

23 March 2020

**Ref: Apprentice Change of Circumstances Form**

**Dear Employer**

We are aware that the current outbreak of COVID-19 is likely to affect some local businesses and there may be changes to working patterns over the coming weeks or months; whether this is in the form of you or your apprentice having to self-isolate, or indeed the necessity to suspend your apprentice temporarily or on a permanent basis.

With this in mind, we are sending you a '[Change of Circumstances' form](#) to complete should you find yourself in any of these situations. Not only will this enable us to keep up to date with our apprentices' employment, but it will give us the opportunity to contact those apprentices who find themselves out of work and point them in the right direction with regards to any advice they may need.

The form should be completed each time there is a change in your circumstances. For example, should you or your apprentice currently be self-isolating, please complete this form now. Then, if in a couple of weeks or months, you find yourself in the unfortunate position of having to make your apprentice redundant, please would you complete it again. If you are currently in a position to continue 'business as usual' the form does not need completing.

We trust that this makes sense, but please do get in touch if you have any queries about this or anything else in relation to your apprentice and the current situation.

Take care and stay safe during these unusual and uncertain times.

With best wishes

The Apprenticeship Team

**The Guernsey Apprenticeship**