

# Training in Furlough

Total People can support your furloughed employees with online training.

If your employees have stopped working due to the coronavirus and you are claiming their wages through the Government's Job Retention Scheme, they can still undertake online training courses whilst they are on temporary leave.

## What is a furloughed employee?

Furloughed employees are those whose employers cannot cover staff costs due to coronavirus, and as such, they have been asked to stop working, but have not been made redundant.

## Who is eligible to be a furloughed employee?

### *Employees you can claim for*

Furloughed employees must have been on your PAYE payroll on 28 February 2020, and can be on any type of contract, including:

- full-time employees
- part-time employees
- employees on agency contracts
- employees on a flexible or zero-hours contract

The scheme also covers employees who were made redundant since 28 February 2020, if they are rehired by their employer.

To be eligible for the subsidy, when on furlough, an employee can not undertake work for, or on behalf of, the organisation. This includes providing services or generating revenue. While on furlough, the employee's wage will be subject to usual income tax and other deductions.

## A furloughed employee can take part in training, as long as it does not provide services to, or generate revenue for or on behalf of your organisation.

However, if workers are required to, for example, complete online training courses whilst they are furloughed, then they must be paid at least the National Living Wage / National Minimum Wage for the time spent training, even if this is more than the 80% of their wage that will be subsidised.

If an employee is working, but on reduced hours, or for reduced pay, they will not be eligible for this scheme and you will have to continue paying the employee through your payroll and pay their salary subject to the terms of the employment contract you agreed.



**Contact us to discuss your requirements.**

**Email:** [enquiries@totalpeople.co.uk](mailto:enquiries@totalpeople.co.uk) | **Call:** 03333 222 666

# How can we support you with training in furlough?

Total People can provide a wide range of online training that your employees can access when in furlough.

This means you can allow them to access training that will go towards their professional development and they can access this remotely from the comfort of their own home during the current situation.

## Current Total People apprentices

### **Apprenticeship Provision**

Total People is committed to making sure our learners are fully supported during these unsettling times. We've moved to remote learning for our learners and progress reviews, and coaching sessions are being carried out via Skype / Microsoft Teams. Learners can keep informed by checking our website and OneFile.

With many employer sites temporarily closed, we're encouraging all our learners to continue with theory and non-practical skills development through learning activities and tasks set by their Learning Coach on OneFile.

## Apprentices on furlough

Following the latest advice and guidance from the Department for Education (DfE) and the Association of Employment and Learning Providers (AELP), there has been a slight adjustment as to how apprentices, currently on furlough, can be supported.

Apprentices that have been put on furlough **can be supported via distance learning regardless of the duration of the furlough**. Previous advice had been that a break in learning should occur after four weeks of furlough.

A break in learning should be considered by Total People learning coaches once all non-practical elements of the provision have been delivered.

## Employees not currently on an apprenticeship with Total People

Total People can still support non-apprentices with online training programmes if required, this can be short courses in a number of vocational areas, including support with maths and English functional skills qualifications.

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