

## Ginger Nut Training – Learner Redundancy Policy

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| <b>Document Title</b>         | Learner Redundancy |
| <b>Originator</b>             | Director           |
| <b>Date of Approval</b>       | September 2022     |
| <b>Responsible Person</b>     | Director           |
| <b>Policy Due for Renewal</b> | February 2024      |
| <b>Version</b>                | 10.2.0             |

## Redundancy Policy

As a national provider to both levy and non-levy business we work with over 86 employers across the UK. In some circumstances it is possible that our learners can be made redundant so this policy lays out the steps that we will take to support them in continuing with their apprenticeship and continue to advance their careers.

### Funding Rules

Under the funding rules we have different rights and responsibilities depending on the time that the apprentice has before their planned end date.

### Less than 6 months remaining or more than 75% of learning complete

If the apprentice is within 6 months of the planned practical period end date of their practical period or has completed more than 75% of their apprenticeship we can continue to deliver the apprenticeship and the government will fully fund the remaining training. In this circumstance we must take the following into account:

- Can the apprentice find a job in a related field – we should support them in finding an appropriate role
- If the apprentice can find an appropriate job, then the new employer will take on any remaining benefits and liabilities at this point
- Can the apprentice successfully pass End Point Assessment if they do not find another job or find a job in an unrelated field? If that is the case then we can continue to deliver their training at an agreed location. In these circumstances we should support the apprentice, with the agreement of their current employer in ensuring that they are able to do as much as possible before leaving their current employer.

This can include:

- Portfolio of Evidence – if they need to collect evidence for their portfolios this would need to be done before they leave
- Employer Reference – if a reference is required this would need to be captured before the apprentice leaves the business
- Project – if the learner needs to complete a project then this will need to be completed before they leave
- In most cases it is beneficial to contact the agreed End Point Assessment

- Organisation and discuss specific requirements for EPA as quickly as possible.

### More than 6 months remaining and less than 75% of learning complete

If the apprentice has more than 6 months, but less than 12 months, remaining in their apprenticeship, we can continue to deliver training, fully funded by the government for 12 weeks. During this time, we should support the learner in finding a new employer who could take on the apprenticeship.

If the apprentice cannot find an appropriate employer with which to continue their apprenticeship they should be withdrawn before the end of that period.

### English and Maths

If an apprentice is made redundant, they are allowed to continue with their English and/or Maths functional skills up to and including level 2. Where this delivery continues, we will continue to claim funds at the published apprenticeship English and Maths rates, in line with the ESFA funding rules.

### Record of Apprentice Part Completion

If an apprentice is withdrawn due to redundancy they should be presented with a record of part completion.

This must include:

- Their details
- The level and subject
- The start date and planned end date
- The percentage of the apprenticeship completed
- A summary of the knowledge, skills and behaviours that they have developed and evidenced.
- Where taken, any qualification, or units thereof, achieved.

## Employer Exit

In all cases before the learner leaves their role, we should have the following evidence on file:

- Agreed evidence of final learning
- Exit Form
- Notice of redundancy

Where possible the aim should also be for the learner to have:

- Up to day Scorecard on OneFile
- The learner should capture a copy of their full portfolio, certificates and OTJ evidence
- All assignment completed and approved by tutor

## Employer Transfer

Where the apprentice is successful in finding a new role where they can continue the apprenticeship, arrangements must be made with the new employer.

All appropriate paperwork should be in place including:

- Training Agreement
- Handover / RFS
- Commitment Statement
- Apprenticeship agreement

Adjustments to cost and duration of training should be made with all prior learning and current progress taken into account with the total cost of the apprenticeship delivery not surpassing the recommended funding cap for the apprenticeship.

Where the new employer is non-levy or does not have sufficient levy funds available the co-investment is set at either 10% or 5% of the remaining cost of the apprenticeship, depending upon the start date of the learner's apprenticeship programme.

## Additional Support

All learners to be contacted by our admin team running through governance and available support.

Advice on updating CVs given and signposting to currently available apprenticeships gov link at <https://www.findapprenticeship.service.gov.uk/apprenticeshipsearch> as well as other job sites. Where Ginger Nut Training are working with employers to recruit for an appropriate role these should be highlighted.

Offer of free tutor support initial and ongoing support at this stage in accordance with guidance above.

Subject to length of redundancy we would be working to the following timeframe:  
Tutor support. Initial call same day where possible with immediate action plan sent across.

- 2-week review
- 4-week review
- 8-week review
- 11 week review