

# Apprenticeship Grant for Employers (AGE)

## Information for training providers

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



- **A business could get a grant up to a maximum of £2,500 for an apprentice aged 19-24 (age on the first day of training).**
- **Businesses will need to act quickly as the offer starts on 1 February 2019 and funding is limited.**
- **The grant is available when an apprentice is newly employed by the business (within three month prior to training start date) and have started their training on or after the 1 February 2019, or the business can evidence this is a newly created post.**
- **A business can only claim for one grant and this will be subject to all eligibility criteria being evidenced and verified.**

**It is important to note that the grant is not guaranteed and subject to funding availability and verification of all the evidence required.**

### What funding is on offer?

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

An additional top up grant of £500 is available if a business meets the following additional criteria:

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

## Which businesses are eligible for this grant?

- Business must employ 249 or fewer employees (across all franchise / subsidiary / partner organisations combined)
- Business has never had an apprentice or accessed apprentice funded/part funded apprenticeship training
- 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
- Business is employing the apprentice in a newly created post
- Apprentice is aged 19-24 years old (must be this age on the first day of training)
- 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 of employment (and will continue to be paid NMW during apprenticeship period)
- Apprentice is paid a minimum of 30 hours per week
- Apprentice 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](mailto:age@the-lep.com) or **0113 348 1818**

### A business is not eligible for the LEP AGE grant if:

- A business is paying the Government Apprenticeship Levy
- A business has previously accessed any apprenticeship grants or apprenticeship funded/part funded learning
- The apprentice began their employment more than three month prior to the training start date
- The apprentice began their training prior to 1st February 2019
- The business has not registered the apprentice with the HMRC as being employed by the business (Payslip evidence)
- The business cannot provide the evidence requested, at various stages throughout the application and assessment process (see Information for businesses document and Step by step guide)

## 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 businesses apply for the LEP AGE Apprenticeship Grant for Employers?

**When the apprentice has enrolled and started training, the business can make the online application via our website [www.the-lep.com/age](http://www.the-lep.com/age). They will need the following information from you to be able to complete the application form;**

- Their ERN number
- The ULN number for the apprentice
- Full details relating to the Training Programme and 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

# How is the LEP AGE grant paid?

If successful the grant will be paid directly into the businesses nominated bank account by BACS. The grant will be paid after 13 week evidence (including an Apprenticeship Progress Review Document) is submitted and verified. Please see the Step by step guide.

## 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 (for a contract of 30 hours or more) and training simultaneously, their claim will be void. As a minimum the business is required to provide at least twelve months employment to the 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? Training Providers can contact the LEP AGE Team by emailing: [age@the-lep.com](mailto:age@the-lep.com) or by calling **0113 348 1818** in the first instance.



## Step by step guide

- 1** Double check that the business can receive emails from [age@the-lep.com](mailto:age@the-lep.com) by checking their firewall/security settings.
- 2** The business applies for the grant using the online application form, uploading all relevant documents when prompted. When they have completed and submitted the form they 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 the business know by email if they have been successful. This email will also contain a reference number which they need to make a note of.
- 4** When the apprentice has completed 13 weeks in training and employment simultaneously, the LEP team will contact the business by email to request confirmation and evidence of the above. We advise that they submit this evidence asap due to first come, first served nature of the grant.
- 5** Once submitted we will check this evidence and let them know if we need any more information. If they are eligible for a grant we will then ask for their 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 process payment. Please note it will take a minimum of 8 weeks for the payment to reach their account from this point. We will email them to confirm the payment has been processed.
- 7** 6 months since the apprenticeship start date  
We'll then be in touch to ask the business to complete an online customer feedback survey. We'll do this 6 months after the apprentice started their training.

Key

 The business  LEP AGE team