WORCESTER CITY APPRENTICESHIP GRANT SCHEME

INFORMATION SHEET FOR PROVIDERS AND EMPLOYERS

 

Worcester City Council (WC) has joined forces with Worcestershire Training Provider Association (WTPA) to help more local businesses create their future workforce through apprenticeship programmes. £20,000 is available in financial year 2019/2020to award a salary and/or training contribution grant depending on the level of the apprenticeship as follows -

* £1,000 Intermediate apprentice
* £1,500 Advanced apprentice
* £2,000 Higher and Degree apprentice

There is a maximum of **1 grant available** for any one business per annum.

The grant scheme will **prioritise** applications from businesses operating in one or more of the following **key sectors:**

* Digital
* Tourism, Hospitality and Leisure
* Retail - Destination and/or Independent
* Creative and Cultural
* Construction and Property Services
* Advanced Manufacturing and Engineering
* Professional Services e.g. recruitment, legal, accountancy

**Employer Criteria**

* Located within the Worcester City postcode area
* Employs less than 250 employees (i.e. SME)
* Must be providing an approved apprenticeship
* **Is recruiting an Apprentice for the first time OR the first time in 12 months**
* Must pay at least the Legal Minimum Wage for Apprentices, and is encouraged to uplift in order to ‘make work pay’

**Apprentice Criteria**

* Resides in Worcestershire
* Aged 16 – 24 years
* Not previously employed by the Employer

**Apprenticeship Criteria**

* Must comply with criteria set by the Institute for Apprenticeships and the Skills Sector Councils
* Must provide a approved framework or standard for the Apprentice to acquire a recognised qualification or completion of End Point Assessment
* Must have a duration of between 1- 4 years, with 12 months as the minimum
* All levels are eligible including Higher and Degree Apprenticeships

The grant is subject to a successful application to WTPA and the availability of funds. **WC reserves the right to award or reject grants at the council’s discretion**. The scheme will be run on a first come first served basis, with grants awarded only **once the Apprentice has completed 13 weeks on programme**, and the Grant agreement between the employer and Council has been signed. The Grant will be payable by WC direct to the employer within 30 days of receipt of all requested evidence and a signed WC Grant Agreement.

**Evidence Requirements**

* Completed and signed application form with employer and training provider declarations that information provided is accurate, and signature of employer to Terms and Conditions of grant
* Additional evidence may be requested by Worcester City Council during or after the application process and grant award

**Worcester City Apprenticeship Grant Scheme - Terms and Conditions**

1. The employer will employ the apprentice/s named in the employer declaration for at least the time it takes to complete their apprenticeship programme, or a minimum of 12 months on the apprenticeship programme, whichever is greater (subject to satisfactory performance of the apprentice as an employee)
2. The Employer shall notify the Council as soon as possible of any changes to the status of the Employer, the Apprentice or the Apprenticeship, including a change in terms and conditions, which may affect the eligibility of the Employer to claim the Grant.
3. The Employer shall at all times endeavour to make a success of the Apprenticeship and support the Apprentice to gain qualifications and valuable work experience.
4. The employer will pay the apprentice at least the National Minimum Wage appropriate for the apprentice’s age, including time for off the job training throughout the duration of the apprentice.
5. The employer agrees to maintain a relationship with the council for a minimum of 12 months, enabling monitoring of outcomes from the grant scheme, and to participate in publicity and press opportunities to further promote the Worcester City Council Apprenticeship Grant Scheme (subject to commercial sensitivities). This would include both the employer and the apprentice attending local events, featuring in press, publicity material and providing case studies where this is mutually beneficial to all parties.
6. Worcester City Council reserves the right to recover all or part of the grant it has provided if:

* The applicant is found to have improperly tried to influence the decision of any officer or Elected Member of Worcester City Council in the award of a grant
* The business relocates outside the boundaries of Worcester City within a 12 month period from receipt of the grant
* Any information provided in the application form or other correspondence is found to be substantially incorrect, misleading or incomplete
* The apprenticeship is terminated by the employer prior to the end of the agreed duration through no fault of the apprentice, or without reasonable grounds.

1. If it is found that the applicant has any outstanding debts owed to Worcester City Council, then Worcester City Council reserves the right to withhold grant payment until such debts are cleared.
2. The Employer shall at all times comply with it’s obligations under the Equalities Act and shall not discriminate on the grounds of age, race, gender, marital status, religion, sexual orientation or disability.
3. The employer and apprentices consent that any personal information provided as part of the Worcester City Apprenticeship Grant scheme will be processed and stored for monitoring and publicity purposes. Personal data will only be held in accordance with Data Protection legislation. <https://www.worcester.gov.uk/privacy-policy>

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