



Apprenticeship Break in Learning Policy

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Consulted with	WEC Group HR Department
Consultation date	26/11/2025
Date of approval	26/11/2025
Approved by	Group Managing Director
Next review	25/11/2026

Table of Contents

Policy Purpose	3
Policy Scope	3
Our Values	3
Definition of a break in learning	3
Examples of reasons for a break in learning	3
Principles	4
Process for a break in learning	4
Responsibilities during a break in learning	4
Resuming learning	5
Duration and funding	5
Appeals and grievances	5
Confidentiality	5
Review	5
Useful Contacts	6

Policy Purpose

This policy outlines the process and criteria for implementing a break in learning during a Level 2/Level 3 plate welder apprenticeship program at the WEC Group.

It ensures compliance with funding rules, maintains the integrity of the apprenticeship, and supports both the apprentice and the WEC Group during periods when learning must be paused.

Policy Scope

The Apprentice Break in Learning policy applies to all apprentices enrolled on the Level2/ Level 3 Plate Welder programme.

Apprentices may encounter circumstances that necessitate a temporary break in their learning. This policy aims to provide a structured approach to managing such breaks while maintaining the quality of the apprenticeship experience.

Our Values

The WEC Group values are:

- 1) **INTEGRITY**- We will operate ethically, reliably and honestly.
- 2) **EXCELLENCE**- We will exceed expectations and strive to be the best we can.
- 3) **POSITIVITY**- We will bring energy and enthusiasm to both our work and learning whilst being supportive of others, our processes, our customers and the Company.
- 4) **TEAMWORK**- We will work together to be more efficient and productive, resulting in increased innovation, higher morale and improved retention.
- 5) **SAFETY**- We will promote a safety culture within the workplace which is fundamental to our operational excellence.

We align our values to the British Values, which are:

- 1) **Democracy**- giving everyone a voice of opinion
- 2) **Individual liberty**- Freedom of speech
- 3) **The Rule of Law**- No one is above the law, innocent until proven guilty
- 4) **Respect and Tolerance**- respect for people of all backgrounds, cultures, ages, genders, faiths, sexualities and beliefs

Definition of a Break in Learning

A Break in Learning is a formal pause in an apprentice's program of study that temporarily halts training and assessment due to valid circumstances. Apprenticeships may resume once the break ends, and the apprenticeship duration may be adjusted accordingly.

Examples of reasons for a break in learning include, but are not limited to:

- Illness or medical reasons (e.g., extended sick leave).
- Parental leave (e.g., maternity, paternity, or adoption leave).
- Personal reasons (e.g., bereavement or significant personal challenges).
- Changes in employment circumstances that temporarily prevent training.
- Business disruptions affecting on-the-job training availability.

Principles

- **Eligibility:** A break in learning must exceed four consecutive weeks. Periods shorter than this should be handled by the HR department as authorised leave or absences, without impacting apprenticeship funding.
- **Apprentice Consent:** Apprentices must consent to the break and understand its implications on their training and completion timeline.
- **Delivery Team/ Management Engagement:** The delivery team/ department managers must agree to and support the break in learning.
- **Compliance:** All breaks must adhere to the ESFA funding rules and be properly documented on the Learner Management System, Aptem.

Process for a Break in Learning

Initiating a Break in Learning

- The apprentice must notify the Group Apprenticeship Coordinator, in writing, of the need for a break in learning or the Group Apprentice Coordinator identifies the need for a break in learning and informs the apprentice of the process.
- Supporting evidence may be required, such as medical documentation.

Evaluation

- The Group Apprenticeship coordinator, together with the Training Manager will:
 - Assess the validity of the request.
 - Consult with the department manager to ensure the pause aligns with workplace needs.
 - Confirm the anticipated duration of the break.

Approval

- The break must be formally approved by the Apprentice, the Group Apprenticeship Coordinator, the Department Manager and the Training Manager.
- WEC Group will provide written confirmation of the approved break, outlining the agreed start and end dates.

Record Keeping

- All breaks must be recorded in the apprentice's Individual Learner Record (ILR), including:
 - Start and end dates.
 - Adjustments to the apprenticeship schedule.

Responsibilities During a Break in Learning

- **Apprentice:** Maintain communication with the training provider and employer to confirm readiness to resume training.
- **Employer:** Ensure employment continuity (where applicable) and plan for the apprentice's return.
- **Training Provider:** Monitor the apprentice's status and provide support for re-engagement.
- Regular communication will be maintained between the apprentice and the Training Academy during the break to ensure support and to facilitate a smooth return.

Resuming Learning

- The apprentice, employer, and training provider must agree on a re-engagement plan before training resumes.
- A revised training plan will be issued, reflecting changes in duration and schedule.
- Any additional support needs arising from the break will be addressed.

Duration and Funding Implications

The apprenticeship duration will be extended by the length of the break to ensure all required training and assessment are completed.

Funding will pause during the break and resume upon the apprentice's return to learning.

Breaks in learning should generally not exceed six months. Exceptions may be made based on individual circumstances and must be discussed, initially, with the Apprenticeship Coordinator.

Appeals and Grievances

If an apprentice disagrees with the decision regarding a break in learning, they may submit an appeal in writing to their Manager within 10 working days of the decision.

Confidentiality

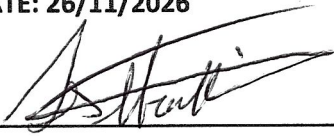
All information related to a break in learning will be handled confidentially in accordance with data protection regulations.

Review

This policy will be reviewed annually to ensure its effectiveness and relevance.

NEXT REVIEW DATE: 26/11/2026

SIGNED: _____



DATE: _____

26/11/25

Steve Hartley, Managing Director

Useful Contacts

WEC Group Engineering Academy Governing Team: Steve Hartley- Chair of Governors Gemma Kennedy- Governor Jamie Sharp- Governor Derrick Connelly Chris Dickinson Neil Burrows	07774 768342 07384 460546 07464 547412 07787 555213 Contact via Gemma Kennedy	steve@wecl.co.uk gemma.kennedy@wecl.co.uk jamies@mtladv.com derrick@wecl.co.uk
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