



Guidance update 20 May 2020

Furlough scheme and Fellowship applications

Following the Government's announcement on 12 May 2020 confirming that the Job Retention Scheme would be available until the end of October 2020, CILEx Regulation has made the decision to accept Work Based Learning portfolio submissions from individuals who satisfy the eligibility criteria to apply for Fellowship, but have been placed on furlough by their employer and therefore are not currently in qualifying employment.

For this, CILEx Regulation is separating the assessment of the Work Based Learning outcomes from the application for admission as a Fellow. This option is only available to applicants who can demonstrate that they have completed the requisite amount of qualifying employment and have been placed on furlough by their employer.

CILEx Regulation will assess the portfolio and confirm to the applicant whether they have met the Work Based Learning outcomes, in accordance with the requirements. The applicant will then be able to apply for admission as a Fellow on return to qualifying employment, by providing confirmation of this in the form of an employer statement.

Example scenario

For example, if you received confirmation that you were eligible to apply for Fellowship on 29 March 2020 and were furloughed on 10 April 2020, then you would be able to submit a Work Based Learning portfolio to CILEx Regulation for assessment. Once furlough has ended and you return to your role, or another role, considered to be Qualifying Employment by CILEx Regulation, then you will be able to apply to be admitted as a Fellow.

In order to be eligible to apply to have the Work Based Learning portfolio assessed prior to applying for admission as a Fellow, applicants must:

- have at least 3 years qualifying employment, of which at least 1 year has been served in the Graduate grade of membership;
- have been in qualifying employment for 2 consecutive years immediately preceding the date of the portfolio submission (discounting any periods spent on furlough already);
- still be employed in a role that has been confirmed as qualifying employment by CILEx Regulation; and
- have been placed on furlough under the Job Retention Scheme.

How do I apply?

As our offices are currently closed, we are only accepting online submissions. All applications relating to Work Based Learning and Fellowship should be sent by email to CILEx Regulation at wblapplications@cilexregulation.org.uk

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In your email, please ensure you provide confirmation of the date you were placed on furlough by your employer and provide all of the following as attachments:

- a fully completed Work Based Learning portfolio
- your Qualifying Employment decision letter
- a completed Fellowship via Work-Based Learning Application Form; and
- a reference from your employer*

**The reference must have been written and dated within the last 6 months.*

An assessment fee of £300 is required and you will be invoiced for this fee shortly after CILEx Regulation receive your email submission.

We recommend paying the assessment fee by BACS and bank details will be provided for this on the invoice. If you are unable to pay by BACS, then we can arrange for someone to contact you to take payment by credit/debit card over the phone. We are not currently accepting cheque payments for applications.

What happens next?

CILEx Regulation will review your Work Based Learning portfolio to assess whether you have met the Work Based Learning outcomes, in accordance with the requirements. Where an Officer feels that outcomes have not been achieved, you will receive feedback on how to address these and the opportunity to resubmit. Once an Officer is satisfied that you have met the Work Based Learning outcomes, in accordance with the requirements, you will receive notification of this.

How do I apply for admission as a Fellow?

The Application for Fellowship Rules require applicants to be in qualifying employment when seeking admission as a Fellow. As CILEx Regulation does not consider periods of time spent on furlough as qualifying employment, you will need to wait until you return to work before you can be admitted as a Fellow.

When you return to your role after furlough, provided it is the same as it was when it was confirmed to be qualifying employment by CILEx Regulation, you should email wblapplications@cilexregulation.org.uk with a statement from your employer, on headed paper and dated, confirming the following:

- the date you returned to work from furlough
- your job title
- your contractual hours; and
- that you have returned to work in the same role and it has not changed.

On receipt of the employer's statement confirming your return to work from furlough, we will complete final checks for admission and this will include reviewing the completion dates for the evidence you have submitted within the Work Based Learning portfolio.

What if my role changes?

CILEx Regulation understand that Covid-19 may have an impact on businesses for some time and this may mean that you return to work in a slightly different role. If this is the case, you should follow the steps provided above but you will also need to apply to have your new role considered against the qualifying employment criteria. For this, please ensure you complete sections 4-8 of the Qualifying Employment application form and send this to us with your employer's statement.

What if I was put on furlough before I was eligible for Fellowship?

Unfortunately, if you were not eligible to apply for Fellowship at the point you were placed on furlough then you will not be able to have your Work Based Learning portfolio assessed prior to applying for admission as a Fellow.

Periods of time spent on furlough will be considered a break from qualifying employment and therefore will not contribute to any time spent in qualifying employment. Provided that you return to qualifying employment within 12 months of any break starting, then this will not fundamentally impact on your eligibility for Fellowship. You will simply need to complete the required amount of qualifying employment when you return to work.

For example, if you would have been eligible to apply for Fellowship in July 2020 but were placed on furlough in April 2020, you will need to complete 3 months qualifying employment on your return to work before you will be eligible to make an application for Fellowship. In this example, if you return to work in November 2020 then you would be eligible to apply for Fellowship from February 2021.

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