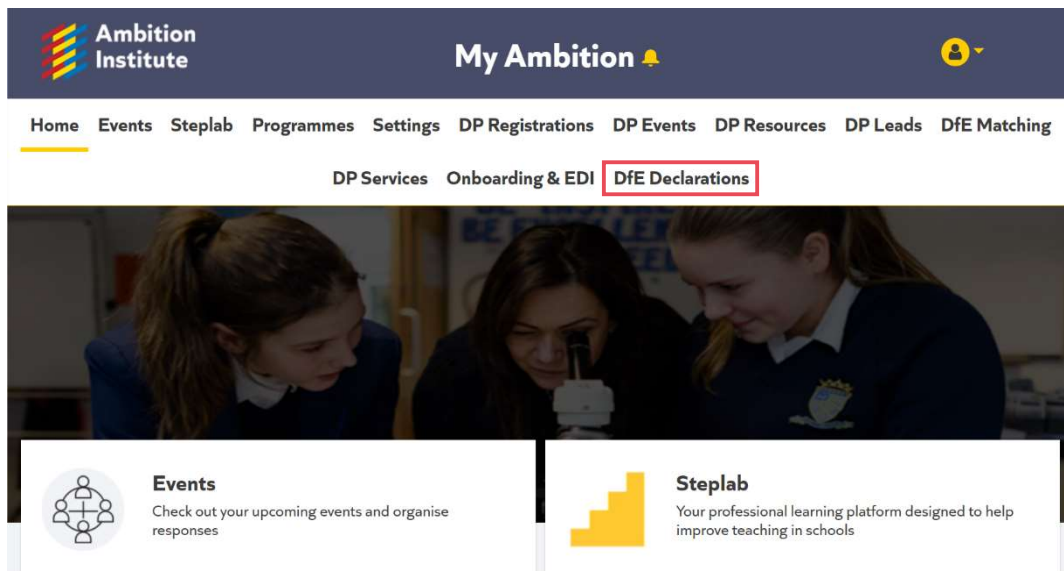**Pausing and resuming a participant on the Delivery Partner Portal**

We have added new functionality to the **DP Portal** that will allow you to pause and resume participants.
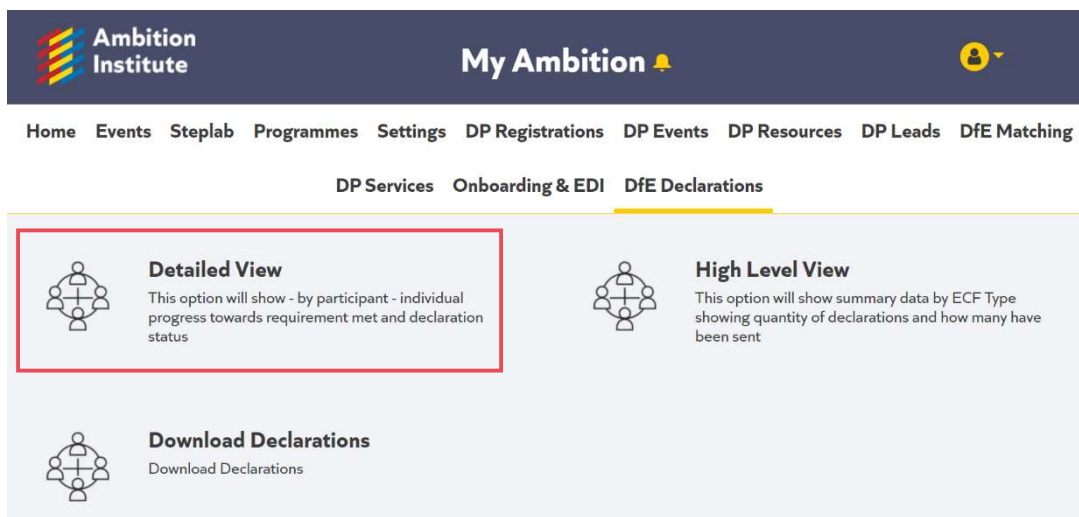
When should a participant be paused? A participant should be paused in the case of a short-term absence, (less than 6 weeks). The participant is unable to engage with the programme during this period and so should be paused to ensure that they can continue making the most of their statutory entitlement once they return to the programme. Please see this guidance document for further information.

Here is a step-by-step guide on how to use this new functionality:

1. Log in to your My Ambition account and select the DfE Declarations tab.

2. Select 'Detailed View'.

3. Next to each participant, you will see a 'Click to View' icon – select this to open the details of a participant.

4. You will now see a pause button at the bottom of the window – click on this button to open the pause options.

5. Fill out the two new fields – 'Estimated Date of Return' and 'Reason for Paused'.

6. Once you have entered this information, press 'Send' to save your changes. Clicking send will create a pause declaration and will log the status of the participant. **Please note,** the Induction Coordinator will also need to pause the participant on Steplab. Please inform the Induction Coordinator to ensure they also action the pause on Steplab. Further information on how to pause a participant on Steplab can be found here.

7. On the estimated date of return, a resume declaration will be created automatically, and the participant will continue the programme. You will need to monitor this estimated return date and

amend if this changes to ensure that the participant can pick up the programme at the right time and has their engagement recorded from that point. **Please note**, if a participant were to return sooner than expected, the estimated date of return would need to be changed to that date, allowing them to instantly restart the programme.