

Apprenticeship Grant for Employers of 16 to 24 year olds (AGE 16 to 24) Employer Fact Sheet – April 2013 (version 13)

The Apprenticeship Grant for Employers of 16 to 24 year olds (AGE 16 to 24) aims to support businesses to grow by providing incentives to assist in offering young people employment through the Apprenticeship programme.

The grant targets employers who are new to Apprenticeships and recruiting their first apprentice, and also supports employers who have not been in a position within the previous twelve months to commit to starting an apprentice again.

The National Apprenticeship Service will provide Apprenticeship grants to employers with up to 1000 employees recruiting 16 to 24 year olds with a value of £1,500 to encourage employers to take on new apprentices.

The £1,500 is in addition to the training costs of the Apprenticeship framework which are met in full for young people aged 16 to 18 and 50 percent for those aged 19 to 24.

When is this Apprenticeship grant available?

The AGE 16 to 24 is available for eligible employers recruiting an apprentice aged 16 to 24 from 1 February 2012 until 31 December 2013, subject to availability (grants will be issued on a first come first served basis). The grant application process must be undertaken as the apprentice starts.

What financial support is available to employers?

The Apprenticeship grant of £1,500 is payable for eligible employers who

commit to employ one or more 16 to 24 year old apprentices (to a maximum of 10 payments).

The payment is a grant and is exempt from VAT.

Which employers are eligible to receive this new AGE 16 to 24 payment?

Eligible employers are those with up to 1000 employees who have never employed an apprentice or have not done so in the last 12 months.

Very large employers (more than 1000 employees) are **not** eligible for support through this initiative. But we do want to encourage take up of eligible businesses within their supply chain.

Subject to budget availability and the employer's commitment to support the apprentices to the end of their programme, up to 10 grants can be made to any one employer. The employer must commit to the total number of apprentices they wish to take on through the grant at the upfront Employer Agreement stage however this may be amended at a later date. Grants can be applied for at different times within the lifetime of the grant and by different providers.

What is an employer's commitment?

Employers will sign an agreement which will include:

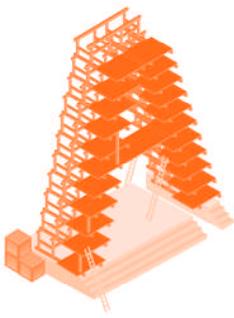
- Confirmation of the number of apprentices they will be taking on as a result of this incentive (to a maximum of 10 payments)

- Confirmation that they wouldn't have taken the apprentice on without this additional incentive.
- Confirmation that they have not started on an apprentice in the previous 12 months*
- A commitment to employ the apprentice for a minimum of 12 months or the time it takes to complete the Apprenticeship framework, whichever is the greater
- Confirmation that they are aware of and do not breach any State Aid rules
- Agreement to pay the minimum Apprenticeship wage, currently £2.65 per hour – although this is a minimum and most employers pay more.

**12 months is calculated from the Individual Learner Record start date of this new apprentice. The employer is not eligible if they have started an apprentice within that 12 month period. This includes Apprenticeships started by existing members of staff, and existing apprentices who have progressed to a higher level of Apprenticeship within that period.*

To check if you are eligible and to apply for AGE 16 to 24 you can:

- Contact your local training provider direct
- **Visit** www.apprenticeships.org.uk to find out more about recruiting an apprentice
- Call the National Apprenticeship Service on **08000 150 600** when you are ready to recruit an apprentice. An adviser from the National Apprenticeship Service will contact you to discuss the support available in more detail.



Q & A

1. What about employers who have already taken on apprentices, or would have taken one on anyway?

Our aim is to support employers to offer new Apprenticeships in support of young people. Therefore we will be targeting those employers who would not otherwise have been in a position to recruit an apprentice at this point in time.

2. Can existing employees starting an Apprenticeship within their existing employer attract the incentive?

No - our aim is to support employers to grow their business and create new jobs for 16 to 24 year olds.

However part-time employees that move in to a new full-time Apprenticeship job role could fall within the remit of the grant. i.e. where the AGE 16 to 24 payment has incentivised an eligible employer to transfer a current 16 to 24 part-time employee (contracted to work less than 20 hours per week) to a new full-time Apprenticeship job role (minimum 30 hours per week).

3. What about employers who have only ever converted existing members of staff onto Apprenticeship programmes but have not recruited new apprentices to the business?

They are still not eligible for AGE 16 to 24 if those existing employees started their Apprenticeship within the last 12 months. Similarly, even if an employer has only recruited adult (25+) apprentices over the last 12 months they would not be eligible to receive the grant under AGE 16 to 24.

4. Can very large (1000-4999) and macro (5000+) employers be supported?

No – very large and macro employers are not eligible. We would encourage very large or macro employers to

support eligible employers in their supply chain to access AGE 16 to 24.

5. Must all of the vacancies created by AGE 16 to 24 be advertised on Apprenticeship vacancies?

Apprenticeship vacancies (Av) is a dedicated free on line recruitment service to help employers recruit their apprentice - matching candidates interested in an Apprenticeship with employers offering them. Wherever possible, employers taking part in AGE 16 to 24, should advertise on Av. The supporting training provider can assist you with this service. However if you recruit outside of the Av system this does not preclude you from claiming AGE.

6. Which young people are eligible?

All 16 to 24 year olds who are looking to start a career through an Apprenticeship, whether they are just leaving school, have been working or are seeking to start a new career. They just need to be living in England and not taking part in full-time education.

7. How will employers receive the AGE 16 to 24?

Quality assured training providers will be responsible for processing payments to employers. Employers become eligible to receive one payment of £1500 when the young person completes week 13 of their Apprenticeship programme. This means that to be eligible for payment the apprentice must complete 13 weeks 'in learning' as recorded in the Individual Learning Record submitted by your training provider, not just 13 weeks in employment with you.

Please note it may take up to 9 weeks for the payment to be processed and paid to your training provider following the 13 week period.

NAS expects the employer to receive the payment within 30 days of the training provider receiving the funds from the Skills Funding Agency. Providers are responsible for

administering the payments in this timely manner.

8. What if the young person leaves – will the employer have to reimburse NAS all/any of the £1500?

As an employer you will sign an agreement which commits you to employing the young person until they complete their Apprenticeship programme, or for a minimum of 12 months whichever is greater. You will become eligible to receive the £1500 payment once the apprentice has completed week 13 of their Apprenticeship programme.

If the apprentice leaves or is dismissed between weeks 1 and 13 you (the employer) will not receive the grant. If the apprentice has completed 13 weeks employment but not 13 weeks 'in learning' as recorded on the Individual Learning Record submitted by your training provider you will not be eligible to receive the payment.

If the apprentice leaves or is dismissed after completion of the 13 weeks and following receipt of the grant there will be no requirement to re-pay the grant. However as defined in the signed Employer Agreement, employers are expected to provide ongoing employment to the apprentice, subject to satisfactory performance as an employee.

9. If I receive a grant for an apprentice can I apply for another grant at a later date?

Yes, eligible employers can receive payment for up to 10 grants. The number of grants you wish to apply for should be detailed at the upfront stage in the Employer Agreement completed with your training provider, this can be amended if circumstances change. Grants can be applied for at different times during the lifetime of the grant. Grants can be applied for by more than one training provider; an Employer Agreement must be completed with each training provider.