

Greater Manchester Apprenticeship Grant for Employers (GM AGE)

Greater Manchester Employer Declaration

Thank you for your interest in the Greater Manchester Apprenticeship Grant for Employers ('GM AGE'). This document sets out the agreement between you, as the employer applying for the grant, and the training provider, who will access the grant on your behalf from the Greater Manchester Combined Authority.

This agreement must be completed with any employer seeking GM AGE in respect of the employment of Apprentices aged 16-24 in a GM Workplace who commence in learning between 1st April 2015 and 31st July 2017.

The GM AGE grant has been introduced to provide:

- financial support for employers who are new to apprenticeships, or for those who have previously employed an apprentice, it is more than 12 months since their last apprentice completed their programme.
- incentives to encourage progression from Traineeships to Apprenticeships
- incentives for employers offering Higher level Apprenticeships.

GM AGE replaces the national AGE 16-24 grant scheme within Greater Manchester and is one of the first examples of Devolution making a real difference on the ground. Employers cannot access both the national and GM schemes within Greater Manchester, nor can they choose between the two models. The criteria have been developed with your needs as a GM employer, together with our labour market and economy insight.

The GM criteria offer more flexible employer eligibility, as well as the potential to access substantially higher levels of financial support per apprentice than would otherwise be available through the national scheme. GM AGE has a value of between £1500 and £2500 per apprentice, depending on the circumstances and on the type of apprenticeship opportunity you are offering. This compares to a maximum £1500 grant in the national model.

GM AGE is available to organisations with fewer than 250 employees employing apprentices aged between 16 and 24 years on approved apprenticeship frameworks, in a GM workplace.

Each employer can access up to three grants under the GM programme.

The grant will become payable once your apprentice has completed 13 weeks in learning, but as an employer you will be expected to employ the apprentice 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.

It may take up to 11 weeks for the grant to be processed and paid to your training provider following the 13 weeks in learning. Following receipt of the grant, it is expected that your training provider will transfer the funds to you within two weeks of receipt.

Therefore, it is important to note that it could take up to 26 weeks following the apprentices starting in learning, for you to receive your grant.

For further information please refer to the latest GM AGE Employer Factsheet, which is available on the New Economy website and updated periodically:

<http://neweconomymanchester.com/our-work/skills-employment/gm-age-greater-manchester-apprenticeship-grant-for-employers>

Greater Manchester Employer Declaration

The employer [] agrees as follows:

- The employer would not be in a position to employ this new apprentice without the GM AGE 16 to 24 Grant (*see note below)
- The employer has not previously employed an apprentice.
- Where the employer has previously employed an apprentice, it has been more than 12 months since their last apprentice **completed** their programme, unless the apprentice is progressing from an Advanced to Higher Apprenticeship (**see note below),
- 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)
- 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
- The apprentice will be employed in a GM workplace.
- The employer has less than 250 employees in the United Kingdom, as recorded by the Employer Data Service (EDS)
- The employer has completed 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.
- No aspect of the activity funded by GMCA may be party-political in intention, use, or presentation
- The Grant may not be used to support or promote religious activity.

Important Information

- The grant becomes payable once an Apprentice has completed 13 weeks in-learning (as recorded in the Individual Learning Record submitted by the training provider on a monthly basis to the SFA), following this it may then take up to 11 weeks for the payment to be made to your training provider, who will then transfer the grant to the employer within two weeks of receipt. Therefore, it is important to note that it could take up to **26 weeks** following the apprentice starting in learning, for you to receive your grant.
- 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 provider) and in employment there is no eligibility to the Grant.
- **Grants are subject to further eligibility checks and funding availability and the signing of this declaration is not a guarantee of grant funding.**

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.***

Training Provider Declaration

The training Provider [_____] agrees as follows:

- The Training Prover will work with the employer to identify and deliver a suitable apprenticeship programme
- The Training Provider will assist the employer to understand the GM AGE 16 to 24 criteria and to complete the required GM AGE 16 to 24 documentation, where they identify an employer may meet the criteria.
- The Training Provider will ensure an application for the grant is made, by submitting correctly coded Individual Learning Record (ILR) to the Skills Funding Agency as part of their next available upload.
- The training Provider will make payment of the Grant to the employer in accordance with their Training Provider agreement. It may take up to 11 weeks for the grant to be processed and paid to the training organisation following the 13 week period. Under the terms 5.5 of GM AGE 16 to 24 the training organisation is responsible for ensuring the employer receives the payment within 2 weeks of receipt of grant funds from the Greater Manchester Combined Authority.

Apprentices' details

Number of apprentices to be recruited under the GM AGE 16 to 24: _____

(up to a maximum of 3 per employer – please include any future apprentices you anticipate recruiting during the grant period)

Name of apprentice (please complete if known at this stage)	Apprentice Unique Learner Number (ULN)	Apprenticeship (Level and framework / standard name)	Date of Birth	Approximate start date
1.				
2.				
3.				

SIGNATURES

Signature: _____

For and on behalf of the Greater Manchester Employer

Name (print): _____ Position: _____

Employer: _____ Date: _____

Signature:

For and on behalf of the Training Organisation

Name (print):

Position:

Training Organisation:

Date:

A scanned copy of this declaration should be returned to New Economy at the email address below as soon as possible.

Please note payments will not be released to providers without receipt of a fully completed and signed Employer Declaration.

gimage@neweconomymanchester.com

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 (including postcode)?

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 from 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 minimis aid paid for 10 years. EC regulation 1407/2013 for de minimis:

- 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; and the agriculture section, which its own €15,000 limit under EC regulation 1408/2013

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 to ensure the limit is not breached.

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

"Under EC regulations 1407/2013 and 1408/2013 (de minimis aid regulations), this is a de minimis aid. There is a ceiling of €200,000 for all de minimis aid provided to any one firm over a 3-year period. Any de minimis aid awarded to you under this offer letter will be relevant if you wish to apply, or have applied, for any other de minimis aid. For the purposes of the de minimis regulation, you must retain this letter for 3

years from the date on this letter and produce it on any request by the UK public authorities or the European Commission. (You may need to keep this letter for longer than 3 years for other purposes.)”

Although de minimis rules are straightforward in principle, they are difficult and complex to operate in practice because they are not project-related and 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.

Declaration

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

2013/14	2014/15	2015/16	TOTAL

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.