

INCENTIVE PAYMENTS FOR HIRING APPRENTICES EXTENDED

Applications for the incentive payment close on 20 May 2022 (was 15th) so don't miss the deadline. This is only for employers who hired a new apprentice between 1 October 2021 and 31 January 2022. Here's a link with more information <https://bit.ly/3hsrVI9>

The apprentice must have then started an apprenticeship between October 1st 2021 and 31st March 2022. Incentive, or not, there is a limit for apprentices per year (see below).

NON LEVY APPRENTICESHIPS

The current rules for apprenticeships say a non levy employer can submit 10 new apprentices per year.

This includes anyone that started an apprenticeship but then withdrew.

Probation periods can avoid a withdrawal if the apprentice is given time to settle in before committing, it can help..

Sadly we have not yet heard if the cap of 10 has been reset for this coming financial year but we will inform all settings affected by this as soon as we know.

RISK ASSESSMENTS

An apprentice is seen by the funders as 'under their watch'. They have a responsibility for them and of course fund many companies with a wide range of risks for example the construction industry.

They make it a requirement to check each company no matter the sector using a risk assessment (this also records annual insurance is up to date).

So please help us to comply with the funding rules as we must have a risk assessment at least every three years and insurance details every 12 months.

CONTACT US - WE WANT TO HELP

If you have any questions on subjects like funding, incentives, the apprenticeship service or if you have an apprentice who needs assistance we want to hear from you.

As fellow employers we, like you, deal with emergencies, sudden staff sickness, gremlins in our technology, etc., whilst trying to deliver the best service we can to our customers.

We are a family business with a very strong commitment to satisfying the needs of employers and apprentices - we always want to resolve issues carefully but promptly.

The email address info@questfortraining.com is monitored regularly and it's there to ask questions. If you or an apprentice have an issue or need some clarification please don't hesitate to drop us a line. Of course you can also talk to us on 01474 704441.

HIRING AN APPRENTICE - NEW PROCESS FROM APRIL 1st 2022

If you are looking for an apprentice, there's a new way to follow - the Recruit an Apprentice Scheme is being replaced.

Employers can directly recruit apprentices via their Apprenticeship Service Account.

We have a guide (pdf) giving you step by step instructions, if you need help on this.

TEACHING SESSIONS

As part of the mandatory 20% off the job training, apprentices should be encouraged to attend our teaching sessions.

The teaching sessions help to introduce apprentices to engage more fully with others learning the same topic.

We have these sessions regularly but sometimes employers don't allow the time to attend.

This can be for operational reasons, but supporting the apprentice to achieve their aims and goals is important and is a part of the apprentice agreement.



TRANSFERRING TO ANOTHER SETTING - WHAT ARE THE RULES?

If an apprentice wishes to leave a setting for another and continue their apprenticeship it's usually possible but requires prompt action to comply with the funding rules.

The new setting needs to agree to the request and be happy for both the apprentice and the current training provider to continue with their training.

The apprentice needs to be at a stage in their qualification where the time left on their apprenticeship gives them sufficient time to complete it.

A contract must then be drawn up with the new employer and they may be required to pay (pro-rata) the contribution. The new setting must act quickly and complete the contract within a month or the apprentice may be withdrawn to comply with the funding rules.

An apprentice must not pay any monies back to an employer at any stage, including leaving settings.

This is clearly stated in the contract all employers sign to receive the funding.

Congratulations to the following who received our 2022 awards. We chose the apprentice winners based on their work, commitment and engagement.

The employer winners were chosen for the support, time and effort they gave to help their apprentices.

Childcare Sector - Kayleigh (Apprentice) & Georgia (Employer)

Adult Care Sector - Jenna (Apprentice) & Rebecca (Employer)

Business Sector - Millie (Apprentice) & Sharon (Employer)

Schools & Playwork - Daniel (Apprentice) & Amanda (Employer)

Well done and for all those who took part, thank you.

