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Work-based learning and apprenticeships: coronavirus **GUIDANCE**

coronavirus Information about work-based learning and apprenticeships Part of: during the coronavirus pandemic.

31 July 2020 Last updated: **RELATED**

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Will I be able to go into college to study for qualifications as part of my apprenticeship?

can it go ahead?

What provisions are being put in place if apprentices have to self-isolate, their workplace is closed or vocational learning providers are closed?

GCSEs and A Level exams have been cancelled. Will learner completion of vocational qualifications also be affected, including BTECs?

The business I work for has had to close. Can I get my apprenticeship placement with another company?

Is an apprentice entitled to be paid if they are ill? Will they receive statutory sick pay?

Is an apprentice still entitled to be paid if they are well enough to work, but can't work from home?

What are colleges and training providers doing to make sure it's safe to return?

I'm an apprentice and have been in touch with my training assessor over the last few months online and by phone, can they come into my workplace to do reviews and assessments?

I'm an apprentice and have been told to return to work. What should I do

if I have any concerns about safety in my workplace? What can I do to keep myself safe when travelling to and from my

training centre or employer, and when I return home? My business was due to be paid an Employer Incentive as a result of taking on an apprentice, but due to workplace closure or restrictions the

apprentice can't start yet. Will I still be eligible for the payment? What are the requirements for providers to carry out reviews with

apprentices if employers are closed, or while the apprentice or assessor are social distancing? What evidence should learning providers keep to show that remote

learning and reviews have taken place? Can Traineeship learners still be paid the Training Allowance if they are learning remotely, or are self-isolating or sick?

Learning providers expect to see an impact on apprenticeship recruitment and redundancy as a result of COVID-19, how will this be managed?

provider. Your training provider will need to do a health and safety review to make sure that it's safe for your assessor to visit you in your workplace. I'm due to do a work placement as

this autumn, will it go ahead?

can it go ahead? You may be able to do your work placement, once your training provider has completed a health and safety review of your employer. If so, you will need to

stay two metres apart from other people at the employer and at your training

centre. Your training provider will be able to give you further information.

Will I be able to go into college to study for qualifications as part of my apprenticeship?

To help keep learners and staff safe, we are requiring colleges and other

apprentices is coming into college. If this isn't possible, it may mean that you

need to do some of your training remotely or online. Your training provider will

training providers to follow social distancing requirements if a group of

What provisions are being put in

place if apprentices have to self-

be able to give you more information.

isolate, their workplace is closed or vocational learning providers are closed?

We are encouraging learning providers and employers to support apprentices

to continue their learning, even in self-isolation, where it is possible to do so.

Employers should consider whether learners can work from home if they are

platforms like Skype and Microsoft Teams) to work with learners on a virtual

basis, where it is possible to do so. Your provider will be able to let you know

GCSEs and A Level exams have been

Learning providers have been asked to use available technologies (e.g.

required to self-isolate or their workplace closes.

what specific plans are in place for this.

face-to-face learning.

November 2020.

FAQs.

website

time.

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cancelled. Will learner completion of vocational qualifications also be affected, including BTECs?

close. Can I get my apprenticeship placement with another company? If your workplace has had to close and working from home isn't an option you should contact your learning provider to see if an alternative employer can be

As with all employees, apprentices are expected to heed the Government's advice and stay away from work if they think that they, or someone else in their household, has symptoms of COVID-19.

expected that the employee will be able to claim Statutory Sick Pay (SSP) or, if

Young apprentices (i.e. those under 18) are not eligible for SSP and do not

meet the criteria for UC. In these cases, the Welsh Government will make a

UC whilst on sick leave or self-isolating as a result of COVID-19. More

information on this process will be communicated shortly.

weekly payment of £50 to each young apprentice who is ineligible for SSP and

Where this occurs, and an employer does not have its own scheme, it is

not eligible for SSP, Universal Credit (UC).

Is an apprentice still entitled to be paid if they are well enough to work, but can't work from home?

We are aware that apprentices may well need additional support through this

Learning providers have been asked to use available technologies (e.g.

be able to let you know what specific plans are in place for this.

platforms like Skype and Microsoft Teams) to work with learners on a virtual

In terms of pay, apprentices are employees and employers are expected to

government's support package for employers to prevent redundancies due to

fulfil their employment contract. Employers are urged to explore the UK

basis; where it is possible to do so. If you are an apprentice, your provider will

What are colleges and training

Every college and training provider must complete detailed risk assessments

planning timetables so that they can manage the numbers of people involved;

If you have specific questions, contact your college or training provider who

I'm an apprentice and have been in

and thorough planning before inviting learners and staff to return. This

includes looking at their buildings to make sure that they can follow social

distancing requirements; putting guidance in place for staff and learners;

and stepping up their cleaning and disinfecting arrangements.

will be able to give you details of their arrangements.

touch with my training assessor over the last few months online and by phone, can they come into my workplace to do reviews and assessments?

