

Safeguard an Apprentice Frequently Asked Questions

What is Safeguard an Apprentice?

Safeguard an Apprentice is part of the Scottish Government's skills support package and is designed to help viable SME's (up to 250 employees) in Manufacturing, Engineering and Construction sectors to cope with the downturn in the Scottish Economy.

Safeguard an Apprentice will offer support of £75 per week for a maximum of 6 months until 30 September 2011 for eligible companies.

Who should apply?

Companies within the designated sectors that employ an apprentice(s) that is under threat of redundancy or have or are about to go onto short time working. Eligible companies can demonstrate that prior to the economic downturn they were a viable company and that with this support they can withstand the current economic situation

What funding is available?

Safeguard an Apprentice will award eligible companies. Support of £75 per week per apprentice where required until 30 September 2011.

What criteria will be used to assess eligibility?

- Company is in the designated sector;
- Employs apprentices following Modern apprenticeship frameworks;
- Has not received support under any other ScotAction funding for the apprentice such as Adopt or Invest in an apprentice;
- Can demonstrate their apprentices are under threat of redundancy or have been working reduced hours;
- Can explain how this funding will help retain their apprentices;
- Can demonstrate viability prior to the economic downturn;
- Can demonstrate via order books and proposed work sustainable employment for the apprentice for at least six months after funding stops.

How do I apply?

Complete and submit the application form on the SDS website and return to angela.kimmatt@sds.co.uk. The information requested in the application form will be used by the business panel to assess the eligibility of your company for funding. Initial enquiries should be made to Skills Development Scotland on 0800 783 6000.

Who makes up the business panel?

The business panel has been convened by SDS and consists of a representatives of the business community, representatives from relevant Sector Skills Councils and Union representation.

What happens to my application?

The business panel will review and make a recommendation within 10 days of SDS receiving your completed application, where applications require further information this timescale may require to be extended. You will receive notification of the result of your application in writing from SDS.

The information contained in the application will be used solely for the purpose of assessing eligibility and administering the Safeguard an Apprentice initiative and will not be made available to for any other purpose.

What can I do if I am unsuccessful in my application?

An appeals process will be detailed in the letter sent informing companies that they have been unsuccessful.

How do I get the funding?

In your letter confirming your application has been successful you will be told who will be administrating the funding for you, you will be contacted directly by them. You must inform your funding organisation immediately of any change in status of the company or any apprentice that may effect the funding.

What happens if my apprentice leaves?

If your apprentice leaves the organisation or there is a change in their working pattern you must inform us immediately so that funding can be adjusted accordingly. Failure to do so will result in clawback of any overpayment.

What happens if my business situation changes?

If your business situation changes you must inform us immediately if the change to your business impacts on your eligibility the funding you receive will be adjusted accordingly. If you fail to inform us of a change in your circumstances any overpayment as a result of that change will be clawed back.