

Impact of COVID-19 on Apprenticeship FAQs

We are getting a number of calls and emails about the impacts of Covid-19 on Apprenticeships. Please see below a list of FAQs if you need further assistance please get in touch. These will be updated regularly so we will keep you informed throughout the coming weeks.

Changes to learning and employment

This section covers anything that affects how your learning will be conducted, and any breaks in learning activity.

1. If I need to self-isolate, what will happen to my Apprenticeship?

Apprenticeships have been designed to be responsive to changes in Apprentices' circumstances, for example during a period of illness. If you need to self-isolate, please talk to your employer and training provider (Peterborough Regional College) about the best way to continue with your Apprenticeship. The appropriate steps will be agreed based on your and your employer/training provider's situation.

2. I need to take care of myself/a family member. Can I continue my Apprenticeship learning at home?

Yes, this may be possible, depending on your Apprenticeship and whether e-learning is available from your training provider - please speak to your tutor, Assessor or Apprenticeship Recruitment and Liaison Officer about the range of e-learning in place to support your Apprenticeship training.

3. My employer is enforcing a work from home policy and my classroom provision has been withdrawn. What are my options?

If you are unable to attend scheduled learning events please speak with your Tutor or Assessor. Peterborough Regional College already has a full range of e-learning support in place to help progress your Apprenticeship.

4. My employer is asking me to take a period of unpaid leave, what happens to my Apprenticeship during that time?

Where you are no longer able to work, but have not been made redundant, please get in touch with your Assessor or ARLO to discuss the best way of progressing your Apprenticeship.

Once you are back at work, you can resume your Apprenticeship, which we will help with too. You should refer any queries around terms and conditions, including wages, to your employer in the first instance.

The [ACAS website](#) may also be a good source of information.

5. What happens to the Apprentice during a period of unpaid leave in terms of pay? Do I have access to Universal Credit?

Universal Credit may be available for both workers and the unemployed alike, as long as they meet the other conditions of entitlement (including that the applicant and their partner have savings of under £16,000 between them). Apprentices may be entitled to access Universal Credit during a period of unpaid leave. They may also have access to Universal Credit even if they were working and being paid. Being laid off or on a lesser number of hours could increase the rate of Universal Credit entitlement.

Apprentices on unpaid leave may also [be eligible for other benefits](#).

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.

6. How do I record progress towards my Apprenticeship while I am subject to different working conditions like working from home?

You will already be recording your off-the-job training activity using an approach agreed with your training provider - Peterborough Regional College is One-file. Please continue to use this in the coming weeks. If your work circumstances change because of COVID-19, so that the minimum 20% off the job cannot be met, you will need to liaise with your employer and Assessor.

7. My employer is laying me off/making me redundant. What happens to my Apprenticeship?

Please speak to your Assessor or ARLO, if you are made redundant as your Apprenticeship training may be able to continue. We may still be able to offer training, based on your circumstances, in the short term and could even be able to support you in finding a new employer.

Report Redundancy by emailing: apprenticeships@peterborough.ac.uk and a member of the team will be in contact with you.

8. If I can't work/attend training, will I still be paid?

An Apprenticeship is a job with training, so even when you are not able to do your training, you are still employed. You will be paid in line with the details in your employment contract.

Where you are unable to work, we suggest speaking to your employer about their policies on pay. The government is providing a range of support to employers to help them retain and pay the wages of employees (including Apprentices) during the coming months.

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

If you are unable to attend your scheduled learning events, please contact your Assessor or ARLO who will be able to discuss the best way to progress your Apprenticeship with you and your employer.

10. My employer has moved staff into different and/or business critical roles that aren't related to my Apprenticeship. What happens to my Apprenticeship?

It is our goal that Apprentices can promptly resume their Apprenticeship and continue to successful completion of end-point assessment. In this event please talk to your Assessor or ARLO who will be able to support you with the best way to progress your Apprenticeship. If that move becomes permanent, you should look to see which alternative Apprenticeship could transfer to at [Find Apprenticeship Training](#) and liaise with your training provider in the usual way.

11. If my employer thinks I am not well enough to working, can they send me home?

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

Changes to assessment

This section covers all questions related to completion of the Apprenticeship.

12. I am on a fixed-term contract, which would ordinarily have given enough time to complete the training and the end-point assessment. If the training is delayed, and I have not completed my EPA before I leave employment, can I do the end-point assessment afterwards?

You should be employed when you are taking your end-point assessment so please speak to your Assessor or ARLO about your next steps. Where it is agreed a break in learning is necessary, the planned end-date for your Apprenticeship will be moved back. We will work with your employer to reschedule your training, which may also include reviewing your Apprenticeship agreement and commitment statement.

13. What will happen if I am not well enough to take my end-point assessment (EPA)?

If you are unwell, or in a period of self-isolation, and unable to attend your end-point assessment, please contact your Assessor or ARLO as soon as you are able, to allow them maximum time to re-schedule your assessment.

14. Gateways are being delayed and we cannot complete the end-point assessment in the required time frame. Can we extend the EPA timeframe due to the current disruption?

Apprentices who are deemed ready for assessment, and cannot be assessed due to assessor illness, or Covid-19 related measures, are allowed to take a break before taking their EPA, and for the EPA to be rescheduled. Please speak to your Assessor or ARLO to establish the best way forward in your circumstances.

15. If the current situation continues for a long period of time, could the Apprenticeship be awarded without the end-point assessment?

ESFA do not consider this to be appropriate at the current time. Their intention is to safeguard the quality of Apprenticeships, and at this time they believe that the EPA is an important part of that.

If you have any questions at any time you should contact the Apprenticeship Academy Team.

**You can contact your Assessor or ARLO directly email:
apprenticeships@peterborough.ac.uk**