

# FAQs

We have listed some of the frequently asked questions we get asked about the grant. If you can't find what you are looking for please call the team on 0113 348 1818 or email [age@the-lep.com](mailto:age@the-lep.com).

## 1 Is the LEP AGE grant an entitlement?

The LEP AGE Grant is not an entitlement. Submission of an application by a business does not guarantee a grant, all applications are dealt with on a first-come, first-served basis subject to funding availability and verification of evidence in relation to eligibility checks.

## 2 As a training provider, how can we help an employer check their eligibility for the LEP AGE Grant?

In the first instance ensure that you have read the 'Information for training providers' document, and fully understand the eligibility requirements.

## 3 What do we need to provide for the employer/business?

If you have not already provided it, the employer may ask for the following information to aid them in completing the application form:

- Their ERN number
- The ULN number for the apprentice
- Full details relating to the Training Programme including Level for the Framework / Standard (approved) and start date of training
- Ensure they have a signed and dated copy of the 'Apprenticeship Commitment Statement' (signed by all 3 parties)
- Ensure they have an 'Apprenticeship Agreement' in place which is signed by the apprentice and the business

Please make sure that the employer understands they will need to enable their security/firewall to allow any emails from our address [age@the-lep.com](mailto:age@the-lep.com) through. We advise that all potential LEP AGE claimants ensure this is set in their systems before making the application.

## 4 If one branch of an organisation has never had an apprentice but another has, are they eligible?

No – when determining employer eligibility for the grant the whole organisation is considered as one. To be eligible, none of the business branches or divisions can have had an apprentice start previously or ESFA funded/part funded learning. Similarly the organisation's total number of employees (including across subsidiaries and franchises) must be 249 or fewer employees.

## 5 Can a business who has previously claimed the national apprentice or LEP AGE grant access the new AGE grant?

No - any employer who has engaged apprentices in the past will not be considered (whether they have successfully claimed a grant or otherwise).

## 6 Which young people potentially qualify for the LEP grant?

To qualify for the new LEP AGE grant the apprentice must start a recognised apprenticeship programme after their 19th birthday and before their 25th birthday.

## **7 Can an employer's existing employees qualify for the LEP grant?**

Our aim is to support businesses to create new jobs and recruit new 19 to 24 year olds. Existing employees do not attract the LEP grant unless this is an entirely new post, with a significant rise in hours for the apprentice and they are enrolled on an apprenticeship programme of training. The business must never have offered apprenticeships before.

## **8 Do apprentices who transfer from another employer attract the LEP grant for the new employer?**

Eligible employers recruiting a 19 to 24 year old who started their apprenticeship with another employer in the previous 3 months are potentially eligible for the LEP grant in certain circumstances, each will be appraised on their own merits. This may happen in the case of an apprentice who has been made redundant and is then recruited by the new employer who should meet the grant criteria.

## **9 If an apprentice is progressing to an advanced apprenticeship with a new employer would they qualify for the LEP grant?**

Yes – apprentices moving to a new employer and a newly created post to complete another apprenticeship at a higher level (must have completed and achieved their previous apprenticeship qualification), could potentially attract the LEP grant for the new employer, depending on the new employer's eligibility. Apprentices who are changing employer 'mid training' will not attract the grant for the new employer unless there are extenuating circumstances e.g. redundancy. Each case will be appraised on their own merits.

## **10 An employer wants to recruit an apprentice at level 4 or above as defined by the Education and Skills Funding Agency (ESFA)– will this apprentice qualify for the LEP grant?**

An eligible employer recruiting a new 19 to 24 year old into a newly created post, who has never accessed apprenticeship funded training previously could attract the grant. An additional top up payment of £500 may be available, subject to meeting all the grant criteria.

## **11 An employer wants to recruit a graduate aged 24 or younger as an apprentice, will they qualify for the LEP grant?**

Yes. A graduate who is being taken on as an apprentice and studying for a different discipline than their degree covers could attract the LEP grant for an employer if the apprentice and employer meet the eligibility criteria.

## **12 Are progression starts with the same employer excluded?**

Yes – This would mean the employer has previously accessed apprenticeship funded training.

## **13 Do I as the training provider need to register the SME with the LEP?**

No, the new AGE grant has a different process. The business now leads the process and completes the application form themselves.

## **14 Is there a closing date for businesses to apply for the grant?**

The grant is offered on a first-come, first-served basis, subject to funding availability. The business will need to complete the online application form themselves. This can only be done once the apprentice has started their training with you and the 'Apprentice Commitment Statement' is in place.

## **15 Can a business offer an apprenticeship contract of less than 30 hours?**

In exceptional circumstances, businesses who have offered a contract of less than 30 hours may be eligible. The LEP reserves the right to request evidence of the rationale for the reduced hours. The minimum qualifying period of 13 weeks will be extended to reflect this. This may result in AGE grants no longer being available due to the first-come, first-served criteria.