

MALVERN HILLS APPRENTICESHIP GRANT SCHEME 2020

BUSINESSES AND APPRENTICES

Malvern Hills District Council with Worcestershire Apprenticeships and the Chamber of Commerce helps local businesses take on apprentices to fill the skills gap and create *"the workforce of the future"*.

Through our Apprenticeship Grant Scheme we provide funding of £1,500 to businesses to help with the cost of taking on an apprentice on top of any central government funding. Plus money direct to the apprentice to help them fulfil their role.

If you have difficulty with the processes and paperwork we can help you with this.



Malvern Hills District Council wishes to help more local businesses and employ local residents through apprenticeship programmes. The business can receive grants depend on the level of the apprenticeship being taken, with a maximum of £10,000 payable to any one business over a five year period .

- £1,000 Intermediate and advanced apprentice - Level 2/3
- £1,500 Higher and Degree apprentice - Level 4 and above

Low carbon sector green businesses applications will receive an extra £100 per grant.

Malvern Hills District Council is also providing funding to complete an apprenticeship by providing a apprentice who is a Malvern resident with money to support travel, clothing or equipment and tool costs.

The apprentice themselves claim:

Travel Bursary	Maximum of £50 per month for up to 12 months
Clothing Bursary	One off Grant payment, maximum value £75
Tools or Equipment Bursary	One off Grant payment, maximum value £100

Is my Business Eligible?

We only support applications from businesses operating in one or more of the following key sectors:

- Engineering and Manufacturing
- IT/Cyber
- Agriculture Technologies and Horticulture (Agri-tech)
- Construction
- Catering and Hospitality Advanced and Higher Apprenticeships or above but lower levels have apprentice bursaries

We will also prioritise applications where apprenticeship frameworks and standards fit within the description of A.I, Digital Media, Software and Hardware production, and Engineering.

To apply your business must:

- Be based in the Malvern Hills district and employ fewer than 250 people.
- Pay at least the Minimum Wage to the apprentice for a post of at least 35hrs a week including paid training.
- Ensure the apprenticeship complies with National Apprenticeship Service and Skills Sector Councils criteria.
- Have a minimum 12 months signed employment contract with the apprentice. This could be jointly with another linked employer.
- Not have received funding for more than 10 MHDC grants since 2015.
- Have a new apprenticeship created since 2018 and currently in training.

You will also need to provide the following evidence:

- Employer declaration signed by the employer and training provider organisation.
- Copy of apprentice contract of employment.
- Signed Grant Agreement between employer and Malvern Hills District Council.
- Any additional evidence requested by Malvern Hills District Council.

Apprentices will need to meet the following eligibility criteria for a bursary award:

- Be receiving an Apprentice salary of the minimum wage
- The Apprentice must live within Malvern Hills District and share their details with Malvern Hills District Council
- Be travelling (if travel is claimed) to or from a difficult to access location
- Demonstrate the money has enabled them to take on the apprenticeship

Apprenticeship Criteria

- Must be an approved Apprenticeship standard or framework meeting the apprenticeship funding and guidance rules (all levels and sectors apply)
- The Training Organisation must be on the approved register to deliver the apprenticeship

The bursary is subject to a successful application to Worcester Apprenticeships and availability of funds.

Worcestershire Apprenticeships reserves the right to award or reject bursary applications. The scheme will be run on a first come first served basis, with bursaries awarded only on successful approval of a bursary application.

The bursary will be paid by Worcestershire Apprenticeships, the supply of evidence for costs to be incurred to be sent to Worcestershire Apprenticeships. Malvern Hills District Council will receive a copy of the application form.

Evidence Requirements

- Fully completed application form
- Receipts for any expenditure made



Details you need to know

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) unless the employee is in breach of their employment contract.
2. The Employer shall notify the Council as soon as possible and within 1 month 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 shall support the aim that the Apprentice shall 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 MHDC Apprenticeship Grant Scheme (subject to commercial sensitivities). This could 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. Malvern Hills 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 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.
 - 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 Malvern Hills District Council, then Malvern Hills District 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.
9. Grants issued on a first come firsts served basis and subject to the availability of funds. Malvern Hills District Council reserves the right to award or reject grants at the council's discretion. Grants paid within 30 days of receipt of all requested evidence after the first 13 weeks.

Interested? For further information contact:

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