

Changes in your work or personal circumstances

Congratulations on completing your studies, towards your apprenticeship, with UCEM. UCEM appreciate that whilst you are studying towards your apprenticeship, your personal, and/or work circumstances, may change. Nevertheless, changes to your work or personal circumstances may impact your studies and could affect the agreement made with UCEM at the onset of your apprenticeship. Therefore, it is vitally important that you contact your Apprenticeship Outcomes Officer as soon as you identify any change, or potential change, so that UCEM can provide the required support and guidance.

Employment

You must be employed for the duration of your apprenticeship in a job role which will allow you to meet the requirements of the apprenticeship standard. You must inform the UCEM about any changes to your employment including changes to your working hours, job role, location, counsellor, or supervision arrangements. Changes in your employment status, employer, working hours or job role may lead to a revision of arrangements set out in the commitment statement for programme delivery.

You must inform us as soon as possible if your contract with your employer ends or is due to end, e.g., if you are made redundant, your employment is terminated, or you move to a different employer. All new employers need to be vetted by UCEM to ensure that they can provide the correct level of support to you, our apprentice. As such, wherever possible, it is important that you highlight, to your Apprenticeship Outcomes Officer, any desire to change employer prior to making any firm decisions. Unfortunately, if the new employer is not suitable it may lead to your withdrawal from the apprenticeship programme.

If you are made redundant through no fault of your own UCEM will take reasonable steps to support you to find an alternative employer for the remainder of the apprenticeship.

Changes in your personal circumstances

Sometimes apprentices might experience an event in their personal lives which has an impact on their ability to study. Your AOO, and our wellbeing team are here to offer any additional support or guidance you may need.