**Employer Application Form**

PART A

Thank you for your interest in the **Recruit | Retain | Reward Grant.** This is a one-off payment of £1000 (paid after 12 weeks) for taking on a new apprentice, or an apprentice that was made redundant due to CV19 to support with a range of costs.

**Please select which County your trading address postcode is in:**

|  |  |
| --- | --- |
| Norfolk | Suffolk |
| For Apprenticeships Norfolk (Norfolk County Council) to consider your application, we require you to complete sections 1-5 of this form.  If you require any assistance please contact Apprenticeships Norfolk:  0344 8008024 or [apprenticeships@norfolk.gov.uk](mailto:apprenticeships@norfolk.gov.uk)  Once completed, please return a copy to [apprenticeships@norfolk.gov.uk](mailto:apprenticeships@norfolk.gov.uk) | For Apprenticeships Suffolk (Suffolk County Council) to consider your application, we require you to complete sections 1-5 of this form.  If you require any assistance, please contact Apprenticeships Suffolk: 01473 264308 or [apprenticeships@suffolk.gov.uk](mailto:apprenticeships@suffolk.gov.uk)  Once completed, please return a copy to [apprenticeships@suffolk.gov.uk](mailto:apprenticeships@suffolk.gov.uk) |

Please indicate how you intend to use this grant: (please mark all that are applicable)

Purchase of equipment required by the apprentice to complete the apprenticeship

Funds towards travel expenses for the apprentice

Onboarding recruitment and operational costs

Other:Click or tap here to enter text.

**1 – EMPLOYER DETAILS**

*Please complete parts A – C*

|  |  |
| --- | --- |
| **Company Name** | Click or tap here to enter text. |
| **Contact Name** | Click or tap here to enter text. |
| **Company Contact Number** | Click or tap here to enter text. |
| **Company Email Address** | Click or tap here to enter text. |
| **Trading Address & Postcode** | Click or tap here to enter text. |

**Part A**

|  |  |  |
| --- | --- | --- |
| **Apprentice Name** | Click or tap here to enter text. | |
| **Age at the start of apprenticeship**  *Please note, apprentice must be aged 16-24 to be eligible* | 16-18 | 19-24 |
| **If taking on a redundant apprentice:** | At least 26 weeks remaining on programme? | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Part B** | | | | | |
| *Part of the eligibility criteria states that your organisation must not pay the apprenticeship levy\** | | | | | |
| **Do you pay the apprenticeship levy? \*** | Yes | | No | | |
| *\* the apprenticeship levy is paid by employers who have an annual wage bill in excess of £3m. Please visit* [*https://www.gov.uk/government/publications/apprenticeship-levy/apprenticeship-levy*](https://www.gov.uk/government/publications/apprenticeship-levy/apprenticeship-levy) *for more information.* | | | | | |
| **Part C**  If you have taken on an apprentice that was made redundant by their previous employer due to COVID-19 please mark N/A and proceed to the next section | | | | | |
| **Have you employed an apprentice in the last 12 months?**  *(With the exception of the apprentice named above and up to 2 other new apprentices as part of the R|R|R T&C’s)* | | Yes | | No | N/A |
| **2 – APPRENTICE DETAILS** | | | | | |

If your apprentice is aged 16-18 *(or 19-24 with an Education, Health & Care Plan)* the training costs will be fully funded *(excluding wages)* as long as you have under 50 employees. If your apprentice is 19-24 you will be required to make a 5% contribution towards the training costs. If you would like information on eligibility for the levy-transfer scheme, available to assist with covering these costs, please visit: <https://newanglia.co.uk/apprenticeship-levy-transfer/>

**3 – HOW DID YOU HEAR ABOUT THIS SCHEME?**

Please select from list

If other, please specify: Click or tap here to enter text.

**4 – TRAINING PROVIDER DETAILS**

*Your chosen training provider will be able to help you with this section*

|  |  |
| --- | --- |
| **Training Provider** | Click or tap here to enter text. |
| **UK PRN** | Click or tap here to enter text. |
| **Contact Name** | Click or tap here to enter text. |
| **Contact Number** | Click or tap here to enter text. |
| **Email Address** | Click or tap here to enter text. |
| **Apprenticeship Start Date** | Click or tap to enter a date. |
| **Apprenticeship Sector** | Please select from list |
| **Apprenticeship Level** | Please select from list |

**5 – CONFIRMATIONS**

**Terms & Conditions**

* ‘Recruit’ incentive grants & ‘Retain’ recognition grants are awarded subject to availability.
* Only one grant will be awarded **per apprentice** – either a ‘Recruit’ incentive grant **OR** a ‘Retain’ recognition grant. Grants are limited to a maximum of three **per organisation**.
* Grants are open to businesses who are not subject to the Apprenticeship levy (ie: Organisation payroll under £3m)
* To be eligible the organisation must have a trading address within the Norfolk or Suffolk County Council administrative boundaries
* To be eligible the Apprentice must be aged 16-24 years at the start date of the apprenticeship.
* ‘Recruit’ incentive grants are open to organisations who do not currently employ apprentices and have not done so within the last 12 months.
* ‘Recruit’ incentive grants are designed to incentivise employers to create a new substantive role; not to convert an existing employee’s role into an apprenticeship.
* ‘Retain’ recognition grants are available if the apprentice has a minimum of 26 weeks remaining ‘on programme’ before completing (for frameworks) or reaching the End Point Assessment gateway point (for standards).
* ‘Retain’ recognition grants are aimed at supporting post Covid19 redundancies only - ie: apprentices made redundant after 19th March 2020.

*Employers are not eligible for redundancy recognition grants if they employ an apprentice back into their organisation, that they previously made redundant.*

*Redundancies must be genuine & not dismissal due to poor performance or resignation.*

* Applications must be fully completed, including bipartite electronic signatures. Declaration forms must be fully completed, including tripartite electronic signatures. Forms must be submitted from either their organisations email address or the training providers email address. Acknowledgements will be emailed to both parties.
* Applications will be accepted for apprenticeship starts on/after 1st August 2020. Grants can be applied for and reserved, up to a max of 6 weeks in advance of the apprenticeship start date.
* Both successful & unsuccessful applications/declarations will be notified by email.
* State Aid –The RRR grant of £1000 could be considered State Aid. It is provided under the General Block Exemption Regulation Training Aid (Article 31). *Full details are available at:* [*https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\_data/file/607691/bis-15-148-state-aid-manual-update.pdf*](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/607691/bis-15-148-state-aid-manual-update.pdf)
* For both grant payments, there is a one-off payment after 12 weeks (to align to the completion of the first or next planned progress review). The Declaration **must** be completed and submitted in order that payment can be made. There is a maximum buffer of an additional 4 weeks before the application will be closed and funds reallocated, if the declaration has not been received. In the event the apprentice does not remain employed/stay on programme for at least 12 weeks, the applicant is not eligible for the grant payment & the application will be closed.
* Appeals procedure; Apprenticeships Norfolk/Apprenticeships Suffolk reserve the right to complete audit checks to ensure applications are aligned to R|R|R terms and conditions. Applications or declarations not meeting the criteria will be deemed as unsuccessful. In the first instance a decision will be made by the awarding authority. Applicants have the right to appeal this decision, if they believe the application does meet all the eligibility criteria and have other supporting evidence to validate this. In the event of an appeal, a decision will be made by an independent party. Appeals must be submitted within 14 working days, and appeal decisions will be communicated within 14 working days of being submitted. Appeal decisions made by the independent party will be final.

*NB: Conditions will be self-certified by employer & signed as ‘true and accurate to best of knowledge’ – we will reserve the right complete audit checks & refuse payment if found to be in breach.*

|  |  |
| --- | --- |
| **EMPLOYER**  I confirm that I have read the above terms and conditions, and I understand and accept these  I confirm that I am authorised to complete this form, and apply for this grant on behalf of my organisation  I confirm that the information provided on this form is accurate to the best of my knowledge and I understand that Apprenticeships Norfolk & Norfolk County Council / Apprenticeships Suffolk & Suffolk County Council (postcode dependant) reserve the right to audit and to refuse payment if information is found to be inaccurate  **Name:**Click or tap here to enter text.  **Signed:** X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Employer)  **Date:** Click or tap to enter a date. | **TRAINING PROVIDER**  I confirm that I have read the above terms and conditions, and I understand and accept these  I confirm that I am authorised to complete this form on behalf of my organisation  I confirm that the information provided on this form is accurate to the best of my knowledge and I understand that Apprenticeships Norfolk & Norfolk County Council / Apprenticeships Suffolk & Suffolk County Council (postcode dependant) reserve the right to audit and to refuse payment to the employer if information is found to be inaccurate  **Name:**Click or tap here to enter text.  **Signed:** X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Training Provider)  **Date:**Click or tap to enter a date. |

**Privacy Statement**

Norfolk County Council / Suffolk County Council are committed to protecting the privacy and security of your personal information. By personal information, we mean information which, by itself or with other data available to the County Council, can be used to identify you.

You can view our General Privacy Statement on our websites;

<https://www.norfolk.gov.uk/what-we-do-and-how-we-work/open-data-fois-and-data-protection/data-protection/privacy-notices/norfolk-county-council-privacy-notice>

<https://www.suffolk.gov.uk/about/privacy-and-data-protection/>

***Who we are & how we will use & store your information:***

* Apprenticeships Norfolk – as part of Norfolk County Council (NCC) & Apprenticeships Suffolk – as part of Suffolk County Council (SCC)
* Either NCC or SCC will be the relevant Data Controller in respect of the applications it receives, based on the relevant local authority administrative boundaries for the business trading address as stated on the application form, in order to determine eligibility for the grant payment.
* The Council that covers the area that your business is trading in, will use the information you provide for the purposes of supporting your business via the RRR grant scheme. The data is processed with your consent.
* The information is stored electronically, on the NCC’s records management system. Additionally, information is securely stored in other mediums, including email accounts

***Data Sharing:***

* The data you provide will only be shared with the other Council as outlined above.
* Anonymised headline data may be shared with District Councils and the wider Norfolk and Suffolk Apprenticeship Network.

***Retention:***

* This information will be kept strictly confidential and will be stored securely by the Councils. The data will be held for a maximum of 6 years from the date of application (1st August onwards) after which time it will be securely deleted.

**Employer:**

I consent to Apprenticeships Norfolk/Apprenticeships Suffolk contacting my organisation in the future to inform us of events, campaigns, apprenticeship updates and to request participation in case studies  *(please mark X to opt out)*

If your application is successful you will be required to take part in an exit evaluation survey. Anonymised data and feedback may be shared with interested parties only for the benefit of improving the quality, range and quantity of apprenticeships across Norfolk & Suffolk.