



## Apprenticeship Wage Subsidy Grant for Hambleton Business **EMPLOYERS FACT SHEET AND TIMELINE 2021-2022**

**The Apprenticeship Grant will support 25 small businesses per year based in Hambleton with a one off grant of £2000. The grant will help businesses create a new opportunity for a young person aged 16-24 years, who lives in Hambleton, to become an apprentice.**

### **How does the grant work?**

The business will commit to taking on a new or additional apprentice **who resides** in Hambleton in paid employment for the duration of their formal training and will pay at least the national minimum wage for apprentices.

In return Hambleton District Council (HDC) will pay the business a one off grant of £2000.

The first £1000 instalment will be paid four weeks after the apprentices' **training has started**, with an accredited training provider, and a further £1000 will be paid after the apprentice has completed week 12 of their apprenticeship.

### **Which businesses/individuals are eligible for the grant?**

The grant is to support small businesses with priority given to those that employ less than 20 employees. They must be based in the Hambleton district, have an annual turnover not exceeding £50 million, and/or a balance sheet total under £43 million and have been established or operational for at least three months - businesses that are moving into the area and have been in existence for over three months are also eligible to apply. The scheme aims to encourage businesses interested in employing an apprentice for the first time, or who want to employ an additional apprentice. The payment cannot be used to subsidise an existing apprentice.

The individual who wishes to become an apprentice must be aged 16-24 years, willing to undertake the full training offered, and live in the Hambleton district. Priority will be given to businesses that have not had an apprentice wage subsidy in the last two years.

## How much will the apprentice be paid?

A minimum wage of £4.30 per hour (including off the job training time) must be paid to all apprentices who are under 19 or in the first year of their apprenticeship. Individuals not falling into these categories should be paid the National Minimum Wage rate for their age band. The latest National Minimum Wage rates can be found at [gov.uk/national-minimum-wage-rates](https://www.gov.uk/national-minimum-wage-rates).

Employment must be for at least 30 hours per week, except in the minority of circumstances where the learner cannot complete the full 30 hours.

All apprentices **must have a contract of employment** just like other employees. Ideally, a salary should be offered which reflects the job description and job role and the skills and experience of the candidate, whilst recognising the training opportunity being offered. It can also be helpful to consider how the apprentice's pay will increase over time.

## How long will the Apprenticeship last?

Apprenticeships last for a minimum of 12 months. The duration of an apprenticeship depends on the framework being followed and the ability of the individual apprentice. An apprenticeship can take between one and four years depending on the level and type. As a guide an intermediate apprenticeship usually takes around 12 months and an advanced apprenticeship around 24 months.

## What happens if the Apprentice leaves?

If the apprentice leaves, or is dismissed between weeks four and 12 HDC will recover £500 of the grant and no second instalment will be paid.

If the business employer terminates the apprentice's contract or if the apprentice resigns between weeks 13 and 22, the employer will refund HDC all of the second payment of £1,000.

## What support is available?

The National Apprenticeship Service (NAS) can provide information and advice on a suitable accredited training organisation to provide training for the apprentice. The training provider will advertise the vacancy on the NAS online vacancies system, the vacancy will be promoted in the local area.

## What other financial support is available?

The NAS currently has a grant available for businesses. It is paid and administered by the training providers who are contracted to deliver apprenticeship training. Contact your training provider or the NAS about your eligibility for the grant at

[gov.uk/government/publications/apprenticeship-funding-from-may-2017](https://www.gov.uk/government/publications/apprenticeship-funding-from-may-2017)

## Further Information

### Hambleton District Council

apprenticeships@hambleton.gov.uk

01609 767058

hambleton.gov.uk

### National Apprenticeship Service

Helpline No: 0800 0150 600

Website: [gov.uk/take-on-an-apprentice/overview](https://www.gov.uk/take-on-an-apprentice/overview)

## STAGES AND DEADLINE

Stage	Details	Time
1	Application and <b>job description</b> received - acknowledgement of application sent	5 working days
2	Application submitted to Apprenticeship Grant Panel	10 working days
3	The business will be informed by email/letter of the panel's outcome. If successful the next step is for the business to contact the NAS through the helpline on 08000 150 600 or through the website enquiry form at: <a href="http://gov.uk/take-on-an-apprentice">gov.uk/take-on-an-apprentice</a>	5 working days
4	The business should then find a suitable apprentice, with the NAS and learning provider support As the grant is only ring fenced for three months an apprentice must be recruited within that time to avoid losing the grant.	Within 3 months
<b>Appoint an apprentice within three months of the date of the panel outcome letter</b>		
5	Once a candidate has been appointed the business should then inform HDC by completing and returning the Business Contract to HDC	Within 3 months
6	HDC will request from the Training Provider an official start date of when they commenced training the apprentice. HDC will then contact the Training Provider four and 12 weeks from the start date asking for confirmation that the apprentice is still receiving training. If so HDC will contact the Business asking them to make a claim.	Within 3 months
7	After 12 weeks, providing the apprentice is still in place, then the second payment for £1,000 grant can be claimed from HDC	Within 6 months
<p>If the apprentice is not in place after 12 weeks, £500 is paid back to HDC by the employer - and the second instalment will not be paid.</p> <p>If the apprentice is not in place at week 22, £1000 is paid back to HDC by the employer.</p>		

This information is available in alternative formats and languages

