

THIS DOCUMENT PROVIDES DETAILS FOR APPRENTICES IF THEY HAVE BEEN FURLOUGHED

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What does furlough mean?

Furlough leave is a new form of leave which the Government has made available to UK businesses via its Coronavirus Job Retention Scheme. A furloughed employee will remain on the employer's payroll, so furlough leave will be a form of authorised absence. The guidance provides that furlough leave must be for a minimum of three weeks.

Can I continue on my apprenticeship programme if I have been furloughed?

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

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. **This means that your apprenticeships comes under the umbrella of training.**

However, if you are required to for example, complete online training courses whilst being furloughed, then you must be paid at least the National Living Wage (NLW)/ National Minimum Wage (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 placed on the furlough scheme as long as your wages are maintained at the NLW/ NMW, these figures are illustrated below, then you can continue to train. If this not the case then your employer will work with you to understand what this means for you.

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 from your employer, you can continue with your programme.

If the wage when on the Employee Retention Scheme (Furlough) does not meet the NLW/NMW me can I continue my Apprenticeship?

We believe that in most cases your earnings whilst being furloughed will still meet the NLW/ NMW, however if this is not the case then we are here to support you and consider all possible routes for you to continue. We have been working with your employers to stress to them the importance of your apprenticeship and need for this to carry on. We will work with you and your employer to find a suitable solution. If you need any support on this then speak to your regular contact at Make UK to ask for support.

But I have been put in Furlough and don't have to work.

This is true when it comes to work, but as the guidance states you are still permitted to continue with your training. Now is perfect opportunity to focus all of your attention on your apprenticeship, with no distractions. You can use this time to expand; on what you have been taught already, go back and revise on areas you are not certain of and learn new skills that will support your personal development.

Why should I continue my learning during this period?

You made a joint commitment with your employer to complete an apprenticeship. The circumstances we find ourselves in today are completely unexpected, your employer will be doing everything possible to keep business going and secure your role for the long-term. Part of this will be to maintain your employment with them, even if this is through the furlough scheme (Government Retention Fund). They are going to need your support in the future to rebuild their business and secure your employment, so continuing your apprenticeship now prepares you and them for the future. It also means you can stay on track with your career/ job plans and not let this situation put a halt to these.

Can Make UK provide the training to me?

As your training provider we are working at speed to ensure that we maintain a level of learning for you. Your academic learning timetable has been moved into an online format, where possible, enabling you to continue learning. We are

exploring all other avenues to cover off as much of your apprentice programme as possible during this time. We are also keeping in touch with you every step of the way and making sure that your wellbeing and studies are not affected.

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

We are working hard to ensure that the training still meets the original 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 you are able to go back into the centre and/or your workplace. We are here to support you through this time period and will be doing everything we can not to disrupt your learning.

For further information then please contact your Customer Liaison Officer or your TDA/ ITM.

This document is correct as of: (30th March 2020)