

## Employer Guidance and FAQs

The following Guidance and FAQs are based on the latest government guidance for Apprenticeships to be found at the gov.uk website as well as queries raised from employers directly.

We will continue to update these as appropriate during the coming days and weeks. If you have questions which are not covered by the below, please contact us on [apprenticeships@ccn.ac.uk](mailto:apprenticeships@ccn.ac.uk) and we will come back to you.

### Breaks in Learning

As a result of the current situation it is likely that the need for a Break in Learning will become more commonplace.

There are two types of Break in Learning:

- less than 4 weeks – in these circumstances neither you as the employer nor CCN as provider needs to report the interruption, the end-date for the apprenticeship remains the same and there is no change to the payment of funding
- more than 4 weeks – in these circumstances, you as the employer and/or CCN as the training provider must report a formal break in learning. Where a break in learning is reported, the payment of funding to the training provider will be suspended for the duration of the break in learning.

Funding rules currently state that a break in learning must be initiated by the apprentice. **Employers and training providers can now, temporarily, also report and initiate a break in learning where the interruption to learning is greater than 4 weeks.**

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. When the break in learning ends and training resumes, the 20% off-the-job training requirement will apply over the remaining amended duration of the apprenticeship.

### Furlough Arrangements

Employers may wish to furlough apprentices during the period covered by the Coronavirus crisis. This involves reducing apprentice hours but not laying them off, thereby supporting the eventual completion of the apprenticeship.

Through the Coronavirus Job Retention Scheme, all UK employers 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.

### Levy Payers - Arrangements for disrupted training delivery in March

During March, levy-paying employers should not use the apprenticeship service to 'pause' or 'stop' payments to the training provider, where some training has been delivered in March. Doing so will result in the training provider not receiving any payment for these apprentices.

## Levy Payers - Arrangements for April and beyond

For a break in learning greater than 4 weeks that begins on or after 1st April:

- the apprenticeship should be 'paused' by the employer through the apprenticeship service at the point the break in learning begins. The employer should not 'stop' the apprenticeship through the apprenticeship service as this will prevent it resuming subsequently.

## FAQs

### 1. What is the current situation regarding Covid-19 and the college?

The college continues to follow all government guidance. The college will not be hosting face to face college sessions with apprentices either on-site or at employer premises. However, learning can continue for apprentices through a range of online methods. Individual tutor/assessors and lecturers will be in touch with employers and apprentices to outline how this will work in your circumstances.

### 2. My business is suffering already from the situation and we are worried we will no longer be able to afford to pay an apprentice.

We understand that this is a challenging time for many businesses we work with. Please contact our Apprenticeships team by emailing [apprenticeships@ccn.ac.uk](mailto:apprenticeships@ccn.ac.uk) if you are concerned about being able to continue to support an apprentice. There are potential solutions which we can explore to ensure that apprentices and employers are not disadvantaged.

### 3. In order to maintain some level of productivity and ensure a restricted working environment, we have organised split shift working for all our employees. Are there any restrictions to the working hours that apprentices can do? For example, we are running a 05:30 to 13:00 shift.

By law, apprentices aged 16-17 can only work between the hours of 07.00 and 22.00 unless they are in a specific industry. See [here](#) for further guidance.

### 4. Can apprentices work from home on their own?

Apprentices in some roles may be able to work from home if structures are put in place to support them and ensure that they are able to continue learning.

### 5. My Apprentice currently works 30 hours including the college day. If I do not have enough work to support us both can I decrease the hours?

It is possible to reduce hours for an apprentice. Contact us at [apprenticeships@ccn.ac.uk](mailto:apprenticeships@ccn.ac.uk) for individual guidance on how this would operate.

### 6. Due to business continuity measures, all staff are required to be available at their usual place of work. How can my apprentices continue their learning?

If your apprentices are unable to attend their scheduled learning events, there are several options available to you:

- apprentices could engage in digital or distance learning at a convenient time within their agreed working hours

- they could be offered additional on-site tutor/assessor support
- they could take a short pause in their learning of less than four weeks while still completing by their planned end date
- 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.

**7. I am having to move staff into different and/or business critical roles that aren't related to their apprenticeship. What happens to their apprenticeship?**

It is our goal that apprentices can promptly resume their apprenticeship and continue to successful completion of end-point assessment. Funding rules currently state that a break in learning must be initiated by the apprentice. However, during this period, you as an employer or CCN as a training provider, can now temporarily report and initiate this break in learning where the interruption to learning is greater than 4 weeks.

The guidance document sets out what employers and training providers need to do when breaks in learning are more or less than 4 weeks, and if that break commences during or after March.

If that move becomes permanent, please contact us at [apprenticeships@ccn.ac.uk](mailto:apprenticeships@ccn.ac.uk) for further support and guidance.

**8. What do I do if I think an apprentice is not well enough to work (especially in a health setting)?**

Employers should follow the [government's guidance for employers and businesses on coronavirus \(COVID-19\)](#).

**9. I am a non-levy paying employer recruiting for/having apprentices due to start. Can I still go ahead and reserve funds on the system?**

Employers who do not pay the apprenticeship levy are able to reserve apprenticeship funding through the apprenticeship service in line with the published guidance.

**10. What happens to my funding reservation as a non-levy employer, if my apprentice can't start?**

Reservations will expire if they are not turned into a commitment within 3 months of the apprenticeship start date, detailed in the reservation. Where a commitment is needed, and a previous reservation has expired, a new reservation must first be made. We will support you through this process.

**11. Should employers use the 'Stop' or 'Pause' apprentice facility in the apprenticeship service?**

In circumstances related to COVID-19, employers should use the 'Pause' function in the service only where the apprentice is formally taking a break from learning. 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 later.