



Break in Learning and Termination of Training Policy: Teacher Apprentices

Ripley ITT
Ripley St Thomas CE Academy
Ashton Road
Lancaster
LA1 4RS

t. 01524 64496

e. ITT@ripley.lancs.sch.uk

Website: www.ripleyITT.co.uk

Document Control

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Roles and Responsibilities

The Trust has overall responsibility for the effective operation of this policy. The **Executive Steering Group** is responsible for approving this policy and monitoring its effectiveness. The Executive Steering Group is responsible for ensuring that Teacher Apprentices are treated fairly and consistently in the application of this policy and procedure. The Executive Steering Group has delegated day-to-day responsibility for operating the policy to the SCITT Director. The SCITT Director has specific responsibility to ensure the fair application of this policy and that procedures are followed.

Introduction

Ripley ITT understands that teacher apprentices may need to delay their training or withdraw from their training due to various reasons. Ripley ITT will ensure that teacher apprentices are provided with sound advice and are cognisant of any implications as set out by DfE (funding rules 2024-2025), the employer and the training provider. This policy is not intended to form the basis of a contract between the SCITT and the teacher apprentice and may be amended at any time.

Aims

- > to ensure that teacher apprentices understand how to defer their training and are aware of implications
- > to ensure that teacher apprentices understand how to withdraw from their training and are aware of implications
- > to ensure that teacher apprentices understand the implications of redundancy
- > to ensure that the process of deferring or withdrawing from a Ripley ITT training

programme is completed in a fair and equitable manner in line with our Equality Policy and ESFA funding rules (all current apprentices fall within 2024-25 funding rules).

Deferring a Teacher Apprenticeship Prior to Start

Successful applicants may request to defer their place on the ITT programme until the following recruitment year, if the employer agrees. The deferment must be agreed between the interview and apprentice start date. Both the teacher apprentice and employer should be aware that within this period funding rules may change and places cannot be guaranteed should their chosen course not run the following year.

Applicants should understand this risk before deferring their place. When making an application for a deferred start, applicants may wish to provide as much information as possible to assist with the SCITT's consideration of the request before a determination is made.

Deferred applicants will be expected to make a firm commitment to taking up their place and meet all conditions of offer in a timely manner during the following recruitment cycle otherwise a place on the programme cannot be guaranteed.

Teacher apprentices who are unable to continue their studies for personal, family or health reasons can request an intercalation from the programme. This would involve suspending the training and returning to the programme at a later date.

Intercalation requests will be considered by the SCITT Director and will be approved by the Accounting Officer.

The following considerations apply:

- (i) Teacher apprentices who intercalate will need to inform the SCITT Director if they decide to withdraw from the programme rather than return
- (ii) Teacher apprentices who are scheduled to return from an intercalation will be required to attend an interview with the SCITT Director at least one month prior to return and will be expected to keep in occasional contact during the intercalation period
- (iii) An Occupational Health assessment may be needed before training can recommence
- (iv) Teacher apprentices will be required to undertake new DBS and online checks prior to restarting the programme.
- (v) Teacher apprentices will be required to complete safeguarding training before restarting the programme.

Requests for intercalation need to be made using the Intercalation Request Form which is available from the SCITT Administrator.

Break in Learning

Ripley ITT must use a break in learning where there is no plan for active learning (off-the-job training or English / maths training) to take place within a calendar month.

We have clarified that when an apprentice takes a break in learning and returns to the same apprenticeship, they will return to the same funding rules they were following prior to their break.

This break in learning will be recorded on the Individual Learning Record (ILR). If a teacher apprentice does not attend off-the-job training due to annual leave or short terms absence, a break in learning will not be triggered if some active learning has taken place that calendar month.

Ripley ITT understands that it may be necessary for a teacher apprentice to take a break in learning. This can be for several reasons, including health, parental leave or other personal reasons. Any break in learning must be approved by both the employer and training provider. The apprentice may also take a break from learning without taking a break from work.

When a break in learning is agreed, the apprentice and their employer must revise the date in the apprenticeship agreement and the provider must revise the training plan, to account for the duration of the break. The duration of the apprenticeship and the required volume of off-the-job would therefore remain the same as though there had been no break in training (break in learning).

Apprentices on maternity, adoption or shared parental leave may use their statutory keeping in touch (KIT / SPLIT) days to continue with off-the job training during their period of leave.

Inactive Learning Periods

If a teacher apprentice is not engaged in active learning for a calendar month, a break of learning is triggered.

Grounds for a Break in Learning

Ripley ITT reserves the right to decide whether there are reasonable grounds for an intercalation request and the right to refuse the request at its absolute discretion. Intercalation will not be permitted on the following, but not exclusive, grounds:

- Teacher apprentice is under Cause for Concern or At-Risk procedures
- Teacher apprentice has failed to meet the Teachers' Standards
- Teacher apprentice is under disciplinary procedures
- Teacher apprentice has invoked a complaints process
- Teacher apprentice is under Fitness to Practice procedures

Redundancy

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:

Apprentices who meet the above definition may continue their apprenticeship training without being employed under an apprenticeship agreement. In these circumstances the Ripley ITT will continue to deliver the apprenticeship training so long as all the remaining elements, including the end point assessment, can still be successfully delivered.

