

Adopt an Apprentice – guidelines

The Scottish Government has guaranteed to support apprentices made redundant as a result of the economic downturn and has introduced a range of measures to allow apprentices to complete their training with another employer (via the Adopt an Apprentice Scheme) or to identify alternative training in a college (funded by the College/Scottish Funding Council). Skills Development Scotland will manage the programme on behalf of the Scottish Government. These measures are supported by funding from the European Social Fund and will run from 10 June 2009 until March 2011. The £2,000 **will not be applied** retrospectively so employers who have recruited a redundant apprentice prior to the 10 June 2009 are NOT eligible.

The preferred option is to secure employment with an alternative employer to allow the apprentice to complete their training and once a Training Provider has been made aware (either from the apprentice or the relevant employer) that an apprentice is being, or has been, made redundant because of the economic downturn the Training Provider should take all steps to secure alternative employment either through their own contacts or by working with the relevant Sector Skills Council (SSC).

For employers who are willing to take on a redundant apprentice a one-off financial incentive of £2,000 is available to employers to help with wage costs. Further details on 'Adopt an Apprentice' are included in Annex A. Where a Training Provider has not been able to initially identify an alternative employer for a redundant apprentice, he/she will be contacted by SDS staff (Clearing House) to establish what other training/careers advice can be provided. If the individual decides to take up full or part-time training an initial referral will be made to the College on their behalf following which they will apply to the College in the normal way. The Scottish Government has made additional funding available for people who have been made redundant and this is administered by the Scottish Funding Council.

If you have been made redundant and would like information on what advice and support is available contact the PACE redundancy helpline on 0808 100 1855 or www.skillsdevelopmentscotland.co.uk/what-we-do/advice/redundancy.aspx

1. These guidelines are to support Training Providers where an alternative employer has been identified, allowing the redundant apprentice to continue with their current Modern Apprenticeship programme. Employers willing to take on a redundant apprentice and committing to employ them for at least 12 months are eligible for a one off lump sum of £2,000. Training Providers should do all that they can to secure alternative employment by using their own employer contacts and working with the relevant Sector Skills Councils.

2. Employers will be eligible for the financial incentive of £2,000 to help towards wage costs. This payment is a one-off payment and in return the employer must give an undertaking to employ the apprentice for at least 12 months. Employers who make an apprentice employed through the Adopt an Apprentice scheme redundant within that period will be liable to refund the £2,000

3. The following information provides guidelines on:

- Eligibility for participation in the programme
- How to apply for the funding support
- How payment will be made
- audit requirements

Which Modern Apprentices are Eligible?

4. All registered Modern Apprentices that have been made redundant since 1st April 2008 will be eligible for support. There are no age restrictions for apprentices eligible for support.

5. The Training Provider must be satisfied that the apprentice has been made redundant, and this must be recorded on the funding application form. Proof of redundancy could include a P45, notification of redundancy, or an official letter from the previous employer.

6. All Apprentices that have been made redundant because the employer ceased to trade or was unable to continue employing the apprentice due to a lack of work will be eligible for support. The Training Provider must ensure that details on the reason for redundancy are checked with the previous employer, where possible, and record these details in the Funding Application Form.

Are all employers eligible?

7. Any employer in the public or private sector is eligible

8. Training Providers who wish to employ redundant apprentices are NOT eligible for support.

Actions Required?

9. The Training Provider must secure details of any redundancies the employer has made in the same occupation since 1st April 2008 and the employer must provide details to indicate why there has been a change since then to make the company and jobs more sustainable. This information must be recorded in the Funding Application Form.

10. The Training Provider must be satisfied the funding should not be used to displace an existing apprentice.

11. The employer must agree a contract with the apprentice – this should specify that the apprentice is to be employed for at least 12 months.

12. A training needs analysis must be completed for any Modern Apprentice who has not previously been funded by Skills Development Scotland. This is required to determine the skills and competencies the apprentice has already achieved and which skills and competencies are required in order to fulfil the requirements of the apprenticeship.

How to apply for funding

13. The Training Provider must apply for the £2000 on behalf of the employer by completing the Adopt an Apprentice Application form available on www.skillsdevelopmentscotland.co.uk

14. The completed application should be submitted to nsb@scotent.co.uk

Payment

15. On receipt of the Adopt an Apprentice application form Skills Development Scotland will review the application within 10 working days.

16. If the application is approved the Adopt an Apprentice Funding Assistance Agreement will be sent to the Training Provider who must obtain the signatures of all three parties, the Training Provider, the Employer, and the Apprentice.

17. Training Providers will be notified by email if the application is not approved.

18. Once Skills Development Scotland has received a correctly completed Agreement the payment will be made to the Training Provider. The Training Provider must pay the full amount to the employer within 14 days of Skills Development Scotland making the payment available.

19. The Training Provider must provide evidence to Skills Development Scotland that the £2000 has been paid to the employer. The evidence that must be submitted to Skills Development Scotland is:

- A bank statement showing the payment from the Training Provider to the employer and a bank statement from the employer showing the payment from the Training Provider; or
- A bank statement showing the payment from the Training Provider to the employer and a letter on headed paper from the employer confirming payment has been received from the Training Provider

- If the evidence is not provided Scottish Government will recover the funds from the employer.

20. As this Scheme is being part funded by the European Social Fund, for audit purposes Training Providers and Skills Development Scotland are required to keep copies of all documentation relating to the Adopt an Apprentice programme for 9 years.