Apprenticeship Grant for Employers of 16 to 24 year olds (AGE 16 to 24)

Employer Terms and Conditions and Declaration

This document sets out the Terms and Conditions on which The Secretary of State for Business, Innovation and Skills (BIS) acting through the Skills Funding Agency (the SFA) on behalf of the Crown will provide the Apprenticeship Age Grant for Employers (AGE 16 to 24) to the Employer.

The document should be read together with the current AGE Employer Fact Sheet which also forms part to the Terms and Conditions.

The Age Grant will be administered and paid on behalf of the SFA by the training provider delivering the training to the Apprentice in respect of whom AGE 16 to 24 is paid (the Training Provider).

Employers who do not meet these Terms and Conditions will not be entitled to receive AGE 16 to 24.

AGE 16 to 24 will support young people aged 16 to 24, to secure an apprenticeship job opportunity. It aims to assist employers new to apprenticeships and those employers who had not been in a financial position within the last 12 months to commit to starting an apprentice, to recruit a new apprentice aged 16 to 24.

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

Employers with fewer than 50 employees¹ can apply for the AGE 16 to 24. Employers are only eligible to receive AGE 16 to 24 if they would not currently be able to recruit an apprentice without this additional support.

The Training Provider will receive an allocation for AGE 16 to 24 and Employer’s will receive AGE 16 to 24 on a first come first served basis. Once the Training Provider has used up its allocation the AGE 16 to 24 will not be available.

The Employer must check and confirm that they meet the eligibility criteria set out in this document and retain evidence of their claim.

¹The list of small and medium enterprises (SMEs) that can apply for the Age Grant is attached.

The document should be read together with the current AGE Employer Fact Sheet which also forms part to the Terms and Conditions.

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¹The list of small and medium enterprises (SMEs) that can apply for the Age Grant is attached.
The Training Provider is responsible for checking the Employer's eligibility, and submitting the relevant data to the SFA. The SFA will make a payment of AGE 16 to 24 to the Training Provider based on data submitted.

Each individual AGE 16 to 24 is £1500. Employers will become eligible to receive AGE 16 to 24 once the apprentice has completed 13 weeks 'in learning' (as recorded in the Individual Learning Record submitted by the training organisation) and in employment. It may take up to nine weeks for the payment to be processed and paid to the Training Provider following the 13 week period, on receipt of the funds the Training Provider is required to transfer the funds to the Employer within 30 days of receiving it from the SFA.

The Employer must return the attached declaration to the Training Provider in order that the Training Provider can claim the AGE 16 to 24.

**NB:** In some areas AGE 16 to 24 is managed by the Local Enterprise Partnerships and eligibility criteria may be different from those applied by the SFA. This is currently the case for Greater Manchester and Sheffield City Region (from 1 April 2015) and West Yorkshire Combined Authority (from 1 August 2015). Links to the relevant information for these areas is available on [GOV.UK](https://www.gov.uk).
Employer Declaration

Name of Employer_______________________________________ (the Employer) declare as follows:

1. The Employer would not be in a position to employ this new apprentice without AGE 16 to 24. (*see note below)

2. The Employer will employ the apprentice/s named below 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)

3. The employee will be signed up to do an apprenticeship from the beginning of their employment.

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

5. The Employer has not employed an apprentice who has started an apprenticeship programme in the previous 12 months (from the start date of this new apprenticeship) (**see note below)

6. The Employer will complete the attached State Aid declaration form, confirming that they are aware of and do not breach any State Aid rules, and return it to the Training Provider.

7. The Employer has fewer than 50 employees¹ in the United Kingdom

8. The Employer understands that if the apprentice leaves or is dismissed and does not complete 13 weeks ‘in-learning’ (as recorded in the Individual Learning Record submitted by the training organisation) and in employment they will not be eligible for the Grant.

Notes

*AGE 16 to 24 is aimed at supporting employers who would not currently be in a position to recruit an apprentice without the support of this Grant. If this is not the case the employer should not make a claim

** If as an employer you are unsure whether a training organisation has accessed apprenticeship funding for employees in your business (for new recruits or existing employees) but have for example, had a member of staff, irrespective of their age, undertaking work based learning such as NVQs (National Vocational Qualifications) you should contact the training organisation concerned to seek clarification before signing this agreement and claiming the Grant. Checks will be made and where a previous apprenticeship start is recorded against an employer they will not be eligible for the Grant.

¹Except where the employer has a workplace within the 32 London Boroughs or City of London. In this case employers with up to 249 employees are eligible until 30th June 2015, under the London ESF AGE offer.
I understand that if the Employer does not comply with any of the requirements set out above the SFA will not have any obligation to make a payment in respect of AGE 16 to 24 and may recover any payments already made.

