

Digital Apprenticeship Wage Subsidy Grant

Employer's Fact Sheet and Timeline

As part of C4DI's Beta Satellite programme, North Yorkshire Council (NYC) will support 10 small businesses with a one-off grant of £2,500. The grant will help businesses in Harrogate and Knaresborough, Scarborough and Whitby, or Selby and Ainsty to create a new opportunity for an extra employee, to become an apprentice in a digital-centric role.

How does the grant work?

The business will commit to taking on a new or additional digital apprentice in paid employment for the duration of their formal training in conjunction with a suitable and accredited Training Provider, and will pay at least the national minimum wage for apprentices.

In return NYC will pay the business a one-off grant of £2,500.

The first £1,250 instalment will be paid four weeks after the apprentices' training has started, with an accredited training provider, and a further £1,250 will be paid after the apprentice has completed week 12 of their apprenticeship.

Timescales may be extended if an apprentice is working 30 hours on the minimum wage - for example, each claim will have to be accompanied with pay slips to a value of at least £1,250.

Which businesses/individuals are eligible for the grant?

The grant is to support businesses of any size, although priority will be given to those that employ less than 50 employees. They must be based in the constituency areas of Harrogate and Knaresborough, Scarborough and Whitby, or Selby and Ainsty. They have an annual turnover not exceeding £50 million, and/or a balance sheet total under £43 million and have been established

or operational for at least three months - businesses that are moving into the area and have been in existence for over three months are also eligible to apply. The scheme aims to encourage businesses interested in employing an apprentice for the first time, or who want to employ an additional apprentice. The payment cannot be used to subsidise an existing apprentice.

The individual who wishes to become an apprentice must be willing to undertake the full training offered, and live in constituency areas of Harrogate and Knaresborough, Scarborough and Whitby, or Selby and Ainsty.

The apprentice must be in a digital role, including but not restricted to:

- Software development
- Web design
- Digital marketing
- Cybersecurity
- E-commerce
- IT support

How much will the apprentice be paid?

A minimum wage of £5.28 per hour (including off the job training time) must be paid to all apprentices who are under 19 or in the first year of their apprenticeship. This increases to £6.40 in April 2024. Individuals not falling into these categories should be paid the National Minimum Wage rate for their age band. The latest National Minimum Wage rates can be found at <https://www.gov.uk/national-minimum-wage-rates>. Employment must be for at least 30 hours per week, except in the minority of circumstances where the learner cannot complete the full 30 hours.

All apprentices must have a contract of employment just like other employees. Ideally, a salary should be offered which reflects the job description and job role and the skills and experience of the candidate, whilst recognising the training opportunity being offered. It can also be helpful to consider how the apprentice's pay will increase over time.

How long will the apprenticeship last?

Apprenticeships last for a minimum of 12 months. The duration of an apprenticeship depends on the framework being followed and the ability of the individual apprentice. An apprenticeship can take between one and four years depending on the level and type. As a guide an intermediate apprenticeship usually takes around 12 months and an advanced apprenticeship around 24 months.

What happens if the apprentice leaves?

If the apprentice leaves or is dismissed between weeks four and 12 NYC will recover £675 of the grant and no second instalment will be paid.

If the business employer terminates the apprentice's contract or if the apprentice resigns between weeks 13 and 22, the employer will refund NYC the second payment of £1,250.

What support is available?

The National Apprenticeship Service (NAS) can provide information and advice on a suitable accredited training organisation to provide training for the apprentice. The training provider will advertise the vacancy on the NAS online vacancies system, the vacancy will be promoted in the local area.

Further Information

North Yorkshire Council

apprenticeships.ham@northyorks.gov.uk

0300 131 2 131

<https://www.northyorks.gov.uk>

National Apprenticeship Service

0800 0150 600

<https://www.gov.uk/employing-an-apprentice>

Stages

Stage	Details
1	Application and job description received - acknowledgement of application sent
2	Application submitted to grant panel
3	Business will be informed by email of the panel's outcome
4	Once an apprentice has been appointed the business should then inform NYC and complete the Business Contract
5	NYC will request an official start date from the Training Provider
6	NYC will contact the Training Provider four and 12 weeks from the start date to check on progress. If the apprentice is still receiving training, then NYC will ask the Business to claim.

If the apprentice is not in place at 12 weeks, £625 is paid back to NYC by the business, and the second instalment will not be made.

If the apprentice is not in place at 22 weeks, £1,250 is paid back to NYC by the business.

Further checks will be made at 22 and 52 weeks to evaluate the success of the grant scheme.



Contact us

Online: <https://www.northyorks.gov.uk/contact-us>

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