

## Apprenticeship Withdrawal Request Process Bud

School to receive withdrawal request from apprentice, this could come from the employer in some circumstances.  
This request will be submitted via completion of the online form by the apprentice.



Programme Lead discusses request with apprentice and employer including reasons and ensures there is no other alternative to withdrawal, such as a Break in Learning.



If request is declined, apprentices will be invited to attend a meeting to discuss what support they need to continue their studies.



Programme Lead updates apprentices record in Bud to request Withdrawal.  
This should be completed within 5 working days of request from apprentice/employer being received.  
*In the additional notes section include action taken to prevent Withdrawal, what the last day of learning activity was and where it is evidenced, i.e. attended university, on registers.*  
*For withdrawals also include destination.*  
Programme Lead then submits request.



PSS team review request then approve request.



AQSD Degree Apprenticeship Administrator to review and process the Withdrawal.  
These changes will then be updated in the next ILR submission.



Degree Apprenticeship Administrator emails the employer contact confirming the withdrawal, along with the date and a reminder to update their digital account accordingly, within 2 working days of acceptance.



School PSS team to write to apprentice to confirm that they have been withdrawn from the programme with the relevant date.