



FOR THE FUTURE
**COOL BLUE
COLLEGE**

**Break In Learning
Policy**

Form: CP-059

Revision: 00



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0191 510 0414

Contents

Purpose.....	3
Acceptable reasons for breaks in learning.....	3
What the learner or employer should do	3
Actions Cool Blue College	3
Review of Policy Statement.....	4

Purpose

In line with Funding Agency requirements, this policy sets out how Cool Blue College will respond to and manage breaks in learning for apprentices.

Acceptable reasons for breaks in learning

Circumstances which may cause a break in learning for an apprentice include but are not limited to:

- 1) Ill Health
- 2) Pregnancy
- 3) A Custodial Sentence
- 4) Remand in Custody
- 5) Care for another
- 6) Death of Family Member

What the learner or employer should do

As soon as it is known that a learner is temporarily unable to continue with their training, they (or their employer) should contact their Training Officer to establish the reason and agree the duration of the break.

Actions Cool Blue College

1. Agree and record the start and end date of the agreed break (although this can be reviewed)
2. Evaluate the impact of any expected or known changes to qualifications that form part of the apprenticeship standard to ensure the learner's continued progress is not hampered should standards change
3. Advise the Skills Funding Agency of the break in learning and update the learner's records accordingly
4. Contact the learner at least one month prior to the agreed return date to confirm return to work and training.

Once the Break in Learning has been agreed with the Training Officer, details should then be highlighted and discussed with the Managing Director and Admin. This may affect any ongoing claims, performance reviews and should be demonstrated before such matters are uploaded.

Review of Policy Statement

This procedure will be reviewed at minimum, on an annual basis or when necessary, by the Managing Director of Cool Blue College and the Quality & Compliance Coordinator

Date of Review	Print Name	Position
9 th January 2023	Mark Clelland	Director
	Luke Stavers	Quality & Compliance



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