• Be careful to stay 2 metres away from other people wherever possible Think about how you travel to your workplace or training centre and try to avoid public transport if possible. However, if you do use public transport you will now be required to wear a three layer face covering Wash your hands regularly and thoroughly throughout the day and when you get home • If you feel unwell, tell your employer or training provider immediately, go home, and stay there for 7 days. The main symptoms of Covid-19 are:

There are a number of things you can do to keep yourself and other safe:

For all recruitment on or after 1 August, the Welsh Government is introducing a new incentive scheme to encourage the recruitment of young apprentices and support those apprentices who have been made redundant.

the rationale as to how and why the decision was taken. This could, for example, use CHOC forms, emails or file notes, as long as there is a full audit trail. Providers should document reasons why information, including leaver paperwork, cannot be collected in line with their usual schedule, and should obtain this information at a later date where appropriate. This will be acceptable in future Welsh Government audits.

19, how will this be managed? Providers should continue to log the issues they encounter and we will monitor their data to inform future decisions. At this stage it is still too early to say what

the medium- and longer-term impacts of COVID-19 will be on learner

apprentices made redundant as a result of Covid-19.

However, as from the 1 August the Welsh Government will be introducing

incentives to encourage employers to recruit young apprentices and those

First published Part of Apprenticeships, skills and training 24 March 2020 Support for those in training Last updated 31 July 2020

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I'm due to start an apprenticeship Yes, you should be able to start, but check with your employer and training part of my Traineeship programme,

We are still working on arrangements for vocational qualifications. This is more complicated than for A levels and GCSEs, because most vocational qualifications are offered across the UK and there are many different awarding bodies involved. Some learners also need to do practical assessments to complete their qualifications, which isn't possible while colleges are closed for

Qualifications Wales is working with other UK qualifications regulators and will

be confirming arrangements soon. You can see their latest updates and

ATT: The Association of Taxation Technicians wrote to all learners on 20

examinations, they would be automatically registered for examinations in

More information, and further FAQs can be found directly on the ATT

The business I work for has had to

March informing them that, following the cancellation of the May 2020

Government will be offering an incentive to employers who take on a redundant apprentice. Is an apprentice entitled to be paid if they are ill? Will they receive statutory sick pay?

found to enable you to continue your apprenticeship. From 1 August Welsh

For apprentices following a degree apprenticeship, the Higher Education Funding Council for Wales (HEFCW) will be issuing its own advice.

providers doing to make sure it's safe to return?

and safety reviews on your workplace, and in some cases assessors may need to continue working from home because they or a family member are shielding against Covid-19. Your training provider will be able to give you more information on their plans and timetable. I'm an apprentice and have been told

to return to work. What should I do if I

have any concerns about safety in

You can report any issues relating to protecting people from Covid-19 in the

• on 0300 790 6787 (lines are open Monday to Friday 8:30am to 8pm)

What can I do to keep myself safe

when travelling to and from my

training centre or employer, and

my workplace?

workplace to the Health & Safety Executive:

when I return home?

online using their working safely enquiry form

Yes. Apprenticeship assessors can visit workplaces. This depends on health

o a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature). a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual). a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.

My business was due to be paid an

taking on an apprentice, but due to

apprentice can't start yet. Will I still

For all recruitment prior to 1 August 2020, Welsh Government will allow the

Employer Incentive scheme to be deferred for any eligible employers whose

these cases, providers will be required to maintain evidence of the employer's

apprenticeship recruitment has been delayed as a result of COVID-19. In

be eligible for the payment?

intent to recruit a young apprentice prior to 1 May 2020.

are social distancing?

learners and employers.

place?

or sick?

recruitment and demand.

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of absence

COVID-19 illness or self-isolation.

workplace closure or restrictions the

Employer Incentive as a result of

What are the requirements for providers to carry out reviews with apprentices if employers are closed, or while the apprentice or assessor

Normally, assessor reviews of apprentices are required every 61 days. If this is

not possible due to COVID-19, the learning provider should make every effort

to carry out reviews using virtual methods. Learning providers should keep

records of virtual contact and retain relevant evidence (e.g. emails) from

If it is not possible for the learner to continue, or for virtual support to be

suspended) by their learning provider for as long as required. Providers are

being asked to keep a log of all learners on authorised absence because of

providers keep to show that remote

Where any process can be completed digitally, online and/or authenticated

digitally (signed off) this should be used, as per usual if the provider already

Any changes in process should be fully documented so that auditors can see

provided, the apprentice can be placed on an authorised absence (i.e.

What evidence should learning

learning and reviews have taken

has these processes built in or instead of a usual wet

signature/authentications or paper trail.

Can Traineeship learners still be paid

the Training Allowance if they are

learning remotely, or are self-isolating

Yes, absences resulting from COVID-19 should be treated as authorised and

providers should continue to pay the training allowance throughout the period

Learning providers expect to see an impact on apprenticeship recruitment and redundancy as a result of COVID-

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First published: 24 March 2020

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