



West Lancashire Borough Council

Let's talk Apprentices Grant Scheme

March 2016

Employer Fact Sheet

The Let's talk Apprentices Grant Scheme supports eligible West Lancashire businesses to recruit West Lancashire 16 to 24 year-olds into employment through an apprenticeship programme.

Employers can apply for the grant to support the recruitment of a new apprentice in their business.

Which employers are eligible?

Eligible businesses can apply for a grant of up to £1,000 per apprentice (maximum of 2 applications per business).

To be eligible your business must:

- Be a small sized business employing less than 50 employees in the UK
- Be based in West Lancashire; please note this must be the business where the apprentice(s) will be located for employment
- Commit to employ your apprentice(s) for a minimum of 12 months on the apprenticeship programme or the time it takes them to complete their apprenticeship, whichever is greater
- Participate in The Let's talk Employment & Skills Charter

- Agree to pay the apprentice(s) in line with the legal minimum requirements or more

Which apprentices qualify?

Our aim is to support employers to recruit new 16 to 24 year-olds into employment through an apprenticeship programme.

Eligible employers who want to access the grant should note that the apprentice(s) must:

- Be aged 16 to 24 years on their commencement date of employment
- Reside in West Lancashire
- Not be taking part in full-time education
- Undertake an apprenticeship which falls into one of the agreed priority frameworks:
 - **Business, Administration & Law**
 - **Construction & Planning**
 - **Engineering & Manufacturing**
 - **Information & Communication Technology**
 - **Transport & Storage**



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How do employers apply?

If you are in the process of recruiting an apprentice or are thinking of employing an apprentice, please complete The Expression of Interest form on the Council's website.

The grant will be issued to eligible businesses on a first-come, first-served basis subject to availability and eligibility.

When does an employer receive payment?

Payments will be made in 2 equal instalments: the first instalment will be made after the apprentice has completed 13 weeks on their apprenticeship programme; with the second instalment made after the apprentice has completed 26 weeks on their apprenticeship programme.

If for unforeseen reasons, your apprentice leaves or is dismissed **before** completing 13 weeks on their apprenticeship programme you will not receive payment of the Grant, even if they completed 13 weeks in employment.

If the apprentice leaves or is dismissed **before** completing 26 weeks on their apprenticeship programme your entitlement to the first instalment remains however you will not be eligible for any outstanding payments.

Would you like to find out more?

Why not contact us and have an informal chat:

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VISIT www.westlancs.gov.uk/apprenticesgrant