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- 5.4.1 Where an apprentice is exempted from a part(s) of their programme of study based on prior study/experiential learning (as per 5.1.4.3), the content and duration of the apprentice's study will be reduced to reflect this. The new (reduced) duration should meet the minimum threshold of 12 months to comply with the ESFA Funding Rules.
- 5.4.2 The minimum number of credits that an apprentice must successfully complete at the University to achieve an award can be found in Table A2 of the taught programme regulations.
- 5.4.3 Where an apprentice admitted to a degree apprenticeship programme has been exempted from parts of the programme based on previous study or experiential learning, their final degree class/grade is determined on the basis of the work they have undertaken at the University after entering the programme of study.

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- 6.1.1 Apprentices and their employer must complete the registration process before the start of the first period of teaching so that the apprentice can commence learning and funding claimed from the ESFA.
- 6.1.2 Re-registration will normally be completed annually and will take place between August and mid-October; exceptions to this will require approval at the point of validation. When registering and re-registering, apprentices agree to comply with the University's Regulations, policies and procedures and these are

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- 8.1 In exceptional circumstances where there are confirmed extenuating circumstances, the Academic Registrar⁴ may extend the maximum period of registration for a given apprenticeship for an individual apprentice in accordance with ESFA funding rules, the apprenticeship assessment plan and programme specifications.
 - 8.2 Where an apprentice has been either permitted or required by the University to suspend their registration, this will require a break in learning (see 9.1) as stipulated in the ESFA Funding Rules and will be recorded on the Individualised learner record (ILR). During a break in learning, apprenticeship levy funds must be paused by the employer. Where this is the case, they will resume once the apprentice re-commences training and re-registers with the University. This is subject to a maximum apprenticeship registration timeframe of six years including any such break. Should a break in learning and return episode require a cumulative duration exceeding six years the programme would be deemed a withdrawal and registration end.
 - 8.3 The arrangements and opportunity to re-sit EPA will be confirmed within apprenticeship training agreements with employers. Normally, apprentices will have the opportunity for one re-sit of EPA, additional EPA re-sit opportunities will be exceptional and agreed in advance with employers, including any arrangements for additional fees, if applicable. EPA re-sits may also extend the University registration period.
 - 8.4 Where an apprentice has not completed their studies within the maximum period and has not met criteria set out in Regulations 8.2 and 8.3 above, their registration will be terminated (classified as a 'withdrawal'). In such a case, the Academic Registrar will offer an apprentice who has accrued the necessary credits with the intermediate exit award to which they are entitled if they are not otherwise in breach of University regulations.
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- 9.1 An apprentice who is in difficulties, with their studies or through personal circumstances, may apply to the Academic Registrar for the temporary suspension of their registration. With agreement of their employer to extend their apprenticeship agreement, this can be recorded as a 'break in learning' (otherwise this will be deemed as a withdrawal by the ESFA). A break in learning will only be applied where learning has paused for a period of

apprenticeship dates set. For apprentices who have undertaken a break in learning due to medical conditions, any additional learning support needs should be addressed as per 5.2.

- 10.1 If an apprentice loses their employment through termination, in effect the employer will be deemed to have initiated a withdrawal from their apprenticeship and this will be recorded on the ILR. In this circumstance, the University may assist the apprentice in finding a relevant employer to enable them to progress their apprenticeship. However, this will require a new apprenticeship training agreement, apprenticeship agreement and commitment statement to be signed. Only once these new agreements are in place will re-registration be considered.
- 10.2 Alternatively, opportunities to continue study through a

