



# MALVERN HILLS DISTRICT COUNCIL UPSKILLING GRANT SCHEME

# HELPING LOCAL BUSINESSES CREATE THE WORKFORCE OF THE FUTURE THROUGH THE MALVERN HILLS DISTRICT COUNCIL UPSKILLING GRANT SCHEME.

We will provide funding of up to £1,500 to help with the business cost of training staff (i.e. apprenticeships, traineeship, other).

Businesses can claim up to two upskilling grants in each financial year, up to a maximum of £10,000 over a rolling five-year period.

All businesses can apply provided the person being upskilled began their training after 1 October 2022.



## TO APPLY YOU MUST:

- ▶ Be based in the Malvern Hills district postcode area and employ fewer than 250 people
- ▶ Pay at least the Minimum Wage to the trainee for a post of at least 20 hrs a week including paid training over a minimum of 3 months
- ▶ Provide for the trainee to gain a recognised qualification
- ▶ Have a 12 month minimum signed employment contract

## YOU WILL ALSO NEED TO PROVIDE THE FOLLOWING EVIDENCE:

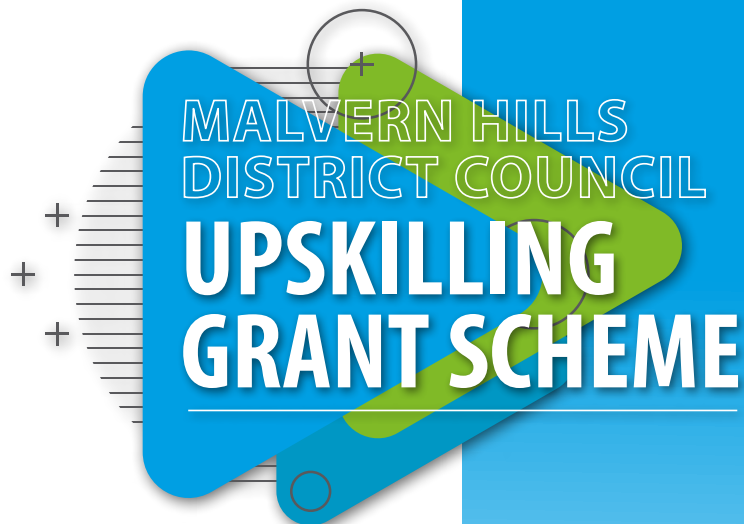
1. Proof of enrolment on a training course signed by the employer and training referrer/provider organisation
2. Copy of the contract of employment
3. Signed Grant Agreement between employer and Malvern Hills District Council
4. Any additional evidence requested by Malvern Hills District Council

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## TERMS AND CONDITIONS:

1. Applicants should be SME businesses (less than 250 employees), operating in any sector and providing for their employee to gain a recognised qualification.
2. The employer will employ the person named in the employer declaration for at least the time it takes to complete their training programme, or a minimum of 12 months on an apprenticeship programme, whichever is greater (subject to satisfactory performance of the employee, unless the employee is in breach of their employment contract).
3. The employer shall notify the council as soon as possible and within 1 month of any changes to the status of the employer, the person or the training, including a change in terms and conditions, which may affect the eligibility of the employer to claim the grant.
4. The employer shall always endeavour to make a success of the training and shall support the aim that the trainee shall gain qualifications and valuable work experience.
5. The employer will pay at least the National Minimum Wage appropriate for the persons age and status, including time for off the job training throughout the duration of the apprentice, internship, or traineeship.
6. 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 MHDC Grant Upskilling Scheme (subject to commercial sensitivities). This could include both the employer and the person being upskilled attending local events, featuring in press, publicity material and providing case studies where this is mutually beneficial to all parties.
7. The 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 Malvern Hills District Council in the award of a grant.
  - ▶ The business relocates outside the boundaries of Malvern Hills district within a 12-month period from receipt of the grant.
8. If it is found that the applicant has any outstanding debts owed to Malvern Hills District Council, then the council reserves the right to withhold grant payment until such debts are cleared.
9. 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.
10. Any grant award is subject to a successful application to Malvern Hills District Council and the availability of funds. Malvern Hills District Council reserves the right to award or reject grants at the council's discretion.
11. The business must confirm they have not received more than £315,000 from the state in subsidy in the last 3 years from the date of the grant application. .
12. The Grant will be payable direct to the employer within 3 months of receipt of all evidence and a signed grant agreement.





*Interested?*

*For further information contact:*

**Economic Development Team**

**Email: [Ecodev@malvern hills.gov.uk](mailto:Ecodev@malvern hills.gov.uk)**

**Tel: 01684 862185**

If you would like more information about apprenticeships and where to start contact:

Worcestershire Apprenticeships

**Email: [info@worcestershireapprenticeships.org.uk](mailto:info@worcestershireapprenticeships.org.uk)**

**Tel: 0300 6663 666**