

MALVERN HILLS APPRENTICESHIP GRANT SCHEME INFORMATION SHEET FOR PROVIDERS AND EMPLOYERS

Malvern Hills District Council (MHDC) has joined forces with Worcestershire Training Provider Association (WTPA) to help more local businesses, employ local residents through apprenticeship programmes. £20,000 is available in financial year 2015/16 to award a salary contribution grant of £1,000 per apprentice, with a maximum of 2 grants available for any one business.

The grant scheme will prioritise applications from businesses operating in one or more of the following key sectors:

- Engineering and Manufacturing
- IT/Cyber
- Agriculture Technologies and Horticulture (Agri-tech)

Employer Criteria

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

Apprentice Criteria

- The Apprentice resides in the Malvern Hills district postcode area
- 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. MHDC 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 MHDC 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 & Malvern Hills 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 Malvern Hills District Council with monitoring outcomes and publicity for the scheme.
- b. 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.
- c. 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.
- d. 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.

For further information contact:

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