

What is Safeguard an Apprentice?

Safeguard an Apprentice is part of the Scottish Government's skills support package and is designed to help Small to Medium Enterprises (up to 250 employees) in the Manufacturing, Engineering and Construction sectors through the current economic downturn.

Safeguard an Apprentice will offer support of £75 per week until 31 March 2010 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 should 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 £75 per week per apprentice until 31 March 2010.

What criteria will be used to assess eligibility?

- The 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 Skills Development Scotland website and return to **catherine.thomas@scotent.co.uk**. The information requested in the application form will be used by the Business Assessment Panel to assess the eligibility of your company for funding. If you have any questions initial enquiries should be made to Skills Development Scotland via our freephone Scottish Redundancy Support helpline on 0808 100 1855.

Safeguard an Apprentice Frequently Asked Questions

Who makes up the business panel?

The Business Assessment Panel consists of representatives of the business community, representatives from relevant Sector Skills Councils and Union representation.

What happens to my application?

The Business Assessment Panel will review and make a recommendation within 5 working days of Skills Development Scotland 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 Skills Development Scotland.

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 used for any other purpose.

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

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

How do I get the funding?

If your application is successful you will be told who will be administering the funding for you and they will contact you directly. Funding will be paid on a monthly basis, in arrears, until week commencing 29th March 2010.

Please note you must inform your funding organisation of any change in the status of the company or apprentice(s) that may affect 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. If there is an overpayment we reserve the right to claim the overpayment back.

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 do not inform us of a change in your circumstances any overpayment, as a result of that change, will be refunded by you.