

25 March 2020

Ref: COVID-19 Advice and Guidance for Apprentices

Dear Apprentice

We wished to get in touch with you to offer you some guidance on what support is available to you from the States of Guernsey at this difficult time, following the stricter measures of 'lock down' placed on our community yesterday evening, and the impact these may have on your employment status.

Today, we have advised your employer of the [Guernsey Payroll Co-funding Scheme](#) that was launched by the government yesterday. This scheme has been set up to support businesses to keep their employees employed for the next 3 months and we are encouraging any employer who qualifies for the scheme to seriously consider this as a way forward to support you, if it is the right decision for their business.

If the business is unable to access the Scheme for whatever reason, or chooses not to, and you find yourself unemployed in the coming weeks, the States of Guernsey have also set up a [Hardship Fund](#) to support anyone who finds themselves in immediate financial difficulty due to the Coronavirus Pandemic. Please contact Employment & Social Security on 01481 732516 if you find yourself in this position and they will advise you accordingly.

We would also like to take this opportunity to reassure you, that regardless of your employment status over the coming weeks and months, you will continue to be an apprentice and study remotely, where possible, for your college course. Please look at our website where you will find information to contact your [course tutor](#) who will have the details of the theoretical aspects of your course we expect you to continue working on during this period of absence. More information about the contingencies being put in place for your college course completion delivery will be communicated to you in due course once we have some guidance from our Awarding Organisation.

Above all else, please keep yourself and family safe and adhere to all government regulations being put in place and please do not hesitate to get in touch with the Apprenticeship Team on apprenticeships@gcfe.net if we can be of any help to you.

Kind regards

The Apprenticeship Team