

Ginger Nut Training.



Document Title

Learner redundancy policy

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Learner Redundancy Policy

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.

In the instance of Redundancy, Ginger Nut Training must be informed at the earliest opportunity to ensure the appropriate support can be put into place.

Funding Rules

Under the 2024/2025 funding rules different rights and responsibilities depending on the time that the apprentice has before their planned end date.

[Apprenticeship funding rules 2024 to 2025 \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

Apprentices 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.

In this circumstance we must take the following into account:

- Apprentices who meet the above definition may continue their apprenticeship training without being employed under an apprenticeship agreement. In these circumstances the Ginger Nut Training can continue to deliver the apprenticeship training so long as all the remaining elements, including the end point assessment, can still be successfully delivered.
- The Government will fund 100% of the remaining costs of the total price, up to the funding band maximum.
- Ginger Nut Training will make reasonable efforts to find the apprentice a new employer.
- If the apprentice finds a new employer where they can complete their apprenticeship, the new employer will take on any remaining benefits and liabilities at this point. Ginger Nut Training must work with the new employer to put this in place.
- In the case of an employer-provider, the apprentice must wish to continue to train with an organisation that they no longer work for.
- Where the provider is an employer-provider: If the apprentice finds a new employer, the current employer-provider can no longer continue to deliver training. It would be the responsibility of the new employer to secure a provider for the apprentice, should both parties wish to continue with the apprenticeship.

Apprentices 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:

In this circumstance we must take the following into account:

- Apprentices who meet the above definition may continue their apprenticeship training without being employed under an apprenticeship agreement and Ginger Nut Training can continue to deliver the apprenticeship training, where it can be successfully delivered, for up to 12 weeks whilst they seek a new employer.
- The Government will fund the remaining costs of the price previously negotiated for up to 12 weeks, while the apprentice seeks a new employer.
- Ginger Nut Training will make reasonable efforts to find the apprentice a new employer.
- If the apprentice finds a new employer where they can complete their apprenticeship, the new employer will take on any remaining benefits and liabilities at this point. Ginger Nut Training must work with the new employer to put this in place.
- If the apprentice takes a job with an employer which is not related to their apprenticeship, the Government will continue to fund the remaining costs for up to 12 weeks.
- Where a new employer is not found within 12 weeks, Ginger Nut Training must record the apprentice as withdrawn from their apprenticeship (by reason of redundancy) and they must issue the apprentice with a 'record of apprenticeship part-completion' to support them to find new employment.
- This record must include, as a minimum:
 - a) details of the apprentice
 - b) details of the apprenticeship (level, subject, start date and planned end date)
 - c) the percentage of the apprenticeship completed
 - d) a summary of the knowledge, skills and behaviours that the apprentice has developed and evidenced during their time on the apprenticeship
 - e) in the case of apprenticeships with mandatory qualifications, the qualification, or units thereof, achieved.
- In the case of an employer-provider, the apprentice must wish to continue training with an organisation that they no longer work for.
- Where the provider is an employer-provider: If the apprentice finds a new employer, the current employer-provider can no longer continue to deliver the training. It would be the responsibility of the new employer to secure a new provider for the apprentice, should both parties wish to continue with the apprenticeship.