

Apprenticeship Grant for Employers (AGE)

Information for businesses

Grants of up to £2500 are on offer for businesses with 249 or fewer employees to recruit an apprentice. If you're based in Bradford, Calderdale, Kirklees, Leeds, Wakefield or York you can apply for the apprenticeship grant for employers (AGE) from Leeds City Region Enterprise Partnership (LEP)



You can apply for a grant up to a maximum of £2,500 for an apprentice aged 19-24 (age on the first day of training).

You will need to act quickly as the offer starts on 1 February 2019 and funding is allocated on a first-come, first served basis.

The grant is available for businesses who are taking on their first apprentice and the young person has not been employed with the business for more than 3 months prior to 1 February 2019, or the business can evidence this is a newly created post. It is important to note that the grant is not guaranteed and subject to funding availability and verification of all the evidence required.

Get in touch:

If you need help or have any questions please contact the team by emailing age@the-lep.com or by calling 0113 348 1818.

What funding is on offer?

A core grant of £2,000 is on offer when your business takes on your first apprentice, subject to meeting the grant eligibility criteria in this document.

An additional top up grant of £500 is on offer if:

The Apprenticeship is at level 4 or above as defined by the Education and Skills Funding Agency (ESFA).

If eligible, your business can only receive one grant for one apprentice during the time the grant is available. This will be subject to all eligibility criteria being evidenced and verified.

Is your business eligible for this grant?

To be eligible you need to meet the criteria listed below:

- You must employ 249 or fewer employees (across any franchise, subsidiary and partner organisations combined)
- Your business has never had an apprentice or accessed apprentice funded/part funded apprenticeship training
- Your business falls within a Bradford, Calderdale, Kirklees, Leeds, Wakefield or York local authority postcode and the apprentice is employed to work at a site within one of these local authorities
- You are employing the apprentice in a newly created post
- The apprentice is 19-24 years old (must be this age on the first day of training)
- The apprenticeship is with a training provider who is registered and approved by the Education and Skills Funding Agency (ESFA)
- Apprenticeship course is an ESFA recognised apprenticeship Framework or approved Standard
- Apprentice is paid the National Minimum Wage (NMW) relevant to their age from their start date of employment and will continue to be paid the NMW during apprenticeship period
- Apprentice is paid a minimum of 30 hours per week
- Apprenticeship is eligible for Education and Skills Funding Agency (ESFA) funding support
- Apprentice is free to be an apprentice, not taking part in any full-time education or training elsewhere
- Business is committed to employing the apprentice for a minimum of 12 months or for the whole time it takes them to complete their apprenticeship, whichever is the longer



Please note, in exceptional circumstances businesses who have offered contracts of less than 30 hours may be eligible. Please contact the AGE LEP team to discuss age@the-lep.com or 0113 348 1818

Your business is not eligible to apply if:

- You are paying the Government Apprenticeship Levy
- You have previously accessed any apprenticeship grants or apprenticeship funded/part funded learning
- The apprentice began their employment more than three months before their training start date
- The apprentice began their training before 1 February 2019
- The business has not registered the apprentice with the HMRC as an employee (Payslip evidence)
- The business cannot provide the evidence requested, at various stages throughout the application and assessment process

Does the apprentice have to meet eligibility criteria?

Yes, the apprentice will have to meet the following criteria:

- Aged 19 – 24 on the first date of training
- Is eligible for Education and Skills Funding Agency (ESFA) funding support
- Is free to be an apprentice, not taking part in any full-time education or training elsewhere

How do I apply?

When the apprentice has enrolled and started training with the training provider you can apply using our online application form: www.the-lep.com/age

How is the grant paid?

If successful the grant will be paid directly into your businesses nominated bank account by BACS.

It will be paid a minimum of 8 weeks from the date your bank details have been received once requested after 13 week evidence has been received and verified.

The grant payment is made by the West Yorkshire Combined Authority (WYCA) on behalf of the LEP. If you change your bank details you will need to let the LEP know as soon as possible. Please note as this is a grant it is exempt from VAT.

What happens if the apprentice leaves?

If the apprentice leaves or is dismissed it is the businesses responsibility to inform the LEP immediately. If the apprentice has not completed a continuous 13 weeks in employment (of 30 hours per week) and training simultaneously, your claim will be void. As a minimum the business is required to provide at least twelve months employment to your apprentice and for the whole duration of their Apprenticeship Training programme/course, subject to satisfactory performance as an employee.



Who can I contact for help? Businesses can contact the team by emailing: age@the-lep.com or by calling 0113 348 1818.

Help to complete the application form

To apply for the grant you need to complete the online application form: www.the-lep.com/age

What information do I need to provide?

Section 1 Your details

- Your Employer Reference Number (ERN) (your training provider can give this to you)
- Your Companies House Registration Number (CRN)

Section 2 Your apprentice details

PLEASE OBTAIN PERMISSION FROM THE APPRENTICE BEFORE SHARING THEIR DETAILS

- The apprentice's Unique Learner Number (ULN) number (your training provider can give this to you)
- The apprentice's proof of age (passport, birth certificate or driving licence – apprentice can give this to you) to upload
- The exact date the apprentice started employment with you
- The exact date apprentice started training programme (your training provider can give this to you)

- The full details of the Apprenticeship Framework / Approved Standard, including level (training provider can give this to you)
- A signed and dated copy of the Apprenticeship Agreement (to upload)
- A signed and dated copy of the Apprenticeship Commitment Statement (to upload)
- Apprentice's hourly rate of pay (input)
- Apprentice's weekly hours (input)
- A copy of the Apprentice's first payslip while in your employment (to upload)

Section 3 State Aid Declaration (De Minimis)

- Information of any State Aid / De Minimis your business has received in the last 3 fiscal years (any government grants / funding received)

Section 4 Consent and Signature

- Confirmation that you have gained permission from the apprentice to share their information (tick box)

Post Application

Please note the following will only be requested subject to funding availability and verification of all evidence in the application process.

13 Week Evidence Request (if applicable)

- 13 weeks' of payslips from when the apprentice started their training programme with the training provider (to upload)
- A signed and dated copy of the Apprenticeship Review (dated after the 13 week stage has been reached) (to upload)

Bank Details Submission Form (if applicable)

- Details of your business bank account
- Company letterhead with bank account details (including business address and phone number) (to upload)

Step by step guide

1

Double check that your business allows emails from **age@the-lep.com** by checking your firewall/security settings.

2

Apply for the grant using the online application form, uploading all relevant documents when prompted. When you've completed and submitted the form you will receive a copy of the application form and Information for Businesses document by email.

3

The LEP team will complete initial eligibility checks and let you know by email if you have been successful. This email will also contain your reference number which you need to make a note of.

4

When the apprentice has completed 13 weeks in training and employment simultaneously, the LEP team will contact you by email to request confirmation and evidence of the above. We advise that you submit this evidence asap due to first come, first served nature of the grant.

5

Once submitted we will check this evidence and let you know if we need any more information. If you're eligible for a grant we will then ask for your business bank details. These must be submitted on company letterhead.

6

Once the business bank details are received we will do the relevant quality assurance checks and processes payment. Please note it will take a minimum of 8 weeks for the payment to reach your account from this point. We will email you to confirm the payment has been processed.

7

6 months since the apprenticeship start date
We'll then be in touch to ask you to complete an online customer feedback survey. We'll do this 6 months after your apprentice started their training.

Key

 The business  LEP AGE team