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:

Apprentices who meet the above definition may continue their apprenticeship training without being employed under an apprenticeship agreement. In these circumstances Ripley ITT will continue to deliver the apprenticeship training, where it can be successfully delivered.

Ripley ITT will record the change in employment status in the ILR.

Maternity Leave

A break in learning must be used to pause funding if there is a clear calendar month between two KIT / SPLIT days.

An apprentice may carry out up to 10 days' work for her employer without bringing her maternity leave period to an end (referred to as keeping in touch or KIT days). If an apprentice wishes to use any of her 10 designated KIT days to continue apprenticeship training and / or assessment, including end-point assessment, they may do so. Where KIT days are to be used for off-the job training during a period of maternity leave, you are required to agree in writing, with the apprentice and the employer, certain details. A copy of this agreement is to be kept in the apprentice evidence pack.

Apprentices will lose their entitlement to statutory maternity pay and may bring their statutory maternity leave to an end if they undertake more than 10 days' work (their KIT entitlement) during their maternity leave. This may not affect any contractual rights.

Adoption Leave

An apprentice may carry out up to 10 days' work for their employer during their statutory adoption leave period without bringing their statutory adoption leave or adoption pay period to an end (referred to as keeping in touch or KIT days). Where KIT days are to be used for off-the job training during a period of adoption leave, you are required to agree in writing, with the apprentice and the employer, certain details. A copy of this agreement is to be kept in the apprentice evidence pack.

Shared Parental Leave

An apprentice may work for up to 20 days during the shared parental leave period for each of their employers without bringing their leave to an end. These days are "shared parental leave in touch" (SPLIT) days. These are separate and additional to any KIT days during a period of maternity or adoption leave. Where SPLIT days are to be used for off-the job training during a period of shared parental leave, you are required to agree in writing, with the apprentice and the employer, certain details. A copy of this agreement is to be kept in the apprentice evidence pack.

Paternal Leave

Statutory paternal leave is a maximum period of 2 weeks. In this circumstance Ripley ITT will structure the off-the-job training delivery around any paternal leave allowing the apprentice to complete training as per the original plan.

Termination of Employment

If a teacher apprentice's employment is terminated due to resignation, misconduct, incompetency or incapability the apprenticeship programme will also be terminated and the individual cannot continue with their off-the-job training. It is the employer's responsibility to inform the training provider, Ripley ITT as soon as possible.

Confidentiality

All information resulting from the procedures set out in this Policy will be treated confidentially and in line with data rights and obligations, as set out in the Data Protection Act 2018. The process will be treated with confidentiality. However, the desire for confidentiality does not override the need for the Executive Steering Group, Chief Executive (and / or delegated Senior Leader/s where appropriate), to quality assure the operation and the effectiveness of the system. All documents produced as part of the process will be treated as personal and confidential.

Evaluation of procedures

The SCITT Director will review procedures every year or when new DfE funding rules are published. The policy will be approved by the Executive Steering Group.

Appendix 1 Ripley ITT Break In Learning Form

It is important you read the Break in Learning and Termination of Training Policy: Teacher Apprentices prior to completing this form.

TEACHER APPRENTICE DETAILS:

Teacher Apprentice name:

BREAK IN LEARNING DETAILS:

Requested start date of break in learning:

Expected date of return (if known):

Reason for intercalation:

(please give brief details)

(if the reason is of a medical nature please
attach appropriate evidence)

TEACHER APPRENTICE SUPPORT AGREEMENT:

Named contact:

Agreed channel of communication:

(e.g. telephone, email)

Agreed frequency of contact:

Teacher Apprentice declaration and signature:

I confirm that the information on this form and any supporting evidence is true and accurate. I also understand that, prior to being allowed to resume the programme if my request to intercalate is for medical reasons I may be required to provide medical evidence to confirm I am fit to return. I am aware that I am required to declare any criminal convictions received since my original application.

Signed

Date

Ripley ITT declaration:

I confirm I have discussed fully with the apprentice any areas where he/she may experience problems when they return to the programme on the agreed return date. I have met with the apprentice and confirm that the apprentice is at an appropriate point within the programme to intercalate.

Signed

Date

Employer declaration:

I confirm I have discussed fully with the employee the reasons to take a break in learning and agree to the break in learning.

Signed

Date

IMPORTANT:

1. Teacher apprentices who intercalate will need to inform the SCITT Director if they decide to withdraw from the programme rather than return.
2. An Occupational Health assessment may be needed before training can recommence.
3. Teacher apprentices may be required to undertake new DBS and online checks prior to restarting the programme.
4. Teacher apprentices will be required to complete safeguarding training before restarting the programme.

*****Office Use Only*****

Break in Learning approved by SCITT Director:

Signed

Date

Approved by Accounting Officer:

Signed

Date