

# Adjusting for a Break in Learning

When a learner returns from a break in learning, these are the things that might need updating in their profile.

## Personal details

Check the learner's e-mail address, phone number etc are up to date.

## Start and end dates

Leave the start date as it was originally, and alter the end date to reflect the new date you expect the learner to finish. You might want to make a note in the learner's Activity log to document the reason for the change. The learner is likely to show as being behind in progress, but your assessors will know the reason for this, so it needn't worry people.

## Off the Job hours

Calculate the number of hours they need to achieve for their Apprenticeship, and put that value into the 'total hours' box in the learner profile. This will override the calculation based on the learner's start and end dates, and make sure everything is calculated correctly. You don't need to remove the contracted hours per week if that is already entered. The override will still work.

Don't forget to click 'save' at the very bottom of the learner's profile.

### Off the job training - Working time

Complete this section if you want to record Off the job training hours in VQManager. Otherwise, leave it at 0.

Contracted work time per week	<input type="text" value="0"/> hours	<input type="text" value="0"/> minutes
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**Alternatively** enter a target number of Off the job training hours below, as a whole number of hours over the duration of the programme of study. This will over-ride the calculation performed by the system based on the above working hours data.

Total Off the job training hours required	<input type="text" value="363"/>
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## Progress reviews

Re-set the progress reviews in the learner profile. Tick the 'start a new series' box. This will automatically delete any previously planned reviews that have not been completed (completed reviews will be unchanged). Add a new start and end date. The start date here will be the date the learner finished their break in learning and came back onto programme. The end date will be their new expected end date. Choose a recurrence pattern. Don't forget to click 'save' at the very bottom of the learner's profile.

### Progress reviews

Enable progress reviews	<input checked="" type="checkbox"/>
Start a new series of progress reviews	<input checked="" type="checkbox"/> (3 non-completed progress reviews will be removed)
Remove 3 non-completed progress reviews	<input type="checkbox"/> (no new progress reviews will be added)
Start date	<input type="text"/>
End date	<input type="text"/>
Recurrence pattern (weeks)	None ▾