



## COVID-19 Guide for Apprenticeships

### Employers and their apprentices

- Even if your apprentice is no longer in work, check with your training provider to see if they are offering any digital or distance learning
- In circumstances related to COVID-19, employers should use the 'Pause' function in the apprenticeship service. Employers must only use the 'Stop' function when they are certain that training will not resume at any point. Using 'Pause' will stop payments temporarily and allow the employer and apprentice to resume the apprenticeship at a later date. *(This is a big one as before this could only be done by the apprentice)*
- This can be in the shape of a short pause in their learning of less than four weeks while still completing by their planned end-date, or they could take a formal break in learning of 4 weeks or more and re-calculate the planned end-date upon their return to learning
- Through the Coronavirus Job Retention Scheme, all UK employers (which apprentices are) will be able to access support to continue paying part of their employees' salary for those employees that would otherwise have been laid off during this crisis. HMRC will reimburse 80% of furloughed workers wage costs, up to a cap of £2,500 per month

### Apprentices

- Through the Coronavirus Job Retention Scheme, all UK employers (which you as an apprentice are) will be able to access support to continue paying part of their employees' salary for those employees that would otherwise have been laid off during this crisis. HMRC will reimburse 80% of furloughed workers wage costs, up to a cap of £2,500 per month

- Where you are no longer able to work, but have not been made redundant, you can take a break from your apprenticeship and resume when you return to work. Please get in touch with your training provider who will inform us of a break in learning
- Apprentices may be entitled to access Universal Credit during a period of unpaid leave. They may also have access to Universal Credit even if they were working and being paid. Being laid off or on a lesser number of hours could increase the rate of Universal Credit entitlement
- If you are made redundant, speak to your training provider, if you are made redundant as your apprenticeship training may be able to continue. Your training provider may still be able to offer training, based on your circumstances, in the short term. They may even be able to support you in finding a new employer

### **Apprenticeship providers**

- Apprenticeship training providers will continue to be paid retrospectively for the training they have delivered and can evidence
- Where learners take breaks in learning, training providers must report this in line with the guidance below. Training providers will not receive payments for learners who are on breaks in learning
- Where the COVID-19 outbreak results in loss of income due to ceased or reduced delivery of training, training providers should consider their eligibility and apply for the wide range of financial support that HM Treasury has already announced for businesses
- Training, which cannot be delivered in March, but for which the training provider receives payment, should be delivered within the remainder of the apprenticeship, and the previously agreed total cost of the apprenticeship, before the planned end-date
- For the avoidance of doubt, during breaks in learning it is not necessary for apprentices to comply with the minimum of 20% off-the-job training requirement
- Apprentices who are deemed ready for assessment and cannot be assessed due to COVID-19 related issues, will be able to have their EPA rescheduled. Where there is a specified time limit for EPA post gateway, a further pause of 12 weeks is allowable