprentice qualifies for the time-limited arrangement:

- GNT may continue training for up to 12 weeks while the apprentice seeks a new employer.
- The apprentice may continue without an apprenticeship agreement during this period.
- Funding will cover the previously negotiated price for the permitted period.
- GNT must make reasonable efforts to find a suitable new employer, for example by contacting employer partners about suitable vacancies, sharing relevant apprenticeship vacancies and supporting applications. Employer-search activity and outcomes must be recorded throughout the 12-week period.
- The apprentice may take unrelated employment during the 12-week period.
- Self-employment does not count as securing a suitable new apprenticeship employer under this route.
- If a suitable new employer is found, the apprenticeship must be transferred and the records updated.
- If no suitable employer is found within 12 weeks, the apprentice must be withdrawn by reason of redundancy.

8. Record of apprenticeship part-completion

Where the apprentice is withdrawn because a suitable new employer has not been found within 12 weeks, GNT must issue a record of apprenticeship part-completion.

This must include:

- Apprentice's details.
- Apprenticeship level and standard.
- Start date and planned end date.
- Percentage of the apprenticeship completed.
- Summary of the knowledge, skills and behaviours developed and evidenced.
- Details of any mandatory qualifications or units achieved.

A copy must be provided to the apprentice and retained in the evidence pack.

9. Updating records

Depending on the circumstances, the following must be updated:

- ILR.
- Apprenticeship Service account.
- OneFile and DocuWare.
- Employment information.
- Training plan and delivery schedule.
- Apprentice risk status.
- Employer-search activity.
- New apprenticeship agreement where a suitable employer is secured.
- Withdrawal records and part-completion record, where applicable.

All records must use the confirmed redundancy and employment dates and be supported by clear evidence.

10. Employer-provider arrangements

Where Ginger Nut Training is both the employer and training provider:

- The apprentice must confirm that they wish to continue training with GNT after their employment ends.
- The Funding and ILR Compliance Officer will determine whether GNT can continue as the provider following any transfer, change of employer or self-employment arrangement, in line with the applicable funding rules.
- The new employer or apprentice may need to secure another training provider.

The Funding and ILR Compliance Officer must confirm the correct arrangement before training continues.



11. Guidance

For guidance or support with a proposed or confirmed redundancy, contact funding@gingernuttraining.co.uk within one working day of becoming aware of it.

Version	Date	Owner	Change
11.2	10/2026	Quality & Compliance lead	Updated to reflect the funding rules and clarify redundancy reporting timescales, wellbeing and safeguarding checks, written apprentice confirmation, employer-search examples and responsibility for provider continuation decisions.

J Celino
[J Celino \(Oct 8, 2026 16:22:46 GMT+1\)](#)

Dan Williams
[Dan Williams \(Oct 8, 2026 16:38:13 GMT+1\)](#)

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