Signature:

For and on behalf of the employer

Name (print): ____________________________________________
Position: ____________________________________________
Employer: ____________________________________________
Date: ____________________________________________

Signature:

For and on behalf of the Training Organisation/Strategic Partner

Name (print): ____________________________________________
Position: ____________________________________________
Training Organisation/Strategic Partner: __________________________
Date: ____________________________________________

Apprentices’ details
Number of apprentices to be recruited under the AGE 16 to 24: _____
(up to a maximum of 5 per employer)

<table>
<thead>
<tr>
<th>Name of apprentice (please complete if known at this stage)</th>
<th>Date of Birth</th>
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<tbody>
<tr>
<td>1.</td>
<td></td>
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<td>2.</td>
<td></td>
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<td>3.</td>
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<td>4.</td>
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<td>5.</td>
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</table>
State Aid declaration

Company Level Data Capture Form
(De Minimis)

Section One

1. What is your company name?

2. What is your company’s registered address?

3. Contact Details
   
   Email:
   
   Telephone

Section Two - (De Minimis)

STATE AID RULES

Where activity is supporting individuals to improve their employability and help them move closer to the labour market the aid is being provided to the individual and there are no direct benefits for enterprises. However for those elements which provide support to individuals in employment there may be state aid implications because their employers are receiving support towards the costs of training. Where funding which supports individuals in employment to achieve full or part qualifications this may constitute an aid.

The de minimis regulation enables an enterprise to receive up to €200,000 euros in aid (any public resources including ESF) over three fiscal years. Providing such aid is given within the de minimis rules there is no requirement to notify it to the Commission.

To ensure that the requirements of the de minimis regulation are met, scheme administrators must ensure that any award of funding and other public match funding to an enterprise given under the terms of the de minimis block exemption does not breach the €200,000 ceiling over three fiscal years. Member states are required to keep detailed records of any de minimus aid paid for 10 years.

The de minimis regulation:

- extends the scope of the regulation to marketing and processing of agricultural products with certain conditions and the transport sector (but not to road haulage operations for the acquisition of road freight transport vehicles).
- prohibits the cumulation of de minimis with other block exempted or notified aid schemes for the same costs, and;
- increases the de minimis level from €100,000 to €200,000 except the road transport sector which remains at €100,000.
Organisations using the de minimis rules must put in place a monitoring system to ensure the limit is not breached. Typically, such a monitoring system will involve:

- asking enterprises receiving support under their scheme to identify all other sources of support (either in cash or in kind) that they have received in the last three years;
- checking if previous de minimis aid is involved, to ensure that the combined assistance does not exceed €200,000 over any three-year rolling period. If the limit is breached, the aid may have to be reduced or refused to ensure the limit is not breached.

BIS (Department for Business, Innovation and Skills) State Aid Branch advises writing to each recipient in the following terms:

“The assistance for […] constitutes State Aid as defined under Articles 87 and 88 of the Treaty of Rome and is being granted as ‘de minimis’ aid under Commission Regulation EC/1998/2006. European Commission rules prohibit any undertaking from receiving more than €200,000 euros ‘de minimis’ aid over a rolling three-year period. Any ‘de minimis’ aid granted over the €200,000 limit may be subject to repayment with interest. If you have received any ‘de minimis’ aid over the last three years (from any source) you should inform us immediately with details of the dates and amounts of aid received. Furthermore, information on this aid must be supplied to any other public authority or agency asking for information on ‘de minimis’ aid for the next three years.”

Whilst de minimis rules are straightforward in principle they are difficult and complex to operate in practice because they are not project related and as such rely on individual enterprises being able to identify how much aid and under which schemes they have received support over a rolling three-year period. Where enterprises have exhausted their aid ceilings under de minimis, there is no capacity for further aid.

State aids must be dealt with using the de minimis rules.

4. Declaration - I declare that the amount of De Minimis aid received by the company/organisation over the last three fiscal years is:

<table>
<thead>
<tr>
<th>Year</th>
<th>2012/13</th>
<th>2013/14</th>
<th>2014/15</th>
<th>2015/16</th>
<th>TOTAL</th>
</tr>
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5. I confirm that, to the best of my knowledge, the information above is correct and given in good faith. I will notify you of any new aid received from any source during the life of the project.

Signed

Date

Name

Position within firm

This information may be shared with other organisations and Department for Education and Department for Work & Pensions for administrative, statistical and research purposes, to inform careers and other guidance and to monitor progress.