



APPRENTICESHIP
GRANT FOR EMPLOYERS

INFORMATION

General information

Ashfield and Mansfield district councils, through their Regeneration Service offer grants to eligible employers on a first come first served basis of between £1,000 and £1,500. Employers wishing to access the grant scheme will have to meet the following eligibility criteria:

1. The business must be located within the Ashfield or Mansfield district council boundaries and employ less than 250 employees.
2. For those employers with under 50 employees - the business must be eligible under the National Apprenticeship Service (NAS) Grant for Employers (AGE) criteria. See National Apprenticeship Service website:
www.gov.uk/topic/further-education-skills/apprenticeships
For those employers with 50 - 249 employees - the business must complete and sign an SME enrolment form to confirm their eligibility.
3. The apprentice must reside within the district council boundaries of Ashfield or Mansfield.
4. Employers must demonstrate that they are creating an additional or new apprenticeship position.
5. The apprentice must be aged between 16 and 24 when they start their apprenticeship.

The council grant will be awarded as follows:

£500 on completion of 26 weeks on an approved Apprenticeship Framework

£500 on completion of an Intermediate Apprenticeship Framework (Level 2)

Additional £500 may be available on completion of an Advanced Apprenticeship (Level 3)

Grants cannot be awarded retrospectively i.e. the apprenticeship must not have been started prior to approval of grant eligibility by the Ashfield and Mansfield Regeneration Service.

Employer information

Eligible employers must be working with an approved training provider to deliver apprenticeship training. Grant funding will be administered directly by the district councils via the training providers.

Specific employer criteria

- The employer will recruit the apprentice for at least the time it takes to complete their apprenticeship programme, or a minimum of 12 months.
- The employer will pay the apprentice at least the minimum wage including time for 'off the job' training.
- A maximum of 5 grants are available to employers.



PROCESS MAP

Stage 1

Employers wishing to access this grant will follow a similar application process as the National Apprenticeship Service (NAS) Apprenticeship Grant for Employers (AGE).



Stage 2

Training providers working with Ashfield and Mansfield employers should consider their eligibility for the scheme. To be considered eligible a business must have less than 250 employees:

- For businesses with under 50 employees - the business could be eligible for the NAS AGE grant
- For those business with 50-249 employees - the business must complete and sign an SME Enrolment Form to confirm eligibility

The employers must recruit an Ashfield or Mansfield resident aged between 16 and 24.

The training providers will check and confirm the eligibility of the employer and complete the relevant forms with the employer.



Stage 3

Complete the Employer Agreement and return it to the Ashfield and Mansfield Regeneration Service, Civic Centre, Chesterfield Road South, Mansfield NG19 7BH or email to:

apprenticeships@mansfield.gov.uk. Ineligible applications will be returned to the training provider with an explanation of rejection. A successful application will have the funding ring fenced and an approval code provided.



Stage 4

The training provider will supply the Ashfield and Mansfield Regeneration Service with the appropriate evidence at each stage payment. This will initiate a purchase order which will allow the training provider to invoice Mansfield District Council.

The training provider is responsible for ensuring the employer receives the payment of the grant within 30 days of receipt from the district council.



Stage 5

£1,000 will be allocated for a level 2 framework and an additional £500 grant may be made available to employers by the same process if they are progressed to the level 3 advanced level qualification (subject to available funding).

The Ashfield and Mansfield Regeneration Service will make contact with the employers at both payment stages in order to obtain feedback for evaluation purposes, confirm grant receipt and to offer additional council services and support.

Additional information

- If the apprentice leaves or is dismissed (for whatever reason) before they have completed their Apprenticeship Framework the payment will not be made.
- If the apprentice leaves or is dismissed prior to completion of their apprenticeship the employer working with their training provider will have 6 weeks from the date of their leaving to recruit another eligible apprentice. If the employer does recruit an eligible apprentice within the 6 weeks the council will make the payment in respect of the new apprentice provided that all the criteria of the scheme are met. The training provider must supply the district council with a new employer agreement form to show that the new recruit is eligible.
- The district council expects training providers to fully support both the apprentice and employers at all times and offer relevant support to ensure (wherever possible) that the young person completes the apprenticeship.
- Under no circumstances will the council become the employer of the apprentice.
- The apprentice must undertake a nationally recognised apprenticeship programme.
- If the student has completed a Level 2 with one employer and then moves to another employer to complete a Level 3 apprenticeship, the new employer (should they meet the eligibility criteria) will be eligible for the additional £500 for that Level 3 apprenticeship. If there is no Level 2 available for an apprenticeship and they go straight into a Level 3 then the employer may be eligible for the full £1,500 based on meeting the eligibility criteria and evidence being received at the three stage payments.

Further information

For more information please contact:

Mansfield and Ashfield Regeneration Service

Mansfield District Council

Civic Centre

Chesterfield Road South

Mansfield

NG19 7BH

Tel: 01623 463152

Email: apprenticeships@mansfield.gov.uk

Meeting your needs

We can provide this information in larger print, in Braille, on audio tape, on CD or in another language.

Telephone: 01623 463463

Minicom: 01623 463444

Email: mdc@mansfield.gov.uk