

CHANGE IN CIRCUMSTANCES PROCEDURE

Approved: January 2026 | Review Due: January 2027

Salt Training Limited Effective Date: February 2026 Review Date: February 2027

1. Purpose This procedure sets out the steps Salt Training Limited staff must follow when an apprentice experiences a change in circumstances that may affect eligibility, participation, or funding. The aim is to ensure timely ILR updates and compliance with DfE Apprenticeship Funding Rules.
2. Scope Applies to all apprentices and staff involved in delivery, administration, compliance, and ILR submission.
3. Types of Change Covered This procedure applies to (but is not limited to):
 - Change of employer
 - Redundancy or unemployment
 - Move to self-employment or subcontractor status.
 - Break in learning
 - Change in working hours affecting OTJ calculation.
 - Change in programme status (withdrawal, transfer, restart)
 - Extended absence affecting participation.
4. Step-by-Step Process

Step 1 – Notification The apprentice, employer or tutor must notify the Operations Officer as soon as a change occurs. The date of notification is recorded.

Step 2 – Initial Review The Operations Officer reviews the change to determine impact on funding eligibility and delivery. Delivery staff must cease training where eligibility is uncertain until a decision is made.

Step 3 – Evidence Collection Obtain supporting evidence where relevant, including: - Employer confirmation - Learner declaration - Employment documentation - Medical evidence (if applicable)

Step 4 – Completion of Change of Circumstances Form The Change of Circumstances Form is completed recording: - Nature of change - Last date of learning activity - Employment status - Expected outcome (return, transfer, withdrawal)

Step 5 – Compliance Decision The Managing Director determines the funding decision: - Continue learning - Apply break in learning - Apply redundancy continuation rules - Withdraw learner - Restart or transfer learner.

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Step 6 – ILR Update Before the next ILR submission the Operations Officer updates the ILR to reflect the decision, including stop dates, restart dates or change of employer fields.

Step 7 – OTJ and Duration Adjustment Where relevant the Operations Officer recalculates: - Remaining off-the-job training hours - Planned end date Updated details are recorded in the training plan.

Step 8 – Communication The decision is confirmed in writing to the apprentice and employer and recorded in the learner file.

Step 9 – Monitoring The learner is monitored following the change to confirm participation matches ILR status. Any further changes restart this procedure.

5. **Responsibilities**
Tutor: Notify changes immediately and pause delivery if required
Operations Officer: Assess eligibility, collect evidence, update ILR
Managing Director: Authorise compliance decision.
6. **Compliance Checks**
Changes are reviewed during monthly ILR reconciliation and PDSAT review to ensure accuracy of funding claims.
7. **Record Retention**
All documentation is retained in the learner evidence pack in accordance with funding rule retention requirements.

POLICY REVIEW AND MONITORING

This policy is reviewed annually by the Managing Director

Approved by: Kurt Salter
Position: Managing Director
Date: January 2026



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