



Break in Learning Policy

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1. POLICY STATEMENT

A1 Education & Training mission is to provide vocational education and training programmes to a wide range of learners and employers. We aim to engage actively with learners and employers to identify their training needs and then to provide cost-effective, flexible, and high-quality training programmes that enables learners to achieve and progress. Our vision is to transform lives through Education, Growing the learner and ensuring our employers and learners gain vital knowledge, skills, and behaviours. Our mission and vision are underpinned by our core values which are doing the right thing, innovation through technology, excellence and being the best. It is through our people that we will achieve our vision. They are the most important asset in our business, as they bring to life what we do. All employees act as representatives of the Business and our employer brand. The success of a sector, function or department depends on the performance and behaviours of our people.

2. WHO NEEDS TO KNOW ABOUT THIS POLICY?

All employees, workers, learners, clients, suppliers, contractors, and anyone working on behalf of The Business relating to learners' qualifications.

3. WHAT IS A BREAK IN LEARNING

A break in learning is an authorised break in your training where you “pause” your training. If you can answer ‘yes’ to all the following questions, then this would constitute as a break in learning:

- Is there no plan for any active learning to occur within a calendar month?
- Do you plan to return after your break in learning?
- The reason for the break and its expected duration must be discussed with your tutor. This could include medical treatment, parental leave or leave for other personal reasons.

A short-term absence (including strikes), annual leave and public holidays would not be classed as a break in learning, where you are able to continue actively learning each calendar month. A break in learning longer than 3 months is not allowed unless A1 agrees your circumstances are valid.

It should be noted that should you fail to have any active learning or fail to make payment during your payment plan, for two consecutive months, without prior notice of a break in learning, that a break in learning will be retroactively applied.

4. DECIDING IF YOU SHOULD TAKE A BREAK IN LEARNING

When making your decision, it’s important that you discuss your options with your tutor. A break in learning should only be considered when all other options have been exhausted.

If you decide that a break in learning is required, you must apply for this as soon as it is needed or in advance if possible. It should be noted that should you fail to have any active learning or fail to make payment during your payment plan, for two consecutive months, without prior notice of a break in learning, that a break in learning will be retroactively applied and archiving fees may be applied.

5. HOW TO APPLY FOR A BREAK IN LEARNING

We recommend you only complete the break in Learning request once you have sought advice, and:

1. fully understand the implications that taking a break in learning may have,
2. if you have not already done so, see the information above and get advice before proceeding.
3. Complete the Break in Learning request form and submit to your tutor. A return date must be agreed with your tutor.

6. RETURNING FROM YOUR BREAK IN LEARNING

Before you return to your training, your tutor will send you an email asking you to confirm your return. If you fail to respond, they will archive your assignments completed so far, and an un-archiving fee shall be applied to your account.

Where possible, you will have the same tutor, unless personnel have changed or left the business.

Your learning shall resume and time allocated shall be added onto the end of the course.

7. ADDITIONAL INFORMATION

Learners will still have the allocated time as discussed at induction for the course they are registered. Once the allocated time has lapsed, additional support, as detailed within our terms and conditions, will result in a £75 per month fee until the learner completes and is awarded certificate.

8. RELATED POLICIES

- Equality and diversity
- Reasonable adjustments
- Safeguarding

APPENDIX 1



Break in learning request:

Full name:

Course title:
Date:
Reason:
When are you requesting it from:
When are you requesting it to:
Learner signature:
Tutor name:
Tutor signature:

Important Information

The break in learning cannot be for any longer than 3 months.

If the form isn't completed and authorised by a tutor, then the BIL will not be applied.

If you decide that a break in learning is required, you must apply for this as soon as it is needed or in advance if possible. It should be noted that should you fail to have any active learning or fail to make payment during your payment plan, for two consecutive months, without prior notice of a break in learning, that a break in learning will be retroactively applied and archiving fees may be applied.