

## Early completion policy

### Background

Apprentices can be supported to complete their training and assessment before the planned end date agreed at the beginning of their programme and recorded in their Individual Learner Record (ILR).

### Tolley policy

Tolley®Exam Training can support apprentices to complete their apprenticeship early, provided the following criteria are met:

1. The minimum duration of the apprenticeship meets the 8-month (starts from 1 August 2025) or 12-month funding requirement (starts before 1 August 2025).
2. The apprentice is considered 'on-target' and has completed all work set to date to a satisfactory level. This includes but is not limited to, ATT/CTA practice exams/mocks as well as apprenticeship activities and training logs.
3. The apprentice is considered 'on-target' against the off-the-job training requirement and has evidenced that all entries meet the funding definition.
4. A meeting has been held between the apprentice, the training manager (employer) and the coach (training provider) to discuss the options available.
5. The three parties outlined above agree that the apprentice can complete all learning and End Point Assessment (EPA) requirements in the shortened duration to the standard required.

### Off-the-job training

For apprenticeship starts from 1 August 2025, the minimum off-the-job hours agreed at the beginning of the programme must be met, these cannot be reduced.

For apprenticeship starts before 1 August 2025, where there are extenuating circumstances and the minimum hours will not be met, the coach may use their discretion to agree a reduction in hours, in line with funding requirements. The volume of off-the-job training must meet the minimum policy requirement over the shorter duration.

Where this is agreed, the three parties must sign updated paperwork. This will include an updated Apprenticeship Agreement, Training Plan and a OTJ Reduction Statement.

### Process of requesting early completion

Requests to complete programmes earlier than the agreed planned end date must be made by the following deadlines.

Target EPA	Deadline
May (L7) or June (L4)	1 December
November (L7) or December (L4)	1 June

Requests must be sent to the coach or the tax apprenticeship team. Any requests made by apprentices will require written approval from the employer.

The outcome of the request will be confirmed upon the release of ATT/CTA results in January/July.



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