

Apprenticeship grant guidance notes

The Apprenticeship Grant is aimed at helping small businesses in any sector, operating in Adur and Worthing area to:

- recruit individuals of any age into employment through the apprenticeship programme
- support existing staff to commence an apprenticeship training programme

This grant is available in relation to apprentices working to approved apprenticeship frameworks, or specialised sector specific apprenticeship training; each employer can receive up to 3 apprenticeship grants in total during the time the grant is available; each one is worth £1,500.

This grant is relevant to businesses with apprentices starting their training programme before 30th September 2017.

Payment will be made to the organisation that has made the application and training should not be undertaken until written approval from the Council is received.

Eligibility

- Applications must be completed in full and incomplete applications will not be considered
- Applicant/business must have no disputes with the Council
- Businesses/Head Office must be based in the Adur or Worthing area
- Applications will be considered from individual businesses and independent charities that have up to 50 paid staff (full time equivalents)
- A grant cannot be sought for retrospective training. Approval must be given prior to project commencing
- Only one application per candidate to be submitted by the company, to a maximum of three apprenticeship grants.
- Evidence will be required to show apprenticeship training programme (start dates/course details)
- Applicant must commit to employing the apprentice(s) for a minimum of 12 months on the apprenticeship programme or the time it takes them to complete their apprenticeship
- Applicant must agree to pay the apprentice in line with legal minimum requirements or more
- Applicant must provide feedback within 6 months regarding the effectiveness of the grant.

Which Apprentices Qualify?

Our aim is to enable employers to create new jobs, and to up-skill their existing staff. Eligible employers who want to access the Grant should note that apprentices must:

- live in England
- not be in full-time education
- start the training programme before 30th September 2017 – start dates taken from the Individual Learning Records submitted by training organisations to the Skills Funding Agency

Grant Procedure

Stages:

1. Applicant to submit a completed formal application with details of training. (Where possible the training provider should be based in the Adur and Worthing)
2. Internal checks are carried out with other Council services to ensure that the applicant/business has not been in any disputes with the Council
3. The Grant Panel may arrange a visit with the business and/or gather current evidence to check with future changes and developments of project.
4. The Council will inform applicant of Grant Panel's decision by letter
5. If successful, applicant to commence project as outlined in the application form (application process should be completed by 30th September 2017, otherwise the grant is void)
6. Applicant to inform the Grant Panel of commencement of training by providing evidence of registration form
7. The Grant Panel may arrange a visit with the business and/or gather evidence of changes before raising grant payment
8. Payment will be sent to the applicant
9. The Council may conduct evaluation through follow up contact on behalf of the Grant Panel.

When Do Employers Receive Grant Payment?

Grant payment of £1,500 will be paid once we have received evidence that a qualifying apprentice has started the training programme.

THE GRANT IS MADE ON THE STRICT CONDITION THAT IN THE EVENT THE FUNDS ARE NOT DEPLOYED TO THE SPECIFIED PROJECT THE GRANT OBTAINED MUST BE REPAYED.