



WORCESTER CITY APPRENTICESHIP GRANT SCHEME INFORMATION SHEET FOR PROVIDERS AND EMPLOYERS

Worcester City Council (WCC) has joined forces with Worcestershire Training Provider Association (WTPA) to help more local businesses, employ local residents through apprenticeship programmes. £25,000 is available in financial year 2017/18 to award a salary contribution grant of £1,000 per apprentice, with a maximum of 2 grants available for any one business.

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

- Advanced Manufacturing and Engineering
- Cyber Security/IT/Defence
- Visitor and Destination Economy
- Construction

Employer Criteria

- The Employer is located within the Worcester City postcode area
- The Employer employs less than 250 employees.
- Must be providing an approved apprenticeship
- The employer has not had an Apprentice within the previous 12 months
- Must pay at least the Minimum Wage for Apprentices, and is encouraged to uplift

Apprentice Criteria

- The Apprentice resides in the Worcester City postcode area
- Is aged 16 – 24 years
- Not previously employed by the Employer

Apprenticeship Criteria

1. Must comply with criteria set by the National Apprenticeship Service and the Skills Sector Councils
2. Must provide a framework for the Apprentice to acquire a recognised qualification (for example a Technical Certificate or an NVQ).
3. Must have a duration of between 1- 4 years, with 12 months as the minimum
4. All levels are eligible including Higher Apprenticeships

The grant is subject to a successful application to WTPA and the availability of funds. WCC 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 grant applications accepted 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 WCC direct to the employer within 30 days of receipt of all requested evidence and a signed WCC Grant Agreement.

Evidence Requirements

- Employer Declaration signed by the employer and Training Provider organisation
- Copy of Apprentice contract of employment
- Signed Grant Agreement between employer & Worcester City Council
- Any additional evidence requested by Worcester City Council

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.

7. 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.

8. 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.

For further information contact:
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