

CMI Awarding Body

Guidance for Apprentices Facing
Redundancy or Made Redundant

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PP00044 - JULY 2026 - V5

History

Date	Amendments Made
Feb / 2021 / V1	Initial creation WBP for level 5 only
Aug / 2020 / V2	Amended to include guidance for the portfolio and to cover all standards
March / 2021 / V2.1	Amended to include guidance for L5 v1.2
Feb / 2022 / V2.2	Guidance amended to include guidance for SLA v1.1 SBP
July / 2023 / V3	Amended to include ODM v1.2 guidance from Ofqual
March / 2025 / V3.1	Amended to include TLS 1.4 and OM v1.4
May / 2026 / V4	Amended to include guidance from funding rules 26/27
July / 2026 / V5	Updated CMI branding

Distribution List

- All Quality Managers
- All CMI Markers and Moderators
- Partner Relationship Managers
- Partner Engagement Managers
- Awarding Body Support Team
- CMI Centres
- CMI Registered Centre Purpose
- EPA Team

Introduction

CMI recognises this as a potential issue for training providers and sought guidance from the Regulator.

If having read this guidance you need further clarification, please email: EPA Mailbox Mailbox

The funding rules state that apprentices who are made redundant in the last six months of their apprenticeship (or have completed at least 75% of the apprenticeship practical period specified in the apprenticeship agreement) can be supported to complete the EPA. However, there is no attendant ruling on how apprentices can complete their work-based project or strategic business proposal if they are out of work or have found work with a new employer.

From 1st August 2026, if the apprentice is being fully funded to completion, they are able to become self-employed. We would treat this the same way as a job with a new employer, not related to the apprenticeship (e.g. the new employer (of the apprentice) would not assume responsibility). Note that self-employment is not an option with the time-limited (up to) 12 weeks funding support.

Please note this guidance and the process set out below can only be used where both of the following have occurred:

- The Apprentice has been made redundant and they are in the last six months of their apprenticeship programme (or have completed at least 75% of the apprenticeship practical period specified in the apprenticeship agreement).
- CMI has been provided with evidence that the apprentice has been made redundant and cannot complete any post gateway work or provide “live” portfolio evidence as set out in the

Assessment Plan. This evidence must be retained by the Training Provider in the Apprentice's evidence pack and provided to CMI on request.

Note: CMI will need the training provider to complete and submit a request for Special Consideration in CMI Partner Connect to ensure that there is a record of the redundancy circumstance.

Guidance From the Regulator

The Regulator provided the following guidance:

“Where an apprentice is imminently about to be made redundant or has been made so, with less than 6 months left of their apprenticeship; the government will support funding completion of EPA and thus the apprenticeship.

Where we have apprentices that fall under the above umbrella, but have not been able to fully evidence all KSBs required for the portfolio from “in work” experience due to redundancy, it is permissible for the training provider to evidence these KSBs via a different means.

- The Apprentice should be allowed to provide a recorded presentation followed by questioning
- The presentation slides should be clearly labelled with the skills or behaviours they address
- The Apprentice should provide a clear and detailed explanation of how they would carry out relevant tasks, giving hypothetical examples of what they would have done in their previous role
- They should then be questioned to confirm their understanding by investigating what they would do in different contingencies relevant to that activity
- The questioning should ensure that all labelled KSBs are thoroughly explored”

Work Based Project - CMDA & SLMDA

A Work Based Project (WBP) based on their last employment, using on programme evidence, if they are already out of work. Or, an older project - completed whilst on programme - will be acceptable.

The Apprentice will need to complete a work-based project report for CMDA or SLMDA and also deliver the work-based project presentation at the EPA.

The Apprentice will use the evidence gained during the on-programme phase which they would have completed against the Project Management Knowledge and Skills learning outcomes in the CMDA/SLMDA Standard.

The Training Provider will conduct a professional discussion, which will need to be recorded, and which will ask specific questions about the project:

- How they would implement the project
- Budget considerations
- The stakeholders
- What outcomes/impact can be determined if they had been able to enact the project
- Risks and trigger points

This recording, alongside the Work-based Project Report from the apprentice, will form the evidence that the Training Provider uploads to the Gateway.

Guidance For Apprentices on TLS v1.2 (June 2020)

Due to the changes on the Assessment Plan for Team Leader/Supervisor on 25/6/21, the Regulator has provided further guidance on the requirements for the Topic Presentation which is prepared by the apprentice post-gateway with support from the employer in normal circumstances..

- The Training Provider and apprentice agree the 4 relevant presentation topics from the list of 6 provided
- The CMI randomly selects the topic title from their choices
- The Training Provider can act as the employer and provide leadership support for them.

Guidance For Apprentices on TL v1.4 (19/9/24)

There is still a requirement in the Team Leader V1.4 Assessment Plan for the apprentice to provide a presentation on a topic that is chosen by the EPAO (CMI). In these instances, the following will apply:

- The CMI will choose the topic title from the four options outlined in the assessment plan and allocate the topic title to the apprentice within CMI Assess
- The Training Provider can act as the employer and provide leadership support for them.

Guidance For Apprentices on OM v1.4 (19/9/24)

The Operations Manager Apprenticeship v1.4 published on 19/9/24 requires the apprentice to complete the work-based project during the practical period of learning. However, the apprentice

must start the written project report after the gateway with support from their employer. If they are made redundant after the gateway, then the Training Provider must act as the quasi-employer.

Guidance For Apprentices on ODM v1.2, SLA v1.1 and v1.2

The Operations/Departmental Manager Apprenticeship v1.2 published on 21/10/20 requires the apprentice to prepare a Work-based Project Proposal scoping document prior to the gateway. This needs to be approved by the CMI, after which time the apprentice has to produce a 4000-word (+/-10%) Work-based Project Proposal in the 12-week post-gateway period, unaided by the Training Provider.

The Senior Leader Apprenticeship v1.1 published on 29/3/21 and v1.2 published on 7/6/23 requires the apprentice to prepare a Strategic Business Proposal scoping document prior to the gateway. This needs to be approved by the CMI, after which time the apprentice has to produce a 4000-word Strategic Business Proposal (+/-10%) in the 12-week, post-gateway period, unaided by the Training Provider.

In the event of an apprentice being made redundant in the period before the gateway or during the post-gateway period, they should not be disadvantaged.

The CMI has sought guidance from the Regulator regarding these issues. Where apprentice redundancy creates challenges to EPA delivery, the regulator's present approach is to consider the situations on a case-by-case basis. Therefore, any incidences of redundancy for Operations/Departmental Manager or Senior Leader apprentices will need to be reviewed on a case-by-case basis and the regulator will provide guidance and possible dispensations should this occur. If you have an apprentice who falls into this category please contact CMI as early as possible so that the relevant guidance and permissions can be obtained.

Special Considerations

In every case, the Special Considerations application should be made through CMI Partner Connect.

Regulatory Requirements

This policy meets the regulatory requirements set out by our regulators: Ofqual, the CCEA, Qualification Wales, and SQA Accreditation.

[Ofqual - Conditions of Recognition](#)