

# ASHFIELD AND MANSFIELD APPRENTICESHIP GRANT FOR EMPLOYERS



## General Information

From 01 April 2014 Ashfield and Mansfield District Councils, through their Shared Regeneration Service will offer grants to eligible employers on a first come first served basis of between £1,000 and £1,500 in addition to the National Apprenticeship Service (NAS) Apprenticeship Grant for Employers (AGE) grant of £1,500. Employers wishing to access the Councils' 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. The business must be eligible under the National Apprenticeships Service AGE Grant criteria. See National Apprenticeships Service website: [www.apprenticeships.org.uk](http://www.apprenticeships.org.uk)
3. The apprentice must reside within Ashfield or Mansfield District Council boundaries.
4. Employers must demonstrate that they are creating an additional or new apprenticeship position.
5. The Apprentice must be aged between 19 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 Shared 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 must not have employed an apprentice who has started their apprenticeship programme in the previous 12 months (from the start date of the new apprenticeship).
- The employer must not have received state aid of more than 200,000 Euros in the last three years. The employer must have completed the National Apprenticeship Service state aid declaration form confirming that they are aware of, and will not be in breach of state aid rules, and supply this to the Training Provider on request.
- 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 2 grants are available to employers

## Process Map

### Stage 1

Employers wishing to access this grant will follow the same application process as the NAS AGE Grant.

### Stage 2

Training Providers working with Ashfield and Mansfield employers should consider their eligibility for both the NAS and Ashfield and Mansfield Apprenticeship Grants for Employers. To be considered eligible for the scheme businesses should be eligible for the NAS AGE grant, employ less than 250 people and recruit an Ashfield or Mansfield resident aged between 19 and 24. The training providers will check and confirm the eligibility of the employer.

### Stage 3

Complete the Employer Agreement and return it to the Ashfield and Mansfield Shared 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.

### Stage 4

The training provider will supply the Ashfield and Mansfield Shared Regeneration Service with evidence that the employer has successfully been paid £1,500 under the terms of the NAS AGE grant.

At this stage the Ashfield and Mansfield Shared Regeneration Service will provide the training provider with an approval code which reserves the local Apprenticeship Grant, subject to specific criteria being met. The training provider will confirm grant approval to the employer.

### Stage 5

The Ashfield and Mansfield Shared Regeneration Service will pay £500 to the training provider by BACS on confirmation of the 26-week stage of the Apprenticeship.

A further £500 will be paid to the training provider by BACS upon receipt of evidence that the apprentice has successfully completed all elements of the Apprenticeship framework at level 2. Training Providers will be asked to make payment to the employer within 30 days of receipt of the payments.

The Ashfield and Mansfield Shared 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/support.

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)

## Additional Information

- If the apprentice leaves or is dismissed (for whatever reason) before they have completed their Apprenticeship Frameworks 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:

Ashfield & Mansfield Shared Regeneration Service  
Mansfield District Council  
Civic Centre  
Chesterfield Road South  
Mansfield  
Nottingham  
NG19 7BH

Tel: 01623 463165  
Email: [apprenticeships@mansfield.gov.uk](mailto: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.

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