

Apprenticeship Grant for Employers of 16 to 24 year olds (AGE 16 to 24) Employer Fact Sheet – July 2013 (version 14)

The Apprenticeship Grant for Employers of 16 to 24 year olds (AGE 16 to 24) aims to support businesses who would not otherwise be in a position to do so, to recruit individuals aged 16 to 24 into employment through the Apprenticeship programme.

The National Apprenticeship Service will provide AGE 16 to 24 to eligible employers, in respect of qualifying apprentices, with an individual value of £1,500. Employers can be paid ten grants in total during the lifetime of the initiative.

AGE 16 to 24 targets employers with less than 1000 employees, who are new to Apprenticeships or haven't enrolled a new recruit or existing employee onto an Apprenticeship programme in the previous 12 months.

AGE 16 to 24 has already helped thousands of employers to grow their business by employing an apprentice. AGE 16 to 24 is available until 31 December 2014, subject to eligibility and availability. Could it help you too?

"AGE 16 to 24 has made the worthwhile decision to hire an apprentice even more cost effective. The grant helped meet the costs of taking on a new member of staff, and in effect the grant is being re-invested into the business, to help it grow."

Dr Tehir Nadeen, Solihull Dental Practice

From 10 June-31 December 2013, an enhanced London AGE 16 to 24 is available to employers with London borough postcodes, providing a total grant value of £3,000. The enhanced

element has been funded by the London Enterprise Panel (LEP). Please refer to the London specific fact sheet for further information: <http://www.apprenticeships.org.uk/Home/Employers/Steps-to-make-it-happen/Incentive.aspx>

AGE 16 to 24 provides a benefit to employers in addition to Apprenticeship programme funding, where applicable.

Which employers are eligible?

To be eligible employers must:

- confirm that they are not able to employ the apprentice without AGE 16 to 24
- have less than 1000 employees in the United Kingdom, as recorded by the Employer Data Service (EDS)
- not have had an employee 'start' an Apprenticeship in the 12 month period prior to the Apprenticeship 'start' date of the first apprentice for whom they are applying for the grant*
- commit to employ the apprentice for a minimum of 12 months on the Apprenticeship programme or the time it takes to complete the Apprenticeship, whichever is the greater
- confirm that they are aware of and do not breach any State Aid rules and
- agree to pay the apprentice, at least in line with legal minimum requirements.

*Apprenticeship start dates are taken from the Individual Learning Records submitted by training providers to the Skills Funding Agency. Starts in the

last 12 months relating to existing employees, progressions from one Apprenticeship to another or apprentices transferring from another employer make an employer ineligible for AGE 16 to 24, regardless of the apprentice's age; or whether AGE 16 to 24 was claimed for them.

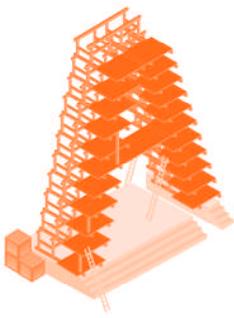
Employers should contact any previous Colleges/training providers that they have been working with recently to check that they have not accessed Apprenticeship funding. We would strongly urge employers to do this if any employees have completed work based learning such as NVQs (National Vocational Qualifications) or Diplomas.

Which apprentices qualify?

Our aim is to support employers to create new jobs and recruit new 16 to 24 year olds. To attract the grant for an eligible employer, apprentices must be:

- new recruits
- aged 16 to 24, on the day of the start date recorded on the Individual Learning Record submitted by the training provider to the Skills Funding Agency
- enrolled on an Apprenticeship programme as recognised by the Skills Funding Agency
- live in England and
- not taking part in full-time education.

Existing employees do not attract the grant; except where AGE 16 to 24 provides an incentive for an eligible employer to provide an existing part-time employee aged 16 to 24 (contracted to work less than 20 hours per week) with a new full-time



Apprenticeship job role (minimum 30 hours per week).

How do employers apply?

Employers must complete and sign an AGE 16 to 24 Employer Agreement with their chosen training provider(s) to confirm their eligibility, before the apprentice(s) starts. This agreement includes providing an indication of how many apprentices they plan to recruit, with the support of AGE 16 to 24 and start with that particular training provider; this number may be amended at a later date.

Correct and timely applications must be submitted by a training provider who holds a direct Apprenticeship contract with the Skills Funding Agency, in line with guidance provided. Prime contractors may submit applications on behalf of their registered sub-contractors.

The application should be submitted at start.

Eligible employers can receive payment for up to 10 grants. Applications can be submitted at different times during the lifetime of the initiative and by one or more training providers.

The Skills Funding Agency will not accept any responsibility for applications that are not submitted, submitted late or incorrectly submitted by a training provider. Nor will it not accept any responsibility for incorrect information or advice provided by a training provider.

AGE 16 to 24 will be issued on a first come first served basis.

When does an employer become eligible for payment?

Eligible employers qualify to receive payment of AGE 16 to 24, value £1,500, once a qualifying apprentice has completed 13 weeks 'in-learning'

on their Apprenticeship programme; as defined by the Skills Funding Agency's programme funding rules and recorded on the Individual Learning Record submitted by the training provider; i.e. not just 13 weeks in employment.

The Skills Funding Agency will transfer AGE 16 to 24 funds to the training provider. It may take up to nine weeks after the 13 week qualification point for the funds to be processed and transferred to the training provider. The training provider must make arrangements to pay the funds to the employer within 30 days of receipt from the Skills Funding Agency.

Payment is a grant and exempt from VAT.

If the apprentice leaves or is dismissed before completing 13 weeks 'in-learning' as defined above the employer will not receive payment for AGE 16 to 24, even if they have completed 13 weeks in employment.

If the apprentice leaves or is dismissed after completing 13-weeks in learning, as defined above, the employer's entitlement to AGE 16 to 24 remains. As defined in the AGE 16 to 24 Employer Agreement, employers are expected to provide ongoing employment to the apprentice, subject to satisfactory performance as an employee.

What is the role of Strategic Partners?

In some areas/sectors Strategic Partners have been funded by the National Apprenticeship Service to service AGE 16 to 24 payments to certain groups of employers. Specific payment processes may apply. Employers may be able to benefit from an enhanced payment funded by the Strategic Partner. Please refer to the relevant partner's guidance for further information:

Liverpool City Region:

E audra.ross@knowsley.gov.uk;

T 0151 443 4682

Birmingham City Council:

www.birmingham.gov.uk/youngtalentforbusiness

Creative & Cultural Sector Skills Council: www.ccskills.org.uk/

Where AGE 16 to 24 is paid via a Strategic Partner it can not also be claimed via a training provider for the same learner and vice versa.

Can I claim AGE 16 to 24 and grants offered by other organisations in connection with Apprenticeships?

Employers need to refer to the initiatives' guidance to establish if they meet their eligibility criteria.

An employer drawing down funds through DWP's Youth Contract incentive to support the work programme is NOT eligible to claim support though AGE 16 to 24 for the same person.

Next steps

- Contact your local training provider
- Visit www.apprenticeships.org.uk to find out more about Apprenticeships
- Call the National Apprenticeship Service on 08000 150 600 to speak to an adviser