

Guidance

Termination of ESFA funding agreements: guidance for apprentices and learners

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1. Guidance for apprentices

This section applies to you if you are undertaking an apprenticeship

If you are on a training programme that is not an apprenticeship, but is funded either in part, or in full, by ESFA or the Student Loans Company, please refer to the [guidance for learners of further education training provision funded by ESFA](#) or the [guidance for learners of further education training provision funded by the Student Loans Company \(SLC\)](#).

If your provider has its apprenticeship funding agreements with ESFA terminated, they may no longer be able to deliver your apprenticeship training for you on behalf of your employer. This means that your employer may need to find another provider to help you complete your apprenticeship programme.

If this happens, ESFA will support both you and your employer by first writing to your employer to notify them of the termination at the earliest opportunity. ESFA will inform your employer about how the termination affects your apprenticeship programme. It will then be your employer's responsibility to notify you what is happening and to keep you informed of any developments that may affect your apprenticeship programme.

If you are taking a break from your apprenticeship programme at the point your provider's funding agreements are terminated, ESFA will write to you directly to let you know what is happening and advise what action you should take when you are ready to continue with your apprenticeship programme.

ESFA will support your employer with identifying suitable, alternative, high-quality provision that will enable you to continue with and complete your apprenticeship programme.

To complete your apprenticeship with another provider, you will need to have full copies of all your learning evidence to date, including any certificates relating to your apprenticeship that you may have received to date. If any of your learning evidence is stored on an online e-portfolio service, you should download copies of all your evidence and work as soon as possible. If you do not have copies of, or access to, all your work, please ask your provider to ensure that you are given a copy of everything you have done. Any new provider will need to assess what work you have done so far to determine what additional learning you still need to do to complete your apprenticeship.

If you have completed all your learning and only have your end-point assessment to do, please refer to the [end point assessments](#) section of this guidance.

If you have any questions about your apprenticeship programme, please discuss them with your employer. If your employer needs any support with your questions, they should [contact ESFA](#) on your behalf.

2. Apprentices that have been made redundant

The [apprentices that have been made redundant](#) page on GOV.UK provides up to date guidance for apprentices that are made redundant.

If your provider has also had their funding agreements with ESFA terminated, support is available for you.

You may be eligible to continue and complete your apprenticeship, regardless of whether you find a new employer. To do this you will need a new provider. ESFA will help you identify a new provider.

If you are not eligible to continue with your apprenticeship without an employer in place, the vacancy sharing service, [find an employer to continue with your apprenticeship](#), can provide you with details of employers who have opportunities available and want to hire redundant apprentices.

Once you have a new employer, ESFA can support them with sourcing a new provider, if required, to help you continue and complete your apprenticeship.

3. Guidance for learners of further education training provision funded by ESFA

This section applies to you if you are a learner undertaking a further education training programme that is not an apprenticeship, and is funded, either in part or in full, by ESFA.

If you have taken out an [Advanced Learner Loan](#) to fund your training programme, please see the section below regarding [guidance for learners of further education training provision funded by the Student Loans Company \(SLC\)](#).

If your provider has its funding agreements with ESFA terminated, they may no longer be able to deliver your training for you.

If this happens to your provider, ESFA will write to let you know about the termination at the earliest opportunity. They will inform you about how the termination affects you and your training programme and whether you will be able to complete your course with the same provider or not.

If you are taking a break from your training programme at the point your provider's funding agreements are terminated, ESFA will write to you to let you know what is happening and advise what action you should take when you are ready to continue with your learning.

If your provider cannot help you complete your training programme during their notice period, ESFA will help you identify a suitable, alternative, and high-quality provider so that you can complete your learning.

If you have any questions about how this may affect you or your learning, ESFA will provide you with direct contact details for the team managing your provider's case. Alternatively, if you do not have direct contact details, you can submit a query using the [ESFA enquiry form](#) which will be redirected to the appropriate team.

4. Guidance for learners of further education training provision funded by the Student Loans Company (SLC)

This section applies to you if you are a learner undertaking a further education training programme that is not an apprenticeship, and is funded in part or in full by an [Advanced Learner Loan](#) from the [Student Loans Company](#) through [Student Finance England](#).

If your provider has had its Advanced Learner Loan funding agreement with ESFA terminated, they may no longer be able to deliver your training for you.

If this happens to your provider, ESFA will notify the Student Loans Company.

If any of your loan is still available to pay for the remainder of your training (such as, your previous provider has not been paid the full amount of your loan yet), the Student Loans Company will write to you to let you know about the termination. They will inform you about how the termination affects you, your loan, and your training programme.

If your loan has already been paid in full to your previous provider, but you still need to complete your training, then please contact the Student Loans Company to discuss how you can fund the remainder of your training.

The [National Careers Service](#) will be able to help you identify a suitable, alternative provider that can help you continue with and complete your learning. Alternatively, you can use [Find a course](#) to look for learning and training opportunities offered by providers contracted with ESFA.

5. Guidance for learners and apprentices enquiring about certificates

This section applies to you if you have completed your apprenticeship or training programme and have not received your certificates.

If you are an apprentice and have completed an apprenticeship standard, your End-Point Assessment Organisation (EPAO) will arrange for your certificate to be sent to your employer. If you have not received it, please liaise with your employer and/or your EPAO in the first instance.

If you have completed an apprenticeship framework or a training programme that is not an apprenticeship, your provider should claim your certificates for you. If you have not received them, please speak to your provider in the first instance. If this is not possible, you should try to contact the appropriate awarding body that is responsible for your qualification. They will be able to confirm if your provider claimed your certificates and whether they were issued. They will also be able to help you about replacement certificates, if required.

You can find contact details for your awarding organisation by searching the [Register of Regulated Qualifications](#) on Ofqual's website.

6. Contact details for further guidance

If you need additional support regarding apprenticeships, please contact [apprenticeship support](#).

For all other queries, you can complete the [ESFA enquiry form](#) which will be redirected to the appropriate team.

7. Related published guidance, policies, and useful links

- [Apprenticeship funding rules](#)
- [ESFA Funding Rules for 2020 to 2021](#)
- [Apprenticeship end-point assessments - rules and guidance](#)
- [Apprenticeship gateway and resits for end-point assessment \(EPA\)](#)
- [The National Careers Service – Find a course](#)
- [Find Apprenticeship Training](#)
- [Redundancy support service for apprentices](#)
- [Apprentices that have been made redundant](#)
- [Register of Regulated Qualifications \(Ofqual\)](#)

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