

Apprenticeship Grant for Employers of 16- to 24- year-olds (AGE 16 to 24): Employer Fact Sheet

April 2016 (version 21)

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

For some areas the Grant is managed locally and eligibility criteria will be different to those set out here. This is the case for employers in:

- **Greater Manchester**
- **Sheffield City Region and**
- **West Yorkshire Combined Authority**

For more information about support in these areas please see the information at the end of this fact sheet.

AGE 16 to 24 is available in relation to apprentices working to approved apprenticeship frameworks. Apprentices working to apprenticeship standards do not attract the Grant.

We will offer the Grant to those employers who are eligible to receive it. You can receive up to 5 grants in total; each one is worth £1,500. Please check below whether or not you are eligible to receive the Grant and which apprentices qualify for it.

The Grant has already helped thousands of employers to grow their business by employing an apprentice. The Grant is available for apprenticeship starts up to and including 31 July 2017, subject to eligibility and availability.

Which employers are eligible?

To be eligible you must ensure and sign to confirm that you:

- are not able to recruit an apprentice without the Grant
- have fewer than 50 employees in the United Kingdom, as recorded by the Employer Data Service (EDS).
- have not had an employee start an apprenticeship in the 12-month period before the start date of the **first** apprentice for whom you apply for the Grant.* If you are eligible, you can claim up to 5 Grants during the time the Grant is available.
- understand that you do not have to wait 12 months between the first and any subsequent applications. Only one Grant will be paid per employer for any particular individual
- commit to employ your apprentice(s) for a minimum of 12 months on the apprenticeship programme or the time it takes them to complete their apprenticeship, whichever is the greater
- confirm you are aware of and do not breach any State Aid rules by receiving the Grant and
- agree to pay the apprentice in line with legal minimum requirements or more.

*When we check whether you have had an apprentice in the previous 12 months, we take apprenticeship start dates from the Individualised Learner Records submitted by training organisations to the Skills Funding

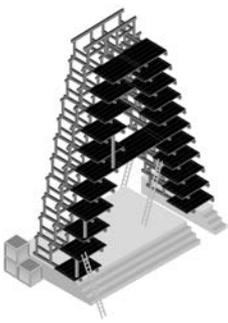
Agency. We take into account starts by existing employees regardless of the apprentice's age and level of the apprenticeship; or whether the Grant was claimed for them. We do not count 'progression starts', that is learners progressing from one level of apprenticeship to another with the same employer, as having started in the previous 12 months.

You should contact any training organisations you have been working with recently to check whether they have accessed apprenticeship programme funding for learning they have provided to you. We would strongly urge you to do this if any of your employees have undertaken 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. Eligible employers who want to access the Grant should note that apprentices must be:

- new recruits
- aged 16 to 24, on the start date recorded on the Individualised Learner Record submitted by your training organisation to the Skills Funding Agency
- enrolled on an apprenticeship framework recognised by the Skills Funding Agency
- live in England
- not taking part in full-time education and
- their workplace must not be in an area where funding for the grant has been devolved (see Devolved AGE Section below).



Existing employees do not attract the Grant except where AGE 16 to 24 provides an incentive for you to provide an existing part-time employee aged 16 to 24 (contracted to work fewer than 20 hours each week) with a new full-time apprenticeship job role (minimum 30 hours per week).

How do employers apply?

You must complete, sign and return an AGE 16 to 24 Employer Declaration with your chosen training organisation(s), to confirm your eligibility, before your apprentice(s) starts. By signing the Declaration you are agreeing to the Terms and Conditions which are set out in the same document. You must provide an indication of how many apprentices you plan to recruit, with the support of the Grant with that particular training organisation; this can be updated.

Once you and the training organisation have conducted the necessary eligibility checks and signed the Employer Declaration you will be given a copy to retain for your own records.

Only Skills Funding Agency approved training organisations can submit applications for the Grant to us. We will not accept any responsibility for applications that are not submitted, submitted late or incorrectly submitted; or for incorrect information or advice given by training organisations.

If you do have a query relating to your AGE 16 to 24 claim please contact your training organisation who is responsible for resolving your queries and complaints.

AGE 16 to 24 will be issued on a first-come, first-served basis within a training organisation's allocation of Grants.

When does an employer receive payment?

It may take up to nine weeks after the 13-week qualification point for the funds to be processed and transferred.

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 <http://skillsfundingagency.bis.gov.uk> and recorded on the Individualised Learner Record submitted by your training organisation.

The Skills Funding Agency will transfer AGE 16 to 24 funds to your training organisation once the 13 week qualification point has been met and correctly recorded on the Individualised Learner Record as submitted by the training organisation.

Your training organisation must make arrangements to pay the funds to pay the funds to you within 30 days of receipt.

Payment is in the form of a grant and is therefore exempt from VAT.

If your apprentice leaves or is dismissed before completing 13 weeks 'in-learning' as defined above you will not receive payment for the Grant, even if they completed 13 weeks in employment.

If your apprentice leaves or is dismissed after completing 13-weeks 'in-learning,' your entitlement to the Grant remains. As defined in the AGE 16 to 24 Employer Declaration, you are expected to provide ongoing employment to your apprentice(s), subject to satisfactory performance as an employee.

Information for Employers in Greater Manchester, Sheffield City Region and West Yorkshire.

The government has granted Greater Manchester Combined Authority and Sheffield City Region (Sheffield, Doncaster, Rotherham and Barnsley) devolved control of the AGE budget for their areas. It has also granted control of the AGE budget to West Yorkshire Combined Authority (Bradford, Calderdale, Kirklees, Leeds, Wakefield and City of York). This means that the eligibility criteria and application process for these areas is different than for other areas and is not managed by the Skills Funding Agency, National Apprenticeship Service.

You can find out more about how AGE 16 to 24 is administered locally by following the links below for each of the areas listed:

Greater Manchester:

http://neweconomymanchester.com/stories/2050-gm_age_greater_manchester_apprenticeship_grant_for_employers.

Sheffield City Region:

<http://www.skillsmadeeasy.org.uk/employers/gap/>.

West Yorkshire:

<http://www.the-lep.com/for-business/skills-and-training/lep-apprenticeship-grant/>

Next steps

- Contact your local training organisation
- 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.

The National Apprenticeship Service is run by the Skills Funding Agency.