Apprentice Furlough Form

If your department is furloughing an apprentice, please follow the University’s Apprenticeship furlough guidance which can be found here: <https://www.apprenticeships.ox.ac.uk/apprentice-furlough-guidance>

Following the guidance, this form should be filled out and sent to the Training Provider of your Apprentice(s), as well as the University Apprenticeships Team ([apprenticeships@admin.ox.ac.uk](mailto:apprenticeships@admin.ox.ac.uk))

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| --- | --- |
| University Department: |  |
| Normal place of work: |  |

|  |  |
| --- | --- |
| Apprentice Details | |
| Name of Apprentice: |  |
| Date of Birth: |  |
| Phone Contact: |  |
| Email Contact (please provide an email address that is regularly reviewed and checked (this can be a work or personal email address): |  |

|  |  |
| --- | --- |
| Line Manager Details | |
| Line Manager: |  |
| Phone Contact: |  |
| Email Contact (please provide an email address that is regularly reviewed and checked - this can be a work or personal email address): |  |

|  |  |
| --- | --- |
| Apprenticeship Details |  |
| Apprenticeship Standard and Level: |  |
| Furlough Start Date: |  |
| Furlough planned end date (if known): |  |

Kind regards,

***Apprenticeships Team***

[*apprenticeships@admin.ox.ac.uk*](mailto:apprenticeships@admin.ox.ac.uk)