**Skills for Work**

**Process to Return a learner from a Break in Learning (BiL)**

* Tutor meets/corresponds with learner and employer to discuss returning to work. Return date is agreed.
* Tutor completes the CofC originally used to start the BiL, stating return to learning date and signing a 2nd time in the provided box (underneath the original signature and date) once learner is confirmed as returned to learning.
* Tutor ensures learner and employer sign CofC
* Tutor passes CofC to IQA, who will check and make available to Coordinator and Admin.
* IQA will calculate new end date using

<https://www.convertunits.com/dates/> to calculate the number of days/weeks on BiL and

<https://www.convertunits.com/dates/daysfromdate/> to calculate the new end date.

* Admin will also calculate days on BiL and new end date as check that this has been accurately calculated.
* IQA will update all trackers.
* Admin will update Evolutive and inform BDO so DAS system is updated.
* IQA, Admin and Coordinator will sign CofC a 2nd time to confirm dates and that all systems have been updated/informed.

Reviewed Draft 27 02 23 Suzan Mc Gladdery

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