

# Apprenticeship Grant for Employers of 16 to 24 year olds (Age 16 to 24): Employer Fact Sheet September 2017 (Version 2)

**The Apprenticeship Grant for Employers (AGE) of 16 to 24 year olds in Peterborough and Cambridgeshire supports businesses that would not otherwise be in a position to support individuals aged 16 to 24 into employment through the Apprenticeship programme.**

This fact sheet is relevant to employers starting an apprentice from August 2017 in a business with a postcode within Peterborough or Cambridgeshire. If your business is outside of this area, you should refer to [www.gov.uk](http://www.gov.uk) for details of the national AGE scheme.

**The scheme is being administered by Peterborough City Council on behalf of both counties.**

The grant will be offered to those employers who are eligible. You may receive up to 5 grants in any one year period. The value of each grant is as follows:

£1000 for each apprentice who is aged 16 to 18 at the time they start their Apprenticeship;

£1500 for each apprentice who is aged 19 to 24 at the time they start their Apprenticeship.

The grant will be paid as a lump sum direct to your nominated

bank account, once the apprentice has completed 10 weeks on the Apprenticeship programme and the necessary paperwork has been received: see "How do employers apply"?

## **Which Employers are eligible?**

To be eligible you must:

- Have fewer than 250 employees in total;
- Start a new employee on an Apprenticeship or place an existing employee on an Apprenticeship programme on or after the 1 August 2017;
- Commit to continuously employ that apprentice for a minimum of 12 months or as long as it takes them to complete the Apprenticeship;
- Confirm that you are aware of and do not breach any state aid rules by receiving the grant;
- Agree to pay the apprentice in line with legal minimum requirements or more;
- Ensure that the apprenticeship is delivered by a training organisation that is funded by the Government to deliver Apprenticeship Frameworks.

For the purposes of this grant, the start date for the Apprenticeship is taken to be the date at which the Employer, Learner and Training Provider sign the Apprenticeship Agreement.

## **Which apprentices qualify?**

To qualify, an apprentice must be:

- Aged 16 to 24 at the start date of their Apprenticeship.
- Enrolled on an Apprenticeship Framework. (Starts on Apprenticeship Standards are not eligible)
- Be working with an employer based in Peterborough or Cambridgeshire.
- Eligible for Apprenticeship funding from the Skills Funding Agency.
- Eligible to work in England.
- Be starting a new Apprenticeship framework or progressing from a lower level onto an Advanced or Higher Level Apprenticeship

## How do employers apply?

Employers in Peterborough or Cambridgeshire should go to [apprenticeshipscambridgeshire.org/agegrant](http://apprenticeshipscambridgeshire.org/agegrant) and complete an online application form for AGE.

You will be asked for some details which will include:

- Name of Business
- Name of the Apprentice\*
- Apprentice Date of Birth\*  Name of Training Provider or College delivering the training. (You will be informed of this when they complete the paperwork, including the Apprenticeship Agreement, with you at the start of the Apprenticeship)
- Address of business where the apprentice will be employed
- Telephone number
- Name of contact within business
- Email address
- Bank details (so we may make payment to you)

*\*You must seek permission from the apprentice to share these details with Peterborough City Council for the sole purpose of claiming the grant before you submit your application.—We recommend you get this permission in writing.*

Once you have completed the first stage of your application, you will have to create a password which will allow you to log back into the site after 10 weeks.

The online system will email you after 10 weeks to remind you to provide documentary evidence that the apprentice is still employed and in learning. This should be provided to you electronically by the training provider or college you are working with and can take the form of a progress review or a record of support or assessment. This must be signed by the employer, apprentice and the College or Training Provider representative.

Once we have checked this document and verified your claim, we will make payment to your nominated bank account within 28 days.

If there are any queries or issues, we will contact you by telephone or by email to ask you to clarify information.

This payment is in the form of a grant and therefore it is exempt from VAT.

If the apprentice leaves or is not in learning after 10 weeks, you will not be eligible for any proportion of the grant.

If you have already received a grant for an apprentice under this scheme and apply for a further grant (maximum of 5) you will be asked to provide evidence that the original apprentice is still employed by you on an apprenticeship or has completed their qualification in full. If this is not the case, we reserve the right to withhold or refuse to pay any further grant.

**When you have recruited your apprentice\* and the college or training provider has completed the paperwork, visit**

[www.apprenticeshipscambridgeshire.org/agegrant](http://www.apprenticeshipscambridgeshire.org/agegrant)

**and complete the application. Log back in after 10 weeks and upload your evidence.**

**Receive your money with 28 days of your claim being verified.**

\*Most Colleges and Training Providers provide a free service to help employers to recruit an apprentice.

## Contact us

[www.apprenticeshipscambridgeshire.org/agegrant](http://www.apprenticeshipscambridgeshire.org/agegrant)

[age@peterborough.gov.uk](mailto:age@peterborough.gov.uk)

**01733 588367**

**(Telephone lines open 09:00 to 17:00 Monday to Friday)**