

Apprenticeship Grants for Employers of 16 to 24 year olds (AGE 16 to 24)

EMPLOYER AGREEMENT

Background

The Apprenticeship Grants for Employers aged 16 to 24 (the Grant) will support young people aged 16 to 24, to secure an Apprenticeship job opportunity. It aims to assist employers new to Apprenticeship delivery, and those employers who had not been in a financial position within the last 12 months to commit to starting an Apprentice, to recruit a new Apprentice aged 16 to 24. Employers with up to 1000 employees can apply for the grant. Employers are only eligible to receive the grant if they would not currently be able to recruit an Apprentice without this additional support.

The grant has a value of £1,500. The grant is administered on behalf of the National Apprenticeship Service by one of the Training Providers funded to deliver Apprenticeships or a Strategic Partner. Employers will become eligible to receive the grant once the Apprentice has completed 13 weeks 'In Learning' (calculated from the start date of the Apprenticeship and the date that is submitted by the Training Provider) and in employment. It may take up to nine weeks for the payment to be processed and paid to the Training Provider following the 13 week period, on receipt of the fund the Training Provider should transfer the funds to the employer within 30 days.

Please refer to the latest 'AGE 16 to 24 Employer Fact Sheet' available on the Apprenticeship website for further information, this can be downloaded from www.apprenticeships.org.uk

This document records the agreement between the employer receiving the **AGE 16 to 24** grant and the Training Provider or Strategic Partner, who will administer the payment on behalf of the National Apprenticeship Service.

Important note to employer regarding the AGE payments

The start date of the Apprenticeship must be the same day as the start date of employment within the company. The employer will become eligible to receive the grant once the Apprentice has completed 13 weeks of 'In Learning' **and** employment. It can take up to nine weeks from this date for payment to be released from the Skills Funding Agency. In some cases, an Apprentice may have completed 13 weeks employment, but not reached 13 weeks 'In Learning' (calculated from the start date of the Apprenticeship). If this is the case and the Apprentice has not completed 13 weeks of 'In Learning' the employer would not be eligible to receive the grant. The employer becomes eligible to payments once 13 weeks of the Apprenticeship programme is complete. Once First4Skills receive the payment it will be passed on to the subcontractor to be paid out by cheque and posted via recorded delivery.

AGE application guidance

Page 3 & 5 must be signed by Director / Owner of company

Page 1 – Overview of AGE grant

Page 2 – Write company name at top (as listed on Companies House if applicable), read employer commitment & tick appropriate box

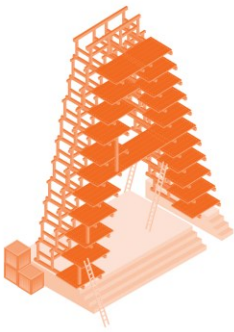
Page 3 – Sign, print name, position in company, correct company name, tick company structure box, Date

Page 4 – How many grants applying for (First4Skills to fill in Apprentice names once placed)

State Aid declaration – all to be completed by employer;

Page 4 – Registered company name and address (as stated on Companies house if applicable), contact details.

Page 4 & 5 - Read State Aid grey box, Declare State Aid totals (if you have not received any State Aid, then zeros must still be recorded in the boxes). Sign, date, name, position.



Employer commitment

The employer [] agrees as follows:

The Employer is the whole organisation (including all branches and national divisions)

- The Employer would not be in a position to employ this new apprentice without the AGE 16 to 24 payment (*see note below).
- The Employer will employ the apprentice/s named below for at least the time it takes to complete their Apprenticeship programme, or a minimum of 12 months, whichever is greater (Subject to satisfactory performance of the apprentice as an employee).
- 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.
- The Employer has not employed an apprentice who has started their apprenticeship programme in the previous 12 months (from the start date of this new Apprenticeship). (**see note below)
- The Employer will complete the attached State Aid declaration form, confirming that they are aware of and do not breach any state aid rules, and return it to the Training Provider.
- The Employer has less than 1000 employees in the UK.
- If the Apprentice leaves or is dismissed and does not complete 13 weeks of employment or does not complete 13 weeks of 'In Learning' (as recorded in the Individual Learning Record submitted by the Training Provider) they will not be eligible for the grant.
- The employer is not already drawing down funds through 'DWP's Youth Contract Incentive' or the 'ESF Skills Support for the Unemployed Initiative' (employers can only claim funds through one government incentive):
- Please tick the appropriate box to confirm the employer size

Between 1 & 49 employees FTE

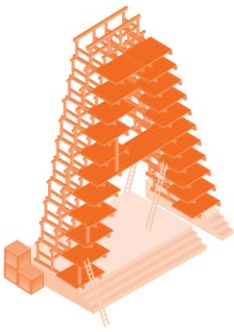
Between 50 & 249 employees FTE

Between 250 & 1000 employees FTE

Notes

**AGE 16 to 24 is aimed at supporting employers who would not currently be in a position to recruit an apprentice without the support of this grant. If this is not the case the employer should not make a claim.*

*** If as an employer you are unsure whether a Training Provider has accessed Apprenticeship funding for employees in your business (for new recruits or existing employees) but have for example, had a member of staff undertaking work based learning such as NVQ's (National Vocational Qualifications) you should contact the Training Provider concerned to seek clarification before signing this agreement and claiming the AGE. Checks will be made and where a previous Apprenticeship start is recorded against an employer they will not be eligible for the grant.*



Training Provider / Strategic Partner commitment

The Training Provider, First4Skills (Subcontractor.....), agrees as follows:

- The Training Provider will undertake best endeavours to ensure the employer and recruited Apprentice are eligible for the AGE 16 to 24 payment before submitting an application
- The Training Provider will work with the employer to identify and deliver a suitable Apprenticeship programme
- The Training Provider will assist the employer to understand the AGE 16 to 24 criteria and to complete the required AGE 16 to 24 documentation
- The Training Provider/Strategic Partner will make payment of the grant to the employer in accordance with this agreement in a timely manner. Under the terms of the AGE 16 to 24 the provider is responsible for ensuring the employer receives the payment within 30 days of receipt of funds from the Skills Funding Agency. It may take up to nine weeks for the payment to be processed and paid to the Training Provider following the 13 week period.

