

WEST OF ENGLAND APPRENTICESHIP GRANT FOR EMPLOYERS PROGRAMME.

EMPLOYER BRIEFING

1. West of England AGE grants are available to companies with fewer than 250 Full Time Equivalent employees who are based within the administrative boundaries of Bath and North East Somerset Council, Bristol City Council and South Gloucestershire Council.
2. Grants are intended to assist companies who cannot otherwise afford to take on an Apprentice and this will be tested through the application process. Companies that have had numerous Apprentices previously, unassisted by an AGE grant, or those with significant turnover are unlikely to be offered an AGE grant.
3. Generally, Employers have used AGE grants to directly meet the additional costs of the Apprentice/s they have taken on (e.g. wages, equipment) but this is not a requirement of the grant. You are free to use any grant you receive for any purpose, except for political or religious activities.
4. Employers can only access grants through the Providers of the Apprenticeships that they are considering taking on (Providers will usually be Further Education Colleges and Independent Training Providers). Most Providers who offer Apprenticeships will be eligible to offer AGE grants, but not all. A list of Providers who are able to offer West of England AGE grants is available [here](#).
5. If you are working with a Provider who is not on this list, and you think you are eligible for an AGE grant, then your Provider will need to contact the West of England LEP office (through our website) as soon as possible to discuss an agreement with us.
6. Only Employers with Apprentices following Frameworks are eligible to receive an AGE grant. Your Provider will be able to give you further guidance on what this means.
7. If your Apprentice leaves your employment before they have completed at least 13 weeks of their course, you may need to repay any grant you have received. However, the circumstances leading to the Apprentice leaving your employment will be considered before any repayment is required. Any repayment required will be notified to you by your Provider.
8. There are two types of grant available. A Basic grant of £1500 (per eligible Apprentice) and an Incentive grant of £2500 (per eligible Apprentice) where the Apprentice meets one or more of our four Incentive criteria. The full eligibility rules are set out in our Eligibility Guide available [here](#). You will not receive more than one grant per Apprentice. A single Apprentice start is eligible for only one grant, either a Basic grant or an Incentive grant, not both.
9. You can receive a maximum of 5 West of England AGE grants during the academic year 2016/17 (August to July).
10. The number of employees that you have is determined by the size of the group that you are within, therefore it will include the employees of all linked and/or partner enterprises. Your number of employees is not determined by the number of staff working in a particular office, or part of the country.