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| --- | --- | --- |
| **Employer Organisation:** |  | **Contact Details During Furlough**please provide an email address that is **regularly reviewed and checked (this can be a work or personal email address)** |
| **Employer Contact:** |  | Phone: |  |
| Email: |  |
| **Apprentice:** |  | Phone: |  |
| Email: |  |
| **Apprenticeship Standard:** |  | **Level:** |  |
| **Apprentice Date of Birth:** |  / / | **Apprentice unique learner number (ULN):** |  |
| **Furlough Start Date:** |  / / 2020 | **Furlough End / Planned End Date:** |  / / 2020 |

Apprentices and Employers signing this agreement agree with the conditions of the Coronavirus Job Retention Scheme and are adhering to the Apprenticeship funding and performance-management rules: -
<https://www.gov.uk/guidance/claim-for-wage-costs-through-the-coronavirus-job-retention-scheme>
<https://www.gov.uk/guidance/apprenticeship-funding-rules>

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| --- | --- | --- | --- |
| **Apprentice:** | You can use an electronic signature or print, sign then send a scanned copy of this document. If neither option is possible please type into this box ’signed by, [your name]’ – in which case please ensure that this document is sent to the University from the email account that you have nominated above or from your work email account  | Date: |  / / 2020 |
| **Employer:** | You can use an electronic signature or print, sign then send a scanned copy of this document. If neither option is possible please type into this box ’signed by, [your name]’ – in which case please ensure that this document is sent to the University and copied to you **after it is signed by you and your apprentice.** | Date: |  / / 2020 |

**Please forward this signed document and a copy of your employer’s written communication confirming
that you have been furloughed, copied to your employer and the university at:
[name] [email xxxxxxxxxx]**

[**Coronavirus Job Retention Scheme**](https://www.bing.com/news/search?q=Coronavirus+Job+Retention+Scheme&qpvt=coronavirus+job+retention+scheme&FORM=EWRE) **– Notes for Employers about Furloughed Apprentices VERSION 2 Updated 29 May 2020**

This document sets out the basic arrangements for the continuation of apprenticeships for furloughed staff. For detailed information on the Coronavirus Job Retention Scheme please consult HMRC’s guidance <https://www.gov.uk/guidance/claim-for-wage-costs-through-the-coronavirus-job-retention-scheme>. Arrangements have been updated and remain changeable so please ensure that you are up to date with the latest government guidance. We will continue to update this form in line with the latest information so please ask us for the most up to date version by emailing xxxxxxxxxxx, if you are furloughing staff on different dates.

**Furloughed Apprentices – Actions for Employers**

1. The Coronavirus Job Retention Scheme allows employers to claim a proportion of furloughed employees’ (employees on a leave of absence) usual monthly wage and other costs. These arrangements have been extended to October 2020 but with changed levels of government and employer contributions – please see the HMRC guidance at the link above for the latest advice and information.
2. To be eligible for the grant, employers must confirm in writing to their employee confirming that they have been furloughed. Please ensure that the University also receives a copy of this notification by emailing xxxxxxx. You must keep a record of this communication to your staff for five years.
3. Where training is undertaken by furloughed workers at the request of their employer, workers are entitled to be paid at least the NLW/NMW for this time. In most cases, the furlough payment will provide sufficient monies to cover these training hours. However, where the furlough payment does not meet the appropriate minimum wage for the time spent training, employers will need to pay the cost of the additional wage.
4. For an apprentice the hourly rate for the minimum wage depends on the individuals’ age – please consult the government National Minimum Wage rate for further advice: <https://www.gov.uk/national-minimum-wage-rates>

**What Furloughing Means for an Apprenticeship**

1. When an employee is furloughed they are still employed, which means that their status as an apprentice does not change, even though they are not in work or undertaking their day to day tasks. A furloughed staff member can take part in volunteer work or training and development, providing that this does not provide services to or generate revenue for, or on behalf of the employer.
2. This means that an apprentice can continue most of the off the job training set out in their Commitment Statement as part of their apprenticeship. This includes, for example taking part in live online lecturers or Tri-partite reviews, participating in online recorded lectures, conducting research or working on university assignments, all which contribute directly to the successful achievement of the apprenticeship and full competency in the workplace.
3. Your apprentice’s line manager can also continue to support their apprentice when they are furloughed and can also continue to participate in the regular three way (Tri-partite) progress reviews with their apprentice and the university. Arranging a progress review may be more difficult but, provided the discussion is about the progress of the apprenticeship, the discussions can take place.
4. **Where the University can continue to deliver training remotely, a furloughed apprentice can therefore continue their apprenticeship during the time that they are furloughed. If we cannot continue your apprenticeship training, we will inform you and your apprentice in writing.**
5. For this purpose, an apprentice may need access to work files, email and other relevant systems or information, or to contact other employees, for example to ask for advice on an assignment. Whilst they are furloughed they must not carry out their normal work but access to information and support for their off the job learning as part of their apprenticeship is an acceptable part of their activity whilst the apprentice is furloughed.
6. If this is not possible, please contact the university and we will explore whether the off the job learning can be continued using other activities. **If your arrangements for furloughing your apprentice change, if they cannot continue, or if we can help with any queries please contact us by emailing [name] email [xxxxxx]**

[**Coronavirus Job Retention Scheme**](https://www.bing.com/news/search?q=Coronavirus+Job+Retention+Scheme&qpvt=coronavirus+job+retention+scheme&FORM=EWRE) **– Notes for Apprentices**

This document explains how staff who have been furloughed by their employer as part of the response to the Covid-19 virus can continue their apprenticeship. We may update this note in line with the latest information so please ask us for the most up to date version by emailing xxxxxxxxxxx at the point when you are furloughed.

**What furloughing means for an apprentice**

1. As a furloughed member of staff you are still employed which means that your status as an apprentice does not change, even though you are not in work or undertaking you usual day to day tasks. Your employer must confirm in writing to you that you have been furloughed and for how long. Please ensure that the University also receives a copy of this notification by emailing xxxx.
2. A furloughed staff member can take part in volunteer work or training and development, providing that this does not provide services to or generate revenue for, or on behalf of your employer. This means that you can continue with most of the off the job training set out in your Commitment Statement during your furlough. This includes, for example taking part in live online lecturers or Tri-partite reviews, participating in online recorded lectures, conducting research or working on university assignments, all which contribute directly to the successful achievement of your apprenticeship and gaining full competency your role. Your line manager can also continue to support you in your off the job training and participate in your Tri-partite reviews as part of their own furlough.
3. Where training is undertaken by furloughed workers at the request of their employer, workers are entitled to be paid at least the National Minimum Wage for this time. Your employer may be able to claim a monthly furlough payment from government to cover part of your wages during the furlough which includes the time you are undertaking training. However, where the furlough payment does not meet the appropriate minimum wage, or if your employer is not eligible for this payment, employers will need to pay these wages when you are engaged in your apprenticeship. For an apprentice, the hourly rate for the minimum wage depends on the individuals’ age – please see the government information on National Minimum Wage rates for further advice: <https://www.gov.uk/national-minimum-wage-rates>
4. **Where the University can continue to deliver training remotely, as a furloughed apprentice you can therefore continue your apprenticeship during the time that you are furloughed. If the University cannot continue your apprenticeship training, we will inform you and your employer in writing.**

**Furloughed Apprentices – Actions for Apprentices**

1. As with all of your off the job learning during your apprenticeship, you must keep a record of the time that you spend undertaking this learning. This is important in order to demonstrate that you are continuing to work towards the minimum level of learning time required by an apprenticeship. Your commitment to this is included in your Commitment Statement, which you and your employer sign at the start of your apprenticeship.
2. To continue with your apprenticeship, you may need access to work files, email and other relevant systems or information, or to contact other colleagues by email or phone, for example to ask for advice on an assignment. You must be mindful though, not to carry out any of your usual work whilst you are furloughed. If you cannot access the systems, documents or support that you need for your apprenticeship, please contact the university and we will explore whether you can continue your off the job learning using other activities.
3. Please make sure that your university contact [role e.g. Academic Mentor / Programme Admin ] has an up to date email and phone contact for you – one which you use and review regularly so that we can keep in touch with you in the event of you losing access to, or us being able to contact you though your usual work or university email address during your furlough.
4. **If your arrangements for furloughing change, if they cannot continue, or if we can help with any queries please contact us by emailing [name] email [xxxxxx]**