

ACCESS TO APPRENTICESHIPS

Calling all employers!

Do you want to offer an apprenticeship scheme but need digital equipment for your apprentice?

Calling all potential apprentices aged 16-24!

Are you interested in applying for an apprenticeship, but are worried about equipment or travel costs?

**Access to Apprenticeships is here to help.
£500 bursaries available now!**



- Buy equipment for a specialist trade
- Buy a laptop, monitor or mobile WiFi.
- Buy a bus pass or season ticket. Buy a bike or ebike and cycling helmet.



- Don't let financial barriers stop you from offering an apprenticeship to a young person, or your new apprentice accepting the placement when you offer it!

More than one bursary per business permitted.

Grants available from 1 December 2021 to 31 March 2023.

Don't delay, apply today.





Applications for bursaries can only be made by the business employing the apprentice.

APPLY TODAY!

- Download the application form at www.apprenticeshipsnorfolk.org/access-to-apprenticeships



- Check that you're eligible.
- Complete in full (you'll need support from your apprentice training provider)
- Return both Part A & Part B to us at apprenticeships@norfolk.gov.uk

Don't hesitate to contact us if you need any help with your application. We'll be in touch if we have any queries.

Access to Apprenticeships grant funding is provided by 'France | Channel | England C-Care' - the project aims to remove financial barriers to apprenticeship opportunities following the Covid-19 pandemic.



**RECRUIT
RETAIN
REWARD**

**IT PAYS
TO EMPLOY
A YOUNG APPRENTICE**

APPLY FOR A GRANT TODAY AND RECEIVE:

£1000

'Recruit' Incentive grant
– to support a non-levy
business employing a new
apprentice aged 16-24.

OR

£1000

'Retain' Recognition grant - to support a
non-levy business offering new employment
to an existing, redundant apprentice aged
16-24 to complete their apprenticeship.

Grant funds can be used towards: purchase of
equipment required by the apprentice to complete
their apprenticeship; travel expenses for apprentice
or onboarding recruitment & operational costs.

 **Apprenticeships
Norfolk**

 **Apprenticeship**
Ambassador Network
East of England

FOR GUIDANCE AND TO APPLY:

Go to www.apprenticeshipsnorfolk.org/recruit-retain-reward
or email us at apprenticeships@norfolk.gov.uk

**RECRUIT
RETAIN
REWARD**

TERMS & CONDITIONS:

- 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 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 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.
- Grants can be applied for and reserved, up to a maximum of 6 weeks in advance of the apprenticeship start date. Applications submitted over 6 weeks after the start date of the apprenticeship will not be accepted.

To note - For new apprenticeship starts where the apprentice is employed on or after 1st October 2021, we have removed the previous incentive eligibility criteria in place from 1st August 2020: ‘Recruit’ incentive grants are open to organisations who do not currently employ apprentices and have not done so within the last 12 months.