**Compulsory Break in Learning form**

This form is to be used only for students on a degree apprenticeship programme.

**SECTION A: GENERAL INFORMATION**

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| --- | --- | --- | --- | --- |
| First Name: |  |  | Surname: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date of Birth: |  |  | Student ID: |  |

|  |  |
| --- | --- |
| Email (University): |  |

|  |  |
| --- | --- |
| Apprenticeship programme: |  |

|  |  |
| --- | --- |
| Plan Code: |  |

|  |  |
| --- | --- |
| Break in learning start date: |  |

|  |  |
| --- | --- |
| Anticipated return date: |  |

|  |  |
| --- | --- |
| Has this apprentice been put on a break in learning previously? | Choose an item. |

|  |  |
| --- | --- |
| Year of Course being interrupted: | Choose an item. |

|  |  |
| --- | --- |
| Reason for break in learning: | The Education & Skills Funding Agency (ESFA, government body) dictate that when an apprentice does not log any evidence of learning for the last calendar month, they must be placed on a mandatory break in learning/interruption so that funding is not claimed for their programme. This apprentice has not logged any learning for the last calendar month and a break in learning/interruption should now be instigated. |

Please indicate below the modules that you have yet to complete or are taking as new (if known) on return. Please indicate if the remaining modules are for theory and/or assessments.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Module Code |  | Module Title |  | Type |  | Semester to be completed in |  | Is module being taken in the resit period |
|  |  |  |  | Choose an item. |  | Choose an item. |  | Choose an item. |
|  |  |  |  | Choose an item. |  | Choose an item. |  | Choose an item. |
|  |  |  |  | Choose an item. |  | Choose an item. |  | Choose an item. |
|  |  |  |  | Choose an item. |  | Choose an item. |  | Choose an item. |
|  |  |  |  | Choose an item. |  | Choose an item. |  | Choose an item. |
|  |  |  |  | Choose an item. |  | Choose an item. |  | Choose an item. |

**SECTION B: APPRENTICESHIP COMPLIANCE INFORMATION**

|  |  |
| --- | --- |
| Date of last evidence:  *Please note this date will be more than 4 weeks in the past.* |  |

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| --- | --- |
| Date the apprentice and employer was initially advised of non-compliance: |  |

|  |  |
| --- | --- |
| Deadline date for the apprentice to upload their missing evidence: |  |

|  |  |
| --- | --- |
| Has the apprentice missed the above deadline date? | Choose an item. |

|  |  |
| --- | --- |
| Date the apprentice and their employer was made aware that a break in learning is being instigated: |  |

|  |  |
| --- | --- |
| Date the School was notified that a break in learning is being instigated: |  |

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| --- | --- |
| Additional comments |  |

**SECTION C: PROFESSIONAL & WORK-BASED LEARNING (PWBL) APPROVAL**

|  |  |
| --- | --- |
| Name of PWBL representative requesting the break in learning: |  |

|  |  |
| --- | --- |
| Signed: |  |

|  |  |
| --- | --- |
| Date: | Click or tap to enter a date. |