Signature (Employer):

SIGNED by: _____
For and on behalf of the Employer (Must be signed by Company Owner or Director)

Name (Print): _____

Position: _____

Company: _____

Please confirm company structure;

Sole Trader Partnership Limited Company

Date: _____

Signature (Provider):

SIGNED by _____

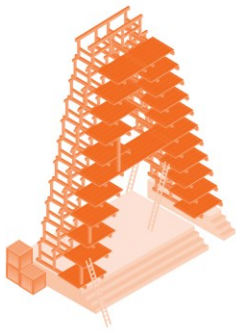
For and on behalf of the Training Provider/Strategic Partner

Name (Print)

Position:

Training Provider/
Strategic Partner

Date: _____



Apprentices' Details

Number of Apprentices to be recruited under the AGE 16 to 24 Grant: _____
(to a maximum of 10 per employer)

Name of Apprentice (please complete if known at this stage)	Date of Birth	Name of Apprentice	Date of Birth
1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

State Aid Declaration

Company Level Data Capture Form (De Minimis)

Section One

1. What is your registered company name?

2. What is your company's registered address?

3. Contact Details

Email:

Telephone

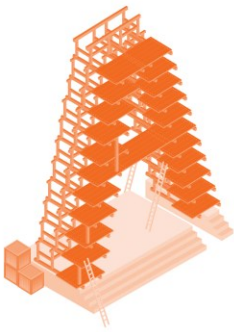
Section Two - (De Minimis)

STATE AID RULES

Where activity is supporting individuals to improve their employability and help them move closer to the labour market the aid is being provided to the individual and there are no direct benefits for enterprises. However for those elements which provide support to individuals in employment there may be state aid implications because their employers are receiving support towards the costs of training. Where funding which supports individuals in employment to achieve full or part qualifications this may constitute an aid.

The de minimis regulation enables an enterprise to receive up to €200,000 euros in aid (any public resources including ESF) over three fiscal years. Providing such aid is given within the de minimis rules there is no requirement to notify it to the Commission.

To ensure that the requirements of the de minimis regulation are met, scheme administrators must ensure that any award of funding and other public match funding to an enterprise given under the terms of the de minimis block exemption does not breach the €200,000 ceiling over three fiscal years. Member states are required to keep



detailed records of any de minimis aid paid for 10 years.

The de minimis regulation:

- extends the scope of the regulation to marketing and processing of agricultural products with certain conditions and the transport sector (but not to road haulage operations for the acquisition of road freight transport vehicles).
- prohibits the cumulation of de minimis with other block exempted or notified aid schemes for the same costs, and ;
- increases the de minimis level from €100,000 to €200,000 except the road transport sector which remains at €100,000.

Organisations using the de minimis rules must put in place a monitoring system to ensure the limit is not breached. Typically, such a monitoring system will involve:

- asking enterprises receiving support under their scheme to identify all other sources of support (either in cash or in kind) that they have received in the last three years;
- checking if previous de minimis aid is involved, to ensure that the combined assistance does not exceed €200,000 over any three-year rolling period. If the limit is breached, the aid may have to be reduced or refused to ensure the limit is not breached.

BIS (Department for Business, Innovation and Skills) State Aid Branch advises writing to each recipient in the following terms:

“The assistance for [...] constitutes State Aid as defined under Articles 87 and 88 of the Treaty of Rome and is being granted as ‘de minimis’ aid under Commission Regulation EC/1998/2006. European Commission rules prohibit any undertaking from receiving more than €200,000 euros ‘de minimis’ aid over a rolling three-year period. Any ‘de minimis’ aid granted over the €200,000 limit may be subject to repayment with interest. If you have received any ‘de minimis’ aid over the last three years (from any source) you should inform us immediately with details of the dates and amounts of aid received. Furthermore, information on this aid must be supplied to any other public authority or agency asking for information on ‘de minimis’ aid for the next three years.”

Whilst de minimis rules are straightforward in principle they are difficult and complex to operate in practice because they are not project related and as such rely on individual enterprises being able to identify how much aid and under which schemes they have received support over a rolling three-year period. Where enterprises have exhausted their aid ceilings under de minimis, there is no capacity for further aid.

State aids must be dealt with using the de minimis rules.

4. Declaration - I declare that the amount of De Minimis aid received by the company/organisation over the last three fiscal years is:

2010/11	2011/12	2012/13	TOTAL

5. I confirm that, to the best of my knowledge, the information above is correct and given in good faith. I will notify you of any new aid received from any source during the life of the project.

Signed (Director/Owner)		Date	
Name			
Position within firm			

This information may be shared with other organisations and Department for Education and Skills and Department for Work & Pensions for administrative, statistical and research purposes, to inform careers and other guidance and to monitor progress.