

Wychavon District Council (WDC) has joined forces with Worcestershire Training Provider Association (WTPA) to help more local businesses, employ local residents through apprenticeship programmes. £60,000 is available in financial year 2019/20 to award a salary contribution grant depending on the level of the apprenticeship being taken.

- £1,000 Intermediate apprentice - Level 2
- £1,500 Advanced apprentice – Level 3
- £2,000 Higher and Degree apprentice – Level 4 and above
- **Low carbon sector applications will receive an extra £100 per grant.**

The grant scheme will prioritise applications from businesses operating in one or more of the following key sectors, the grant can be applied for within the first 12 months of the apprenticeship.

- Engineering and Manufacturing
- IT/Cyber
- Agriculture Technologies and Horticulture (Agri-tech)
- Low Carbon
- Hospitality
- Construction

All other business sectors are still eligible to apply for the grant, however if funds are limited the priority business sectors will take precedent.

Employer Criteria

- The Employer is located in Wychavon district postcode area
- The Employer employs less than 250 employees.
- Must be providing an approved apprenticeship
- Must pay at least the Minimum Wage for Apprentices, and is encouraged to uplift
- The employer has not had an Apprentice within the previous 12 months (can be waived at the councils discretion)

Apprentice Criteria

- 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. WDC 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 only guaranteed once the Apprentice has completed 13 weeks on programme, and the Grant agreement between the employer and District Council has been signed. The Grant will be payable by WDC direct to the employer within 60 days of receipt of all evidence and a signed 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 & Wychavon District Council

Terms and Conditions

The final grant award will be made subject to the following conditions:

- a. Applicants should note that their grant award may be used to assist Wychavon District Council with monitoring outcomes and publicity for the scheme.
- b. Wychavon District 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 Wychavon District Council in the award of a grant
 - The business relocates outside the boundaries of Wychavon district 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.
- c. If it is found that the applicant has any outstanding debts owed to Wychavon District Council, then Wychavon District Council reserves the right to withhold grant payment until such debts are cleared.
- d. The Employer shall at all times comply with its 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:

Kim Cook kim@hwstpa.co.uk 07917 631342
or
Sue Owens sue.owens@wychavon.gov.uk 01386 565525

