

CAN YOU CHANGE EMPLOYER DURING AN APPRENTICESHIP?



WHAT TO BE AWARE OF



Risks

Changing employers can be a complex and lengthy process, which requires support and cooperation of both the old and new employer. The **new** employer must meet the requirements for taking over the apprenticeship within specified time limits.

The **old** employer must work with the UEA (University of East Anglia) to provide continued off the job training until the leave date.

A change of employer could result in:

- A successful employer change
- A break in learning
- A withdrawal and reapplication to the programme later
- A full withdrawal from the programme

**Outcomes will depend on individual circumstances.*



Rules

If the process of changing employer is completed **within 30 days** of leaving the old employer, the apprentice can remain on programme with no break in learning.

If **after 30 days**, but up to a **maximum of 12 weeks**, the employer change is completed, a break in learning is required. A return plan would be provided by the Learning and Teaching Service to enable you to re-join the programme at an appropriate stage (although this may not be with your original cohort).

If a new employer **cannot be secured within 12 weeks**, the apprentice would be withdrawn from the programme, back dated to the original date the break in learning started.

Readmission later would require the apprentice to reapply to the university with a new employer and would be subject to readmission checks, which does not guarantee readmission.

NOTE: For the employer change to be complete all paperwork must be complete within the above timelines also.

While changing employer during an apprenticeship can present challenges, it is possible. Remember to approach the process with professionalism and open/early communication to facilitate a successful transfer.

HOW TO CHANGE EMPLOYER



Apprentice Actions

- Speak to your UEA Course Director/Adviser (and email apprenticeships@uea.ac.uk) as soon as possible if you are thinking of changing employer and before making any decisions or talking to your current employer
- Details will be treated as confidential until permission is given by you to contact your old and potential new employer
- For all employer changes UEA Apprenticeship Team would need to know
 - The name and email address of your new line manager who can confirm contracting details
 - Your expected working hours per week
 - Your expected start date with them
 - Your expected leave date with your current employer
 - The full name, address, and postcode of the new employer

NOTE: If a new employer was not secured prior to leaving the old employer but you do want to seek a new employer, you would have to confirm this in writing to apprenticeships@uea.ac.uk. You would then be placed on a break in learning, for a maximum of 12 weeks from the date of leaving your old employer, while you looked for a new potential employer. During this time, you would not be able to attend any training or assessment.



Course Director/Apprenticeship Adviser Actions

- CD/Adviser to speak to the new employer to ensure they understand their requirements and commitments
- If the new employer already has apprentices enrolled at the UEA this will be a much quicker process. However, if the new employer is new to UEA, it may take more time to progress and determine if an employer change is possible
- The CD/adviser will need to assess your new job role against the current Knowledge Skills and Behaviours (KSB's) of your apprenticeship to ensure you can meet all required remaining outcomes and any other mandatory elements of your programme

Once your CD/adviser has confirmed your new employer is able to support the remainder of your programme they need to confirm this in writing to the apprenticeship team.



APPRENTICESHIPS

UEA Apprenticeship Team Actions

- The apprenticeship team contact your new employer and arrange contracting, and will check their eligibility as well as supporting them through the process
- The apprenticeships team will calculate remaining costs, including any financial contributions in addition to levy payments (where necessary)
- The apprenticeships team will attempt to retrieve all documentation prior to your start date with the new employer to ensure the change can proceed

NOTE: If your current employer fails to comply and support the transfer, then we cannot process this as an employer change and a withdrawal would be required.

TIMELINE

