

## SHEPWAY APPRENTICESHIP SCHEME GUIDANCE NOTES

**Our scheme offers grants of up to £1,500 to Shepway businesses to encourage them to employ local people as apprentices.**

### **Who can apply?**

Any Shepway business can apply, although we have a focus on businesses in specific sectors and in key employment areas where we are specifically looking to encourage job creation.

Applications will be considered on a case by case basis with appropriate checks made (e.g. with Companies House) to try to ensure that the apprenticeship is not ended prematurely due to company failure.

### **What grants are offered?**

We offer grants of **£1,500** per apprentice to businesses in the following sectors **AND** that are located in one of our key employment areas (see Appendix 1):

- Finance and Insurance Services
- IT, Creative and Media
- Tourism and Leisure
- Manufacturing
- Construction
- Retail (not including Hair and Beauty)
- Transport and Distribution
- Utilities
- Agriculture

We offer grants of **£1,250** per apprentice to Shepway businesses that are either in one of the sectors outlined above **OR** are located in one of our key employment areas (see Appendix 1).

If you are not in one of the sectors outlined above or located in a key employment area, we will offer a grant of up to **£1,000** per apprentice.

A maximum of three apprenticeship grants may be offered at any one time per business, except to those in the hair and beauty sector where the maximum is capped at 1 apprentice per business. This is due to high demand from this sector in the previous scheme and a desire to encourage other sectors to take on an apprentice.

The grant payments are made in two instalments:-

1. A first payment of £500 is paid immediately on completion of the Funding Agreement.

2. A second payment of the outstanding balance is paid after six months, following the satisfactory completion of monitoring.

An additional contribution towards bus transport costs may be available in some circumstances. This will be assessed on a case by case basis, and will only be available where it can clearly be demonstrated that the individual would be unable to access the apprenticeship without this additional support.

### **Who can be an apprentice?**

The scheme is only open to individuals who live within Shepway District, are not in full time education, are aged over 16 and are able to work in England.

We will support apprenticeships for all age groups, but we are expecting the majority to be aged 21 and below.

### **What types of apprenticeships are supported?**

Apprenticeships must run for a minimum of one year and the training must be given by an accredited apprenticeship Training Provider. More information can be found on the National Apprenticeship Service website – [www.apprenticeships.gov.uk](http://www.apprenticeships.gov.uk)

The apprentice must be working and studying for a combined total of at least 30 hours a week. Apprentices must be paid both for the hours they spend working and for those that they spend studying.

We would expect that the apprentice will be paid **at least** the relevant minimum national apprenticeship rate - [www.gov.uk/national-minimum-wage-rates](http://www.gov.uk/national-minimum-wage-rates)

Please be aware that the apprentice's accredited training course must commence within 10 working days of the start date of their employment as an apprentice. Please note that this requirement is enforceable by HMRC.

Businesses are only eligible to apply for this funding for apprentices who have been employed for less than three months as an apprentice from the date of receipt of the signed Funding Agreement.

## **How to apply for the scheme**

### **Tell us about your business...**

...if you are interested in applying for a grant, please contact us and we will ask you for some simple details of your business and the type of apprenticeship that you are interested in to get you started.

### **If you haven't identified an Apprentice or Training Provider...**

...with your agreement we will pass your details on to relevant apprenticeship Training Providers and brokers, such as East Kent College and the Kent Association of Training Organisations (KATO), who will then contact you to help you find an apprentice or an appropriate Training Provider.

### **When you have chosen an apprentice and a Training Provider...**

...you will need to send us:

- a copy of the signed contract of employment between your business and the apprentice
- a copy of the signed apprenticeship learning agreement between you, your apprentice and the Training Provider
- details of the training course that your apprentice will be undertaking – including course title and outline, start and finish date
- a completed Employer Details Form which will include details of your apprentice to confirm that he/she is a Shepway resident.

### **When we have that information...**

...we will send you a:

- Funding Agreement – this is the grant agreement between you and us at Shepway District Council. You will need to complete this, sign it and return a copy to us.

Once we have all this documentation satisfactorily completed, the initial £500 payment should reach you within 1 month.

### **To receive the remaining outstanding balance of the grant**

...six months after we receive your signed Funding Agreement we will contact you asking for you to complete a short monitoring form and provide copies of the pay records/slips for the apprentice for the previous 6 months.

Once we have received this information, and if everything is in order, the final outstanding payment should reach you within 1 month.

### **What happens if things go wrong....**

...should an apprentice cease to be in your employment at any time during the course of the apprenticeship you must notify the Council immediately. If this happens, the amount of grant offered may be reduced and you may be required to repay all or part of the grant. However, the Council will not ask you to repay the grant if it has already been used to pay the apprentice's wages and he or she leaves your employment through no fault of your business.

The Council may also withhold the grant and/or require you to repay all or part of the grant, if we feel that you have not complied with:

- any of the terms and conditions of the Funding Agreement
- the apprenticeship agreement between you and the Training Provider
- the contract of employment between you and the apprentice

If at any time there are any problems with your apprentice or the apprenticeship ceases, you should inform us immediately.

### **Keeping in touch...**

...we will contact you again after 12 months to check on progress and you will be required to complete another simple form asking how the scheme worked for you. We will also contact the apprentice independently to get their views.

**For further information please contact Richard Murrill in the Economic Development Team at Shepway District Council  
Tel : 01303 853506 or e-mail [apprenticeships@shepway.gov.uk](mailto:apprenticeships@shepway.gov.uk)**

## **Appendix 1: Key Employment Areas**

### **Town Centres and High Streets:**

1. Folkestone Town Centre
2. Cheriton High Street
3. Sandgate High Street
4. Hythe Town Centre
5. Dymchurch High Street
6. New Romney Town Centre
7. Lydd Town Centre

### **Key Regeneration Sites:**

8. Folkestone Seafront
9. Shorncliffe Garrison
10. Folkestone Creative Quarter
11. Martello Lakes, Hythe

### **Allocated Employment Sites:**

12. Shearway Business Park (Phases 1 & 2)
13. Lymgne Industrial Estate (including Link Park)
14. Park Farm Industrial Estate
15. Range Road Industrial Estate, Hythe
16. Bowles Well Gardens
17. Pennypot and Kengate, Hythe
18. Shorncliffe Industrial Estate
19. Mountfield Road Industrial Estate, New Romney
20. Cheriton Parc
21. Kitewell Lane, Lydd
22. Harden Road, Lydd
23. Dengemarsh Road, Lydd