

## THIS DOCUMENT PROVIDES DETAILS ON FURLOUGHING APPRENTICES ON PROGRAMME

*N.B CORRECT AT TIME OF ISSUE (30<sup>TH</sup> MARCH 2020)*

### Can an apprentice continue on their apprenticeship programme if they have been furloughed?

Yes, the answer to this question is clarified in the latest Government Guidance regarding employees who have been furloughed.

If your employee does volunteer work or training, an apprenticeship will come under the umbrella of training.

A furloughed employee can take part in volunteer work or training, as long as it does not provide services to or generate revenue for, or on behalf of your organisation.

However, if workers are required to for example, complete online training courses whilst they are furloughed, then they must be paid at least the NLW/NMW for the time spent training, even if this is more than the 80% of their wage that will be subsidised.

Extract: <https://www.gov.uk/guidance/claim-for-wage-costs-through-the-coronavirus-job-retention-scheme>

In effect if you are placing an apprentice on the furlough scheme then as long as their wages are maintained at the National Living Wage as illustrated below then they can legitimately continue their apprenticeship.

## WAGE RATES

### Current rates for an apprentice

These rates are for the National Living Wage and the National Minimum Wage. The rates change every April.

Year	25 and over	21 to 24	18 to 20	Under 18	Apprentice
April 2019 (current rate)	£8.21	£7.70	£6.15	£4.35	£3.90
April 2020	£8.72	£8.20	£6.45	£4.55	£4.15

Apprentices are entitled to the apprentice rate if they're either:

- aged under 19
- aged 19 or over and in the first year of their apprenticeship

Example: An apprentice aged 22 in the first year of their apprenticeship is entitled to a minimum hourly rate of £3.90.

Apprentices are entitled to the minimum wage for their age if they both:

- are aged 19 or over
- have completed the first year of their apprenticeship

Example: An apprentice aged 22 who has completed the first year of their apprenticeship is entitled to a minimum hourly rate of £7.70.

Extract: <https://www.gov.uk/national-minimum-wage-rates>

## **Example for Furlough of an apprentice:**

NMW – Apprentice = £3.90 p/h

Example weekly wages - £225 per week

80% covered by furlough = £180 p/w

£180p/w @ 40 hours = £4.50p/h

No need for top up

## **If the wage when on the Employee Retention Scheme (Furlough) does not meet the National Living Wage for an Apprentices does that mean they cannot continue their Apprenticeship?**

In many cases the amount the apprentice will receive will cover the NMW. If this is not the case then we would recommend that you work with us to consider all possible routes for that apprentice. Apprentices are going to be a valuable resource when this current situation and the sector returns to a normal state. We would really stress that where possible we work together to do all we can to minimise the disruption to the apprentice. We do appreciate that all companies will be going through times of financial pressure, but we are here to do all we can to support you.

## **Why should my apprentice/s continue with their learning during this period?**

We would encourage you to minimise the amount of disruption on the apprentice/s learning, as their training provider we are doing all we can to ensure they can continue with their studies. By keeping your apprentice/s on track with their programme they will be able to be mobilise quickly into your business to support with recovery and growth.

## **Can Make UK provide the training my apprentice/s need?**

As the training provider for your apprentice/s we are working at speed to ensure that we maintain a level of learning for the apprentice/s. Our academic learning timetable has been moved into an online format enabling learning to continue. We are exploring all other avenues to cover off as much of the programme as possible during this time. We also have a comprehensive communications strategy in place to ensure that all learners are supporting in terms of wellbeing and learning during this period.

## **What if the training isn't enough to meet the requirements of the Apprenticeship?**

Every Provider is working hard to ensure that the training still meets the original intent to provide a program of training which leads to a successful apprenticeship. The way in which it will be delivered will still focus on meeting those goals, however, in the event that the current constraints on the approach to training are not sufficient then these will be recovered at a later stage, either with new methods of delivery or when Apprentices are able to go back into the centre and/or your workplace. At Make UK we are doing everything we can to work with the governing bodies to ensure that our delivery methods meet the set requirements.

This document is correct as of: (30<sup>th</sup> March 2020)

For further information then please contact our advice line on: 0808 168 5874