

# Apprenticeship Grant for Employers of 16- to 24- year-olds (AGE 16 to 24): Employer Fact Sheet

## December 2014 (version 18)

### For implementation 1<sup>st</sup> January 2015

The Apprenticeship Grant for Employers of 16- to 24- year-olds (AGE 16 to 24) supports businesses that would not otherwise be in a position to do so, to recruit individuals aged 16 to 24 into employment through the apprenticeship programme.

This fact sheet is relevant to employers taking on apprentices from 1 January 2015.

AGE 16 to 24 is available in relation to apprentices working to approved apprenticeship frameworks. Apprentices working to new apprenticeship standards do not attract the Grant.

We will offer the Grant to those employers who are eligible to receive it. You can receive up to 5 grants in total; each one is worth £1,500. Please check below whether or not you are eligible to receive the Grant and which apprentices qualify for it.

The Grant has already helped thousands of employers to grow their business by employing an apprentice. The Grant is available for apprenticeship starts up to and including 31 December 2015, subject to eligibility and availability. Could it help you too?

*“AGE 16 to 24 helped meet the costs of taking on a new member of staff, and in effect the grant is being re-invested into the business, to help it grow.”*

*Dr Tehir Nadeen,  
Solihull Dental Practice*

### Which employers are eligible?

To be eligible you must:

- confirm that you are not able to recruit an apprentice without the Grant
- have fewer than 50 employees in the United Kingdom, as recorded by the Employer Data Service (EDS).
- not have had an employee start an apprenticeship in the 12-month period before the start date of the **first** apprentice for whom you apply for the Grant.\* If you are eligible, you can claim up to 5 Grants during the time the Grant is available.
- Please note you do not have to wait 12 months between the first and any subsequent applications. Only one Grant will be paid per employer for any particular individual
- 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 the greater
- confirm you are aware of and do not breach any State Aid rules by receiving the Grant and
- agree to pay the apprentice in line with legal minimum requirements or more.

\*We take apprenticeship start dates from the Individual Learning Records submitted by training organisations to the Skills Funding Agency. We take into account starts by existing

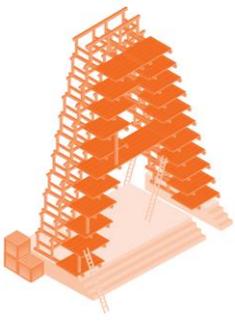
employees and apprentices transferring from another employer; regardless of the apprentice's age and level of the apprenticeship; or whether the Grant was claimed for them. We do not take account of 'progression starts,' that is learners progressing from one level of apprenticeship to another with the same employer.

You should contact any training organisations you have been working with recently to check whether they have accessed apprenticeship programme funding for learning they have provided to you. We would strongly urge you to do this if any of your employees have undertaken work-based learning such as NVQs (National Vocational Qualifications) or Diplomas.

### Which apprentices qualify?

Our aim is to support employers to create new jobs and recruit new 16- to 24-year-olds. Eligible employers who want to access the Grant should note that apprentices must be:

- new recruits
- aged 16 to 24, on the start date recorded on the Individual Learning Record submitted by your training organisation to the Skills Funding Agency
- enrolled on an apprenticeship framework recognised by the Skills Funding Agency
- live in England and
- not taking part in full-time education.



Existing employees do not attract the Grant except where AGE 16 to 24 provides an incentive for you to provide an existing part-time employee aged 16 to 24 (contracted to work fewer than 20 hours each week) with a new full-time apprenticeship job role (minimum 30 hours per week).

### **How do employers apply?**

You must complete and sign an AGE 16 to 24 Employer Agreement with your chosen training organisation(s), to confirm your eligibility, before your apprentice(s) starts. You must provide an indication of how many apprentices you plan to recruit, with the support of the Grant with that particular training organisation; this can be updated.

Only Skills Funding Agency approved training organisations can submit applications for the Grant to us. We will not accept any responsibility for applications that are not submitted, submitted late or incorrectly submitted; or for incorrect information or advice given by training organisations.

AGE 16 to 24 will be issued on a first-come, first-served basis within a training organisation's allocation of Grants.

### **When does an employer receive payment?**

Eligible employers qualify to receive payment of AGE 16 to 24, value £1,500, once a qualifying apprentice has completed 13 weeks 'in-learning' on their apprenticeship programme; as defined by the Skills Funding Agency's programme funding rules <http://skillsfundingagency.bis.gov.uk> and recorded on the Individual Learning Record submitted by your training organisation.

The Skills Funding Agency will transfer AGE 16 to 24 funds to your training organisation. **It may take up to nine weeks after the 13-week qualification point for the funds to be processed and transferred.** Your training organisation **must** make arrangements to pay the funds to you within 30 days of receipt.

Payment is in the form of a grant and is therefore exempt from VAT.

If your apprentice leaves or is dismissed before completing 13 weeks 'in-learning' as defined above you will not receive payment for the Grant, even if they completed 13 weeks in employment.

If your apprentice leaves or is dismissed after completing 13-weeks 'in-learning,' your entitlement to the Grant remains. As defined in the AGE 16 to 24 Employer Agreement, you are expected to provide ongoing employment to your apprentice(s), subject to satisfactory performance as an employee.

### **Our partners**

We are working with the Greater London Authority and the European Social Fund (ESF) to offer an enhanced AGE grant to London employers, referred to as London ESF AGE. More information is available at <https://www.gov.uk/government/collections/apprenticeship-grant-for-employers-of-16-to-24-year-olds>

### **Can I claim AGE 16 to 24 and incentives offered by other organisations in connection with apprenticeships?**

You need to refer to their guidance to find out if you meet the eligibility criteria.

### **Next steps**

- Contact your local training organisation
- Visit [www.apprenticeships.org.uk](http://www.apprenticeships.org.uk) to find out more about apprenticeships Call the National Apprenticeship Service on 08000 150 600 to speak to an